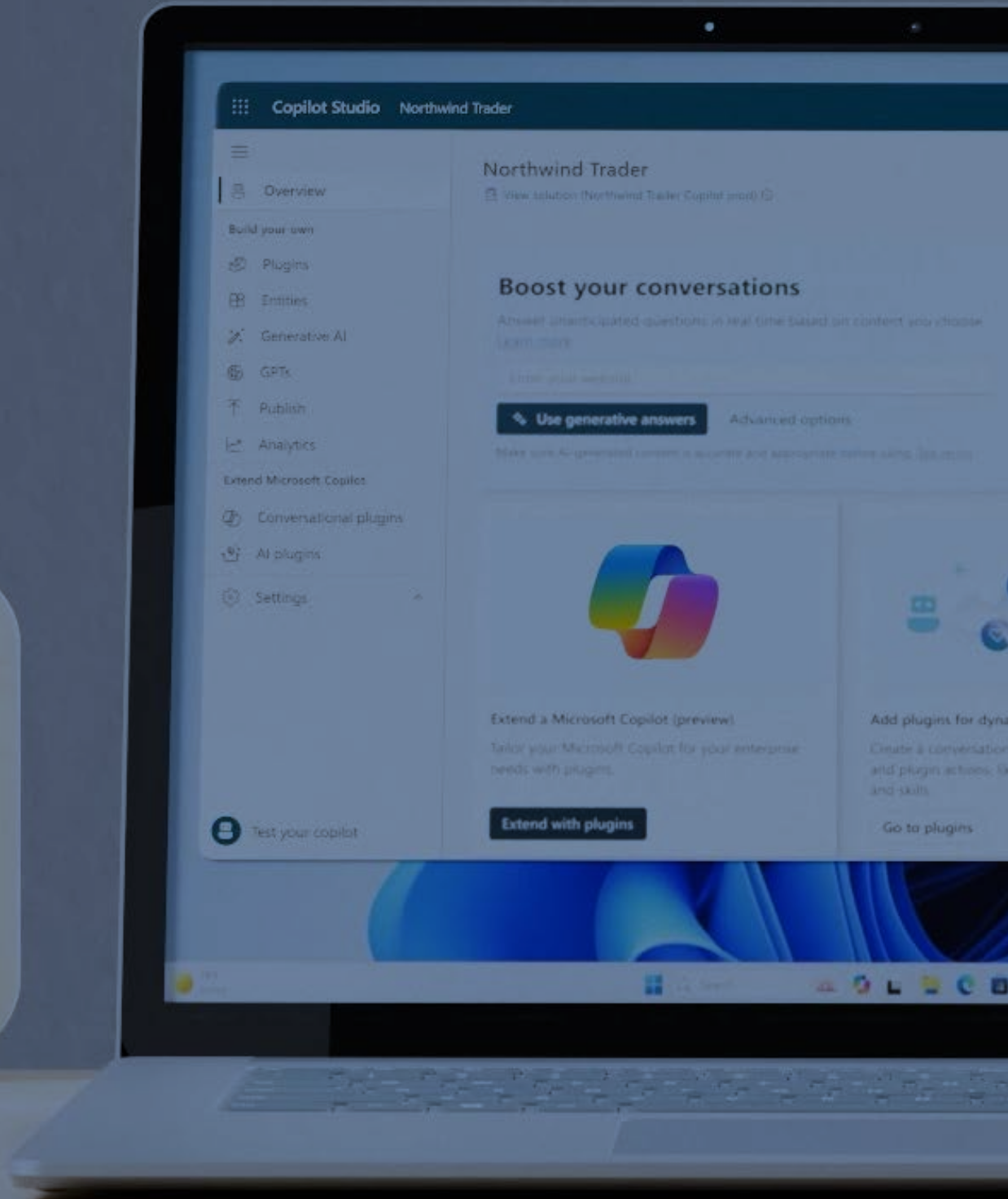


MICROSOFT CO-PILOT – END USER INTRODUCTION

COURSE OUTLINE



 1 DAY

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

OVERVIEW

- What is AI?
- Types of AI
- Common misconceptions of AI

INTRODUCTION TO COPILOT 365

- Overview of Copilot 365
- Understanding the role of AI in Copilot 365
- What information can Copilot access?
- How will copilot impact me?
- Navigating the Copilot 365 interface

BASIC FEATURES

- Setting up Copilot 365
- Understanding the chat interface
- Using Copilot 365 for simple tasks
- Copilot in MS Edge
- Writing a simple prompt
- Crafted prompts

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COURSE CONTENT CONTINUED

COPILOT IN THE APPS

- MS Teams
- Outlook
- Word
- Excel
- PowerPoint
- OneNote

ADVANCED FEATURES

- Deep dive into Copilot 365 capabilities
- Using Copilot 365 for complex tasks
- Understanding the limitations of Copilot 365

TROUBLESHOOTING AND SUPPORT

- Common issues and how to resolve them
- Where to find help and support
- Q&A session

This course is designed to equip end users with the knowledge and skills to effectively use Copilot 365 in their daily tasks.

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