Draft, analyze, and present with Microsoft 365 Copilot

Varighed: 1 Day   Kursus Kode: M-MS4018

Beskrivelse:

Draft, analyze, and present with Microsoft 365 Copilot is a beginner-level Microsoft Learn training path designed to help business users use Microsoft 365 Copilot effectively across everyday productivity tools. The course focuses on practical, real-world use of Copilot to create content, analyze data, and communicate insights more efficiently in Word, Excel, PowerPoint, Outlook, Teams, and Copilot Chat.

Målgruppe:

This course is designed for business users with a foundational understanding of Microsoft 365 who want to leverage Microsoft 365 Copilot to deepen their skills in drafting, analyzing, and presenting data. The course is suitable for individuals seeking to streamline their workflows, improve collaboration, and make data-driven decisions using advanced features and AI-powered assistance provided by Microsoft 365 Copilot.

Agenda:

- **After completing this course you should be able to:**

- Describe the purpose and functionalities of Microsoft 365 Copilot.

- Outline the working principles behind Microsoft 365 Copilot.

- Identify the core components integral to Microsoft 365 Copilot.

- Articulate Microsoft's dedication to responsible AI practices.

- Understand the difference between work and web-grounded Microsoft 365 Copilot Chat

- Access Microsoft 365 Copilot Chat through Microsoft Teams and can amplify both your productivity and creativity.

- Create a new presentation using Copilot in PowerPoint.

- Refine and enhance your presentation using Copilot in PowerPoint.

- Exercise: Piece it together - Build a presentation from start to finish.

- Draft content using Copilot in Microsoft Word.

- Elevate your document using prompts for Copilot in Word.

- Gain hands-on practice on implementing Copilot in Word into your everyday workflow.

- Understand how to use Copilot in Teams to enhance your team's interaction, manage tasks more efficiently, and access information more easily.

- Improve your workflows with Copilot and understand its role in the modern business environment.

- Use Copilot in Excel to analyze and visualize data and enhance your data analysis and reporting capabilities.

- Streamline your communication and coordination tasks, making your everyday workflow more streamlined.

Forudsætninger:

Attendees should meet the following prerequisites:

- Basic functional experience with Microsoft 365 services.

Test og certificering

Recommended as preparation for the following exams:

- There are no exams currently aligned with this course.

Indhold:

Module 1: Introduction to Microsoft 365 Copilot

- Introduction
- What is Microsoft 365 Copilot?
- Explore How Microsoft 365 Copilot Works
- Explore the Core Components of Microsoft 365 Copilot
- Examine How Microsoft is Committed to Responsible AI
- Module Assessment
- Summary

Module 2: Unlock Productivity and Unleash Creativity with AI Powered Chat

- Introduction
- Understand Microsoft 365 Copilot Chat
- Optimize your workflow with Copilot Chat's Work Grounded Data
- Maximize your Productivity with Web-Grounded Copilot Chat
- Exercise (Optional) - Ace your Interview using Copilot Chat
- Module Assessment
- Summary

Module 3: Build Effective Presentations with AI

- Introduction to Copilot in Microsoft PowerPoint
- Craft Engaging Slides using Microsoft 365 Copilot in PowerPoint
- Refine and Enhance your Presentation
- Exercise (optional) - Build a presentation from Start to Finish.
- Knowledge Check
- Summary

Module 4: Draft Impactful Documents Using AI

- Introduction
- Craft Content with Copilot in Microsoft Word
- Elevate your Content using Copilot in Word
- Exercise (Optional) - Draft, Improve and Share your Document
- Module Assessment
- Summary

Module 5: Make your Meetings more Productive with AI

- Introduction
- Grow your Collaboration with Copilot in Teams Chats
- Amplify your Collaboration with Copilot in Teams Meetings
- Exercise (Optional) - Manage Collaboration from Start to Finish with Copilot in Teams
- Module Assessment
- Summary

Module 6: Uncover new Data Insights with AI

- Introduction
- Simplify Data Summary, Analysis and Visual Insights
- Customize Data Integration, Analysi and Visualisation with Copilot in Excel
- Exercise (Optional) - Boost your Productivity with Data-Driven Decisions
- Module Assessment
- Summary

Module 7: From Inbox to Impact: Improve your Email Workflows with AI

- Introduction
- Draft Engaging Emails using Copilot in Microsoft Outlook
- Simplify Meeting Administration using Copilot in Outlook
- Exercise (Optional) - Supercharge your Collaboration with Copilot in Outlook
- Module Assessment
- Summary

Flere Informationer:

For yderligere informationer eller booking af kursus, kontakt os på tlf.nr.: 44 88 18 00

training@globalknowledge.dk

www.globalknowledge.com/da-dk/

Global Knowledge, Stamholmen 110, 2650 Hvidovre