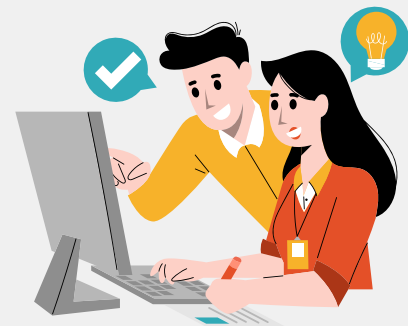**primend**

Microsoft 365 Copilot Training

Training Duration: 2 hours

Microsoft Copilot Training for up to 25 participants   €900
Microsoft Copilot Training from 26 participants   €1,500

- The session will be recorded for later review.
- A dedicated Q&A session is included.
- The agenda can be customized to meet the specific needs of your company.

Microsoft 365 Copilot is an AI-powered tool integrated into Microsoft Office products like Word, Excel, PowerPoint, and Outlook. It offers assistance with content creation, data analysis, preparing presentations, writing emails, note-taking, and more. This training focuses on equipping participants with the knowledge and practical skills to use Copilot effectively, streamlining routine and time-consuming tasks for greater efficiency.

Introduction to AI

- Principles of Data Processing
- Inquiry Security
- Safe Usage Recommendations
- Comparison: Copilot for Microsoft 365 vs. ChatGPT

Microsoft Copilot

- Mastering the Art of Querying
- Querying Directly from Documents
- Creating Images

Copilot for Microsoft 365

Outlook

- Managing and organizing emails
  - o Replying to emails
  - o Summarizing emails
  - o Composing emails
- Utilizing Copilot for guidance

Excel

- Executing requests and commands
- Data processing

PowerPoint

- Creating presentations
- Automatically generating presentation notes
- Editing presentations

Teams

- Meetings
  - o Writing memos
  - o Conducting inquiries
  - o Summarizing meetings and drafting follow-ups
- Real-time collaboration
  - o Using Copilot Pages
  - o Sharing and co-editing content
  - o Summarizing conversations

Word

- Creating and editing documents
- Using queries and commands

OneNote

- Creating and editing queries
- Generating content
- Tips for effective usage

Microsoft Whiteboard

- Brainstorming with Copilot

Queries and Prompts with Copilot

- Exploring what prompts can do
- Viewing and recording prompts
- Copilot Lab for hands-on learning

Contact us:

Anneli Pajus
IT Business Consultant
anneli.pajus@primend.com

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