

## **M55618A : Microsoft Copilot for Microsoft 365 for End Users**

### **Course Outline**

- An introduction to Generative AI
- The differences between Copilot, Copilot Pro and Copilot for Microsoft 365
- Working with Prompts
- Using Microsoft Copilot with the world wide web
- Using Copilot for Microsoft 365
  - Where to access Copilot for Microsoft 365
  - Interact with your email, calendar, chats and meetings
  - Summarise documents, presentations & meetings
  - Analyse and explain documents
  - Create content within documents & presentations
  - Analyse data in spreadsheets
  - Prepare for meetings
  - Create new content based on existing files
- Using Copilot Lab to improve your prompting skills