

M55618A : Microsoft Copilot for Microsoft 365 for End Users

Course Outline

Module 1: Understanding Microsoft 365 Copilot

Lessons:

- 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
- Restricted SharePoint search

Module 2: Using Copilot for Microsoft 365

Lessons:

- 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