Microsoft 365 Copilot – Start Working with Your New AI Assistant («MCP01»)

This course equips you for hands-on work with Microsoft 365 Copilot. You will learn a rich set of ways to increase productivity and benefit from use cases and best practices from experienced Copilot pioneers.

Duration: 2 days
Price: 1'800.–
Course documents: Exclusive training materials from Digicomp and curated content from Microsoft Learn in English

Content

- Introduction to Copilot in Microsoft 365: What is Copilot? How can I use it to increase my productivity and creativity?
- Introduction to the art of prompting with expert tips and best practices for communicating effectively with M365 Copilot.
- Copilot in the Microsoft 365 Apps (Teams, Outlook, Word, Excel, PowerPoint, and more)
- Where can I find Copilot in the apps?
- How can I use Copilot to improve my writing, editing, summarizing, and content creation?
- How should I interact with Copilot to get the results I want?
- M365 Chat - Your universal AI assistant in Teams and Microsoft Edge
- Top 10 productivity boosters - how to get the most out of Copilot
- How to collaborate with your team using Copilot
- Hands-on exercises: In this course, you'll get your own Microsoft 365 account with Copilot so you can test Copilot in the field and get a comprehensive understanding of this impressive product.

Key Learnings

- Using Copilot in a real M365 live environment and getting to know numerous hands-on use cases and best practices that can be implemented immediately in everyday working life
- Familiarization with the features and functionality of Microsoft 365 Copilot to improve writing, editing, summarizing, and creating content
- Time saving and productivity enhancing techniques with the Microsoft 365 apps based on real-world Copilot use cases
- Understanding how Microsoft 365 Copilot will change your day-to-day work
- Team collaboration with Microsoft 365 Copilot

Target audience

This course is designed for anyone who wants to learn the features of Microsoft 365 Copilot in a hands-on way and use them safely and efficiently in everyday business.

Requirements

- No prior experience with Copilot is required
- To benefit from this course, you should be familiar with the Microsoft 365 apps (Teams, Outlook, Word, Excel, PowerPoint)

- Microsoft 365 Copilot – Business Value & Productivity Gain for Your Organization («MCP04»)

Further courses

- Microsoft 365 Copilot – Get Your Organization Ready for Adoption («MCP03»)
- Microsoft 365 Copilot – Technical Implementation & Administration («MCP02»)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-technology/microsoft-copilot/course-microsoft-365-copilot-start-working-with-your-new-ai-assistant