# **Microsoft 365 Copilot Workshop**



Practical AI Integration for Everyday Tasks

## **Workshop Overview**

This **90-minute interactive workshop** introduces Microsoft 365 Copilot, an Al-powered assistant within applications like Word, OneNote, Outlook, Teams and other applications. Participants will gain hands-on experience in crafting workflows that improve productivity and efficiency. The session provides a clear, practical understanding of Copilot's capabilities and how to apply them directly to work.

### Who Should Attend

This workshop is suited for professionals at all levels who are looking to improve productivity with new technology. Participants only need basic familiarity with Microsoft 365 applications and an interest in exploring tools that can simplify daily tasks.

## Requirements

Participants should bring:



**Device:** A laptop or desktop with access to Microsoft 365 applications.



Microsoft 365 Copilot, you'll benefit from hands-on practice during the session. If not, the trainer will

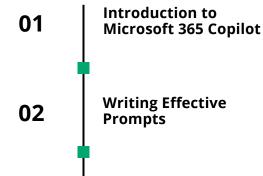


No advanced technical knowledge is required, familiarity with **core Microsoft 365** tools needed.

**Preparation and Personalization** 

Before the workshop, the trainer will reach out with a few questions to understand your level of experience. This will allow us to tailor the session to meet the specific needs of the participants.

## **Workshop Outline**



An overview of Copilot's functionality and integration with popular Microsoft applications.

Copilot Access: If you already have

demonstrate its features and

functionalities.

Practical guidance on structuring prompts to achieve reliable results, followed by exercises to improve input clarity and accuracy.

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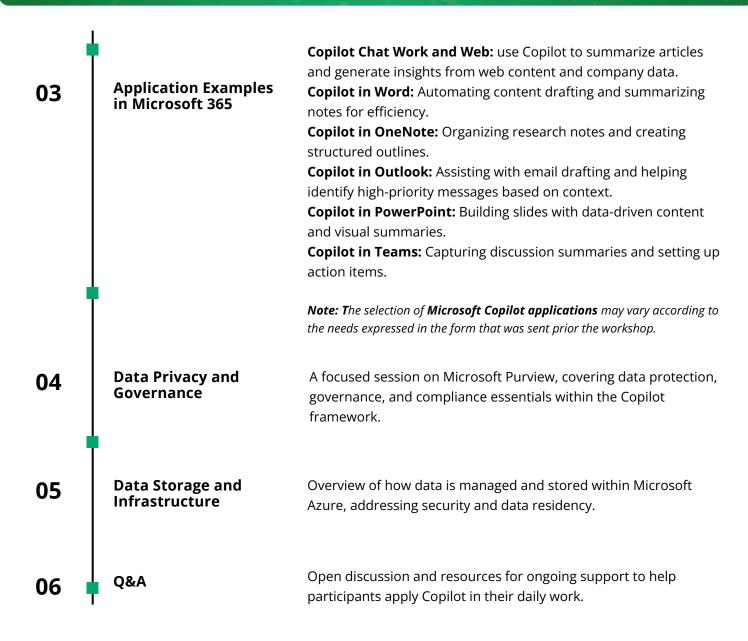




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### Outcome

By the end of the workshop, participants will have acquired the skills they need to create practical workflows with Microsoft 365 Copilot, aimed at improving their day-to-day productivity. In addition, they will receive a digital workbook to reinforce what they have learned, providing a reference to consult at any time.

#### **Price**

Please contact us for pricing details. Our team will provide information on workshop costs based on your specific requirements and group size.









