

Workshop Overview

This **90-minute interactive workshop** introduces Microsoft 365 Copilot, an AI-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.



Copilot Access: If you already have Microsoft 365 Copilot, you'll benefit from hands-on practice during the session. If not, the trainer will demonstrate its features and functionalities.



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

01

Introduction to Microsoft 365 Copilot

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

02

Writing Effective Prompts

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



03	Application Examples in Microsoft 365	<p>Copilot Chat Work and Web: use Copilot to summarize articles and generate insights from web content and company data.</p> <p>Copilot in Word: Automating content drafting and summarizing notes for efficiency.</p> <p>Copilot in OneNote: Organizing research notes and creating structured outlines.</p> <p>Copilot in Outlook: Assisting with email drafting and helping identify high-priority messages based on context.</p> <p>Copilot in PowerPoint: Building slides with data-driven content and visual summaries.</p> <p>Copilot in Teams: Capturing discussion summaries and setting up action items.</p> <p><i>Note: The selection of Microsoft Copilot applications may vary according to the needs expressed in the form that was sent prior the workshop.</i></p>
04	Data Privacy and Governance	<p>A focused session on Microsoft Purview, covering data protection, governance, and compliance essentials within the Copilot framework.</p>
05	Data Storage and Infrastructure	<p>Overview of how data is managed and stored within Microsoft Azure, addressing security and data residency.</p>
06	Q&A	<p>Open discussion and resources for ongoing support to help participants apply Copilot in their daily work.</p>

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.