Ref: EBEN365COP

Copilot for Microsoft 365

Use cases and best practices

Goal

The aim of this e-learning course is to teach you how to use Copilot, the artificial intelligence available within Microsoft 365 applications. For each application, use cases are presented to help you get to grips with the tool and then apply it to your own files. It includes one module devoted to writing effective prompts.

Target audience	Prerequisites	Estimated time to study the essential modules
Anyone with a Microsoft 365 subscription and a Copilot license who wants to learn how to use Microsoft's artificial intelligence in the flagship applications of the Microsoft 365 platform (Word, Excel, PowerPoint, Outlook, Teams...).	A basic knowledge of the tools presented (Word, Excel, PowerPoint, Outlook, Teams) will make the understanding easier.	1:53h

Educational content

▸ **The essential modules**

Copilot for Microsoft 365 - Use cases and best practices

Video	This module provides educational videos of a total duration of 1:53h.

- **Discover Copilot**
  - What is Copilot?
  - How to access Copilot
  - Copilot and data confidentiality
  - Copilot on the Web
  - Copilot in Bing
  - Copilot in Microsoft Edge
  - Copilot for Microsoft 365
  - Copilot Pages
- **Copilot for Word**
  - Writing
  - Rewriting
  - Summarising
  - Other functions
- **Copilot for Excel**
  - Getting started with Copilot in Excel
  - Creating formulas
  - Analysing data
  - Displaying data
- **Copilot for PowerPoint**
  - Getting started with Copilot in PowerPoint
  - Creating a presentation
  - Enhancing a presentation
  - Organizing a presentation
  - Extracting information from a presentation

www.eni-elearning.com

- **Copilot for Teams**
    - Getting started with Copilot in Teams
    - Using Copilot in your chats
    - Using Copilot in Team meetings
- **Copilot for Outlook**
    - Drafting or improving an email
    - Summarising a message or discussion
- **Copilot in other applications**
    - Copilot in Forms
    - Copilot in WhiteBoard
    - Copilot in OneNote
    - Copilot in OneDrive
- **Write effective prompts**
    - Adopting best practices
    - Adapting prompts to your needs
    - Structuring your prompts

www.eni-elearning.com