

Course Syllabus

Welcome to the course! Through Microsoft Copilot, this course explores GenAI in-depth, emphasizing its power to help you get more done using Word, Excel, and PowerPoint. We'll set up the system, check it's ready, and learn prompt engineering so that Copilot interacts precisely and iteratively with you. In addition to revolutionizing tool usage, this training shows how important Copilot is to businesses. Designed for people and teams who want to use AI in the workplace for better work symmetry and efficiency, this course unlocks Copilot's transformative potential.

Course Learning Outcomes

By the end of this course, you will be able to:

- Describe the fundamentals of 365 Copilot.
- Access and navigate the 365 Copilot platform effectively.
- Integrate 365 Copilot seamlessly with Microsoft 365 Suite.
- Demonstrate prompt engineering for utilizing essential features of 365 Copilot.

Prerequisites

For success in this course, you should have a moderate level of experience using Office 365 applications and occasionally using ChatGPT or Bing.

Brief Overview of Lessons

Lesson 1: Unlocking AI With Copilot in Microsoft 365

In your first lesson, you will understand how Copilot leverages AI to enhance your productivity in Microsoft 365 applications. You will also be able to conceptualize the practical implications of the Copilot architecture.

Lesson 2: Configuring Copilot for Individual and Business Productivity

In this lesson, you will acquire the skills to set up Microsoft Copilot for both individual and business use, enabling you to leverage the tool effectively to enhance productivity and collaboration.

Lesson 3: How to use Copilot Effectively

In Lesson 3, you will draft compelling documents in Word, create impactful PowerPoint presentations, and conduct insightful data analysis. The lesson will enable you to use the capabilities of 365 applications without struggling to find the right commands or help information. You will learn how to use Copilot 365 in ways that foster your creativity and increase your efficiency in PowerPoint, Word, Excel, and Outlook.

Lesson 4: Mastering Copilot for Workflow and Collaboration

In your fourth lesson, you will leverage Copilot 365's advanced features to streamline your workflow. You will learn to quickly draft documents in Word by integrating information from emails and data files, create engaging PowerPoint presentations, as well as utilize Excel to analyze data and extract key insights

Lesson 5: Prompt Engineering with O365 Copilot

In your final lesson, you will explore the structure of an effective prompt. Through practical demonstrations and iterative feedback loops, you will navigate the subtleties of prompt engineering.

Hands-on Learning and Assessments

In the follow-along hands-on activity in Lesson 4, "Using Data to Gain Insights for a Presentation" you will learn how to analyze data in Microsoft 365 Suite using Copilot's natural language prompts. As part of this activity, you will learn how to ask questions in simple English and evaluate Copilot's recommendations for data visualizations. By following along with your instructor's demonstration, you will examine Copilot's outputs to enable insightful data presentations and align your Copilot integration seamlessly with Microsoft 365 apps.

Remember, by the end of this course, there will be a graded quiz, which you need to complete and pass to obtain your certificate for this course.

Let's get started with our learning journey. Make sure to practice whenever there is a tutorial, and be sure to follow along in the hands-on activity during Lesson 4. This will help you to gain the required knowledge and obtain Copilot skills even faster. And remember, have fun learning!