Get started with Microsoft 365 Copilot

1 uur 30 min. • Learning Path3 Modules

Level
Beginner

Product
Microsoft 365, Office 365, Microsoft Copilot, Microsoft 365 Apps

Role
Administrator, Business Owner, Business User

In this course, delve into how Microsoft 365 Copilot can streamline communication and power up your content creation. This learning path, crafted to be both practical and enlightening, spans three key modules. These modules will walk you through the basics of Microsoft 365 Copilot, showcase its versatility across various Microsoft 365 Apps, and offer advice on maximizing its potential. Designed with all professionals in mind, this beginner-friendly course requires no previous AI expertise.

Prerequisites

None

⊕ **Toevoegen**

Je code inwisselen

Heb je een prestatiecode? Wissel je code nu in.

Modules in this learning path

Introduction to Microsoft 365 Copilot

✓ 800 ervaringspunten ▶

27 min. • Module7 Eenheden

This module explores the intricacies of Microsoft 365 Copilot, offering insights into its functionality and Microsoft's dedication to implementing AI responsibly and ethically.

Overzicht ⌃

Introduction
1 min.   ✓

What is Microsoft 365 Copilot?
5 min.   ✓

Explore how Microsoft 365 Copilot works
7 min.   ✓

Explore the core components of Microsoft 365 Copilot
3 min.   ✓

Examine how Microsoft is committed to responsible AI
3 min.   ✓

Module assessment
6 min.   ✓

Summary
2 min.   ✓

⊕

Explore the possibilities with Microsoft 3... Copilot

33 min. • Module9 Eenheden

This module explores the practical usage of Microsoft 365 Copilot across Microsoft 365 apps, demonstrating how to streamline workflow and increase productivity.

Overzicht ^

Introduction ✓

1 min.

Compose and summarize documents with Microsoft 365 ✓
Copilot in Word

5 min.

Summarize and draft emails with Microsoft 365 Copilot in ✓
Outlook

5 min.

Design captivating presentations with Microsoft 365 ✓
Copilot in PowerPoint

3 min.

Analyze and transform data with Microsoft 365 Copilot in ✓
Excel

3 min.

Elevate productivity with Microsoft 365 Copilot in Teams ✓

4 min.

Empower your employees with Microsoft 365 Copilot ✓
Chat

5 min.

Module assessment ✓

6 min.

Summary ✓

1 min.

⊕

Optimize and extend Microsoft 365 Copilot ✓

900 ervaringspunten ▶

30 min. • Module8 Eenheden

This module explores comprehensive best practices for Microsoft 365 Copilot and key extension methods, ensuring you harness the full potential and versatility of Copilot's functionality.

Overzicht ︿

Introduction 1 min.	✓
Examine the art and science of working with AI 3 min.	✓
Review best practices for using Microsoft 365 Copilot 3 min.	✓
Examine how to build an effective prompt 4 min.	✓
Review prompting best practices 10 min.	✓
Extend Microsoft 365 Copilot 2 min.	✓
Module assessment 6 min.	✓
Summary 1 min.	✓

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