



Course Syllabus

Copilot in Office Bootcamp

We are glad you have joined us for this course! Here is some information that will help you to navigate your learning platform and locate course content.

Joining the Session

Before the first live session please confirm that you can access Zoom:

1. Visit <https://support.zoom.us> and click on **Getting Started**.
2. Attn Percipio Users - The **Join Now** option is available where you registered for the session in Percipio 15 minutes prior to the start of class.

Course Description

This course you will discover how Microsoft Copilot enhances productivity in Microsoft Office apps while understanding its administrative aspects.

Target Audience

This course is designed for the individuals who work with Microsoft Office apps.

Agenda

1. **Introduction to Copilot in Office**
 - Overview of AI-powered features in Word, Excel, PowerPoint, and Teams.
2. **Key Use Cases**
 - Examples of how Copilot improves workflows: document drafting, data analysis, and presentation creation.
3. **Customizing Copilot Outputs**
 - Setting organizational preferences and guidelines for Copilot-generated content.
4. **Administration and Management**
 - Configuring and managing Copilot access and usage through Microsoft Entra ID.

Technical Support

We offer 24/7 support if you need assistance with your Percipio or Skillport learning platforms. To access support, click the initials of your profile and select “Help”.

Percipio

The screenshot displays the Percipio Skillsoft learning platform interface. At the top, the Skillsoft logo is on the left, a search bar is in the center, and user profile icons (trophy, bell, globe, grid, and initials 'CM') are on the right. A left-hand navigation menu lists: Home, Library, What's New, My Learning (with a sub-menu for Live learning), Role Advisor, Certifications, Skill Benchmarks, AI Simulations, AI Assistant, My Settings, Help, and Log Out. The main content area features a 'FEATURED VIDEO' titled 'Quality Assurance versus Quality Control' with a 'Learn More' button. Below this is a 'Role' section with tabs for 'Role', 'Recent Learning', 'Live Learning', 'Skill Benchmarks', 'Playlists', and 'Goals'. The 'Role' tab is active, showing a 'Get better at your role!' message and a 'Visit your Role Advisor' button. To the right, a 'LEARNING OF THE WEEK' section highlights 'JOURNEY INTRODUCTION' with a 'Start now!' link. The bottom of the page is labeled 'Recommendations for the Month'.