



## **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. An introduction to Copilot's AI-powered features across Word, Excel, PowerPoint, and Teams.
2. Practical use cases illustrating how Copilot improves workflows, including document drafting, data analysis, and presentation creation.
3. Techniques for setting organizational preferences and guidelines for Copilot-generated content.
4. Administrative insights into configuring and managing Copilot access and usage through Microsoft Entra ID.

## **Key Takeaways:**

1. Enhanced Productivity: Understand how Copilot's AI-powered features can significantly boost productivity in Office apps.
2. Workflow Improvements: Gain insights into practical use cases that demonstrate Copilot's impact on document drafting, data analysis, and presentation creation.
3. Customizable Outputs: Learn how to tailor Copilot's outputs to align with organizational preferences and guidelines.
4. Effective Management: Acquire knowledge on 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, there is a search bar and navigation icons. The left sidebar contains a 'Main menu' with options: 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 section for 'Get better at your role!' with a 'Visit your Role Advisor' button. To the right, there is a 'LEARNING OF THE WEEK' section for 'JOURNEY INTRODUCTION' with a 'Start now!' link. The bottom of the page shows 'Recommendations for the Month'.