

Boosting Productivity with Microsoft 365 Copilot

Training Course Boosting Productivity with Microsoft 365 Copilot

Course Language **Bilingual – Material in English , training in Arabic/English.**

Course Duration Total Number of hours : 12

- Course Objectives
- Understand the capabilities and limitations of Microsoft 365 Copilot.
 - Utilize Copilot to automate content creation and email management.
 - Enhance productivity in Word, Excel, PowerPoint, and Outlook.
 - Leverage Copilot in Microsoft Teams for collaborative tasks.
 - Apply Copilot to real-world office scenarios to improve workflow efficiency.

Course Key Topic Area Includes:

- Course Content
- Introduction to Microsoft 365 Copilot and AI in Productivity.
 - Getting Started with Copilot in Word and PowerPoint.
 - Using Copilot in Outlook for Email and Calenda.
 - Management Excel + Copilot for Data Insights and Analysis.
 - Collaboration and Meetings with Teams Copilot.
 - Hands-on Lab and Use Case Scenarios.
 - Custom Prompts and Productivity Best Practices.
 - Advanced Features and Troubleshooting.
 - Real-World Applications in Office Settings

At the end of the program the trainees will be able to:

- Learning Outcomes
- Demonstrate proficiency in using Microsoft 365 Copilot for document creation and editing.
 - Analyze data and generate summaries using Excel and Copilot.
 - Create dynamic presentations with Copilot support in PowerPoint.
 - Manage emails and schedules effectively using Copilot in Outlook.
 - Collaborate efficiently using Copilot within Microsoft Teams.

Target Audience

Any person having basic knowledge of Microsoft 365 with Copilot access)

Course Material /Technology used/ Details Relevant to the course.

- Course Handouts containing the discussed topics with examples will be given to attendants before and during the training sessions
- Attendants will also get the example files used during the course.
- All sessions will be accompanied by practical exercises.