CodeCruise
SAIL SMOOTH IN TECH OCEAN

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Microsoft Copilot for Microsoft-Office

Course Objective: Primary focus of the training is to educate participants on how to efficiently use prompting techniques with Microsoft Copilot in Microsoft 365 Apps.

Lab Requirements : Participants need to have their own Microsoft 365 license & Copilot Pro License – both license should be taken on the same email address.

**Key Features of Microsoft Copilot for Office**

1. **Smart Suggestions**: Copilot offers real-time suggestions and insights, helping you create polished documents, presentations, and emails with ease.
2. **Data Analysis**: Automatically analyze complex data sets in Excel. Copilot provides recommendations and insights, saving you hours of work.
3. **Content Creation**: Generate high-quality content quickly. Whether you need a detailed report, a compelling presentation, or an engaging email, Copilot helps you craft it effortlessly.
4. **Seamless Integration**: Copilot works seamlessly across all Office applications, ensuring a consistent and efficient user experience.
5. **Time-Saving Automation**: Automate repetitive tasks, manage your calendar, and organize your inbox with Copilot's intuitive tools.

Why Choose Microsoft Copilot for Office?

- **Boost Efficiency**: Spend less time on mundane tasks and more time on what matters. Let Copilot handle the heavy lifting.
- **Enhance Accuracy**: Reduce errors with intelligent suggestions and data validation tools.

- **Unlock Creativity**: Generate fresh ideas and high-quality content effortlessly, allowing you to focus on innovation.
- **Stay Organized**: Keep your work organized with Copilot's smart management features, ensuring you never miss a deadline or important email.
- **Adaptable for All**: Whether you're a student, professional, or entrepreneur, Copilot adapts to your needs and helps you achieve your goals.

Tech Stack To Be Covered

Copilot   office365
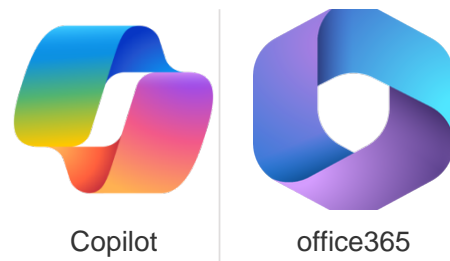
Module 01: Introduction to Copilot and Prompt Engineering

- Introduction to Microsoft Copilot and different variants of Copilots

- Importance of Prompting in Copilot

- Prompting Techniques

Module 02: Practical Usage of Copilot for Microsoft 365

- Lab 3: Using Copilot in Microsoft Word
  Use Case: Learn how to use Copilot for drafting and editing documents in Word.

- Lab 4: Using Copilot in Microsoft Excel
  Use Case: Understand how to use Copilot for data analysis and visualization in Excel.

- Lab 5: Using Copilot in Microsoft PowerPoint
  Use Case: Discover how to use Copilot for creating impactful presentations in PowerPoint.

Module 03: Usecase of Copilot for Business Users

- Lab: Use cases for HR Professionals

- Lab: Use cases for Sales Professionals

- Lab: Use cases for Office Administrators

- Lab: Use case for Finance

Module 04: Advanced Usage of Copilot for Microsoft 365

- Lab 6: Using Copilot in Microsoft Teams
  Use Case: Explore how to use Copilot for effective collaboration in Teams.

- Lab 7: Using Copilot in Microsoft Outlook
  Use Case: Learn how to use Copilot for managing emails and schedules in Outlook.

Module 05: Best Practices Copilot for Microsoft 365

- Lab 8: Best Practices for Using Copilot in Microsoft 365
  Use Case: Understand the best practices for using Copilot across Microsoft 365 Apps.