

**Copilot Quickstart: Word, Excel, PowerPoint, Teams, & Outlook**

**Course Number:** OFC-154  
**Duration:** 0.5 days

**Overview**

This Copilot course teaches learners how to leverage Microsoft Office 365 Copilot, the AI-powered assistant, to significantly increase their productivity in Microsoft Word, Excel, PowerPoint, Teams, and Outlook. Learners discover how to generate content, gain valuable insights, improve their workflow, and achieve more in less time.

We can customize each section with use cases for any role or category, including:

* Executive Role
* Sales
* Marketing
* Human Resources
* IT
* Operations

**Prerequisites**

All attendees must have some experience working in Microsoft Word, Excel, PowerPoint, and Outlook.

**Materials**

All Copilot for Microsoft 365 training students receive comprehensive courseware.

**Software Needed on Each Student PC**

Attendees will not need to install any software on their computers for this class. The class will be conducted in a remote environment that Accelebrate will provide; students will only need a local computer with a web browser and a stable Internet connection. Any recent version of Microsoft Edge, Mozilla Firefox, or Google Chrome will work well.

NOTE: Your organization my need to approve your use of Copilot before taking this course.

**Objectives**

* Define the core functions and capabilities of Microsoft Copilot
* Work with Copilot’s chat assistant to answer questions, summarize information, compose text, solve problems, and create content
* Use Copilot in Word to draft documents, generate and summarize content, create personalized writing styles, and conduct research
* Apply Copilot in Outlook to draft emails, summarize email threads, and access the coaching feature
* Leverage Copilot in Teams to gain meeting and chat summaries, rewrite messages, and use the chat assistant
* Develop PowerPoint presentations from scratch, templates, or existing documents using Copilot
* Analyze data, insert formulas, and generate charts and PivotTables in Excel with Copilot

**Outline**

* What is Copilot?
  + Use Chat Assistant
    - Answer Questions
    - Summarize Information
    - Compose Text
    - Solve Problems
    - Create and Analyze
  + Experiment with prompts
* Copilot in Word
  + Draft a new document from scratch
  + Generate additional content
  + Summarize documents
  + Create a personal style document
  + Use for research
* Copilot in Outlook
  + Draft a new email message
  + Summarize emails
  + Get a Coach
* Copilot in Teams
  + Get summaries about chat conversations
  + Rewrite messages
  + Use during a meeting
  + Miss a meeting? Retrieve meeting summaries
  + Chat assistant in the Teams environment
* Copilot in PowerPoint
  + Create a presentation from scratch
  + Create a presentation starting from a template
  + Start a presentation from a document
  + Add new slides
* Copilot in Excel
  + Analyze Data
  + Insert columns with formulas
  + Insert Charts and PivotTables
* Other Applications
  + Copilot in Loop
    - Create and update market research reports
    - Generate ideas (Brainstorm)
    - Create lists (questions for X)
  + Whiteboard
    - Brainstorm project plan ideas
* Conclusion