

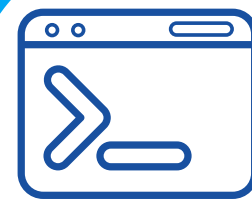
# Boyer's Copilot Workshop Series

## Mastering M365 Copilot Workshop

Where Boyer Will Guide Business Leaders and End-Users On How To:



Use Copilot in the Microsoft 365 tools you already use today: Outlook, Excel, Teams and PowerPoint



Create effective prompts & get the most out of Microsoft 365 Copilot Chat



Save time with efficient Copilot summaries and coaching on your emails



Create and foster adoption of AI while ensuring data governance across your organization



**boyer.**  
Empower your data

# Boyer's Copilot Workshop Series

## Mastering Microsoft 365 Copilot – Agenda

Participation in this workshop will provide end-users with a comprehensive overview of Microsoft 365 Copilot's basic capabilities, as well as hands-on training of best practices and common pitfalls to avoid.

Jumpstart your organization's adoption of AI & Microsoft 365 Copilot by enrolling your company today!



### Effective Prompting & Intro to Copilot Chat

- Understanding AI Prompts
- Characteristics of a Good Prompt
- Using Copilot Chat & Best Practices
- Common Use Cases and Examples



### Getting Started with Copilot in Excel

- Identifying Insights
- Formatting Your Data
- Generating Formulas
- Text Insights in Excel



### Copilot Email Summaries & Coaching in Outlook

- Drafting an Outlook Email
- Summarizing an Email Thread
- Suggested Drafts in Outlook
- Creating Meeting Invitations from Email Discussions



### Catching Up with Copilot in Teams & Channels

- Copilot in Teams Meetings
- Copilot in Teams Phone
- Rewriting and Adjusting Messages
- AI Notes in Teams Chat
- Automate notetaking in a Meeting



### Creating and Editing Documents with Copilot in Word

- Summarizing Text
- Rewriting and Adjusting Text
- Formatting and Styling
- Collaborating with Others
- Using Templates and Styles



### Creating and Editing Presentations with Copilot in PowerPoint

- Creating a new presentation
- Summarizing your presentation
- Adding Images & Speaker Notes
- Using Your Branding



### Fostering AI & Copilot Adoption & Q&A

- Copilot Adoption Reports
- Copilot Usage Reports
- Copilot Dashboard
- Interactive Q&A Session

“Mastering Microsoft 365 Copilot” workshop can be delivered over the course of one or two weeks to groups of up to 20 people within a single organization.