Copilot End User Skilling

Digital Workspace

COPILOT END-USER TRAINING OVERVIEW

Designed to guide end users through the key features and benefits of Copilot for Microsoft 365.

This training highlights how Copilot for M365 can enhance productivity and creativity across various applications. It serves as an introduction to understanding Copilot's capabilities, including its integration with Microsoft Graph and adherence to security and compliance standards.

Additionally, it provides insights into the application-specific features for Word, PowerPoint, Excel, Outlook and Teams, making it an essential resource for end users to effectively leverage Copilot in their daily tasks.

DURATION:

Two to three hours.

AGENDA:

1. Introduction to Copilot for Microsoft 365, including security and compliance.
2. Prompt guidance for Copilot for Microsoft 365.
3. Features of Copilot across Microsoft 365 apps.
4. Closing and Q&A.

APPLICATION USE CASES:

Word: Draft, edit, summarize and create content.

PowerPoint: Transform documents into presentations with speaker notes and sources.

Excel: Analyze data trends and create data visualizations.

Outlook: Summarize emails and draft responses.

Teams: Summarize meetings and suggest action items.

RELATED COPILOT WORKSHOPS:

- Copilot for Microsoft 365 Value Discovery Workshop: A two-day workshop with business decision-makers and technology group leaders to prepare for Copilot for Microsoft 365.

- Microsoft Threat Protection Workshop: Gain visibility into immediate threats across email, identity and data, plus clarity and support on how to remediate vulnerabilities and upgrade your security posture for the long term.

For more information, contact your CDW account team at 800.972.3922