



Copilot for Microsoft 365 +

ENFRASYS Copilot 1-Day Training

- **Introduction to Copilot for Microsoft 365**
 - Understand the purpose and functionalities of Copilot
 - Explore how Copilot works and its core components
 - Examine how Microsoft is committed to responsible AI
- **Explore practical usage of Copilot across M365 Apps**
 - Summarize and draft emails with Copilot in Outlook
 - Compose and summarize documents with Copilot in Word
 - Design captivating presentations with Copilot in PowerPoint
 - Analyze and transform data with Copilot in Excel
 - Elevate productivity with Copilot in Teams
 - Plan, brainstorm and collaborate easier with Copilot in Loop
 - Generate and organize ideas with Copilot in Whiteboard
- **Learn how to build effective prompts**
 - Dive into the art and science of working with AI
 - Review best practices for using Copilot
- **Copilot for M365 Personas**
 - A day in life for HR, Sales, Marketing, Finance and IT

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