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(business) digital

M365 Copilot

Adoption Training Brochure

Intech Systems PVT LTD

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About Intech Systems:

Intech Systems Pvt. Ltd. is a renowned information technology company headquartered in Gujarat, India with offices in US & Singapore. It is known for providing innovative Microsoft-based solutions and services to businesses across various industries. With a strong focus on delivering cutting-edge technologies and exceptional customer service, Intech Systems has established itself as a trusted name in the IT industry.

Intech Systems, a three-cloud Microsoft-certified partner, boasts deep expertise in providing solutions covering Microsoft 365, Dynamics 365, and Azure. Its specialization lies in transformative technology solutions, including Microsoft Dynamics ERP, CRM, Power Platform, Azure Infra, Data & Analytics, Digital & App Innovation, Modern Work.

The company offers a wide array of services, including software development, Microsoft solution implementation, web development, mobile application development, enterprise resource planning (ERP) solutions, customer relationship management (CRM) systems, data management & optimisation, IT infrastructure development & more. They cater to businesses of all sizes, ranging from small start-ups to large enterprises, and currently boast a client base of 350+ global customers.

Intech Systems follows a customer-centric approach, prioritizing the satisfaction and success of its clients. They work closely with their clients, understanding their requirements, and offering tailored solutions to help them achieve their business goals. The company believes in building long-term partnerships with its clients, focusing on delivering value, quality, and timely delivery of projects.

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Workshop Overview:

This engaging workshop is designed to introduce participants to the revolutionary capabilities of Microsoft Copilot across key Microsoft 365 applications: Word, Excel, PowerPoint, Outlook, and Microsoft Teams. Aimed at empowering professionals with cutting-edge AI tools to enhance productivity, streamline workflows, and foster collaboration, this workshop is your gateway to mastering Copilot's transformative features.

This workshop is for:

- ✓ CXO's and Business Leaders
- ✓ Business Executives
- ✓ Project Managers
- ✓ Marketing Professionals
- ✓ Financial Analysts and Accountants
- ✓ IT Professionals
- ✓ Human Resources Professionals
- ✓ Sales Professionals etc

Training Objectives:

1. **Understanding Microsoft Copilot Fundamentals**: Grasp the basics and purpose of Microsoft Copilot, its integration with Microsoft 365, and its capabilities.
2. **Exploring Copilot's Integration**: Discover how Copilot seamlessly integrates across Microsoft 365 applications, enhancing productivity.
3. **Mastering Copilot in Word**: Learn Copilot's features in Word, including code snippet generation and text suggestions, for improved writing efficiency.
4. **Enhancing Excel Data Analysis**: Utilize Copilot to streamline data analysis, formula suggestions, and report generation in Excel.
5. **Creating Compelling PowerPoint Presentations**: Enhance presentations with Copilot's suggestions for content, layout, and design in PowerPoint.
6. **Improving Outlook Email Management**: Optimize email management, scheduling, and task organization in Outlook with Copilot assistance.
7. **Boosting Collaboration in Teams**: Improve collaboration and meeting efficiency in Teams with Copilot's support for relevant information and streamlined communication.
8. **Optimizing M365 Chat Collaboration:** Use Copilot to enhance collaboration in Microsoft 365 Chat, assisting with message composition and task coordination.

Prerequisites:

- Basic Proficiency in Microsoft 365 Applications
- Access to Microsoft 365 (M365-E3, M365-E5/O365-E3/ O365-E5/Business Standard /Business Premium)
- *Microsoft Teams Installation*

Workshop Benefits:

- ✓ **Enhanced Productivity**

- ✓ **Improved Efficiency in Data Handling**
- ✓ **Streamlined Collaboration**
- ✓ **Innovative Content Creation**
- ✓ **Boosted Creativity**
- ✓ **Competitive Edge**

Making life easy:

- Copilot is available as a simple plugin across all the applications of Office Suite & Teams.
- Reduce manual efforts by systematically summarizing the information.
- Creating contents from existing ecosystem effortlessly thus saving time
- It can improve the productivity with minimum hands-on board & reducing dependency.
- You don't need to be an expert in Microsoft Office Suite to deliver results using M365 copilot.

Copilot Workshop Categories:

CATEGORY 1: Workshop for CXO's & Business Leaders

Workshop Contents:

1. **In-depth Overview of Microsoft Copilot's Integration and Functionality Enhancement**.
2. **Live Demos of Copilot in Action**
3. **Expert-led Instruction and Q&A**
4. **Tips and Strategies for Customization**
5. **Understanding of required Licenses**

CATEGORY 2: Workshop for Execution Team

Workshop Contents:

1. **Understanding Microsoft Copilot's Integration and Functionality Enhancement**
2. **Live Demonstrations and Case Studies**
3. **Hands-on Workshops and Guided Activities**
4. **Expert-led Instruction, Best Practices, and Q&A**
5. **Continuous Learning and Resources**

Throughout the workshop, participants will be empowered to unlock the full potential of Microsoft 365 Copilot, enabling them to drive innovation, efficiency, and collaboration within their organizations effectively. Workshop agendas are customizable basis organisation requirements.