



PROJECT AURORA TAKEOFF WITH COPILOT

Learn It. Use It. Lead with It.

PREREQUISITES

- Basic understanding of Microsoft 365 Suites
- No prior experience with Microsoft Copilot required
- To add Microsoft 365 Copilot to your Microsoft 365 subscription, you need one of the following Microsoft 365 subscription plans.



Microsoft 365 Plans:

- Microsoft 365 E3/E5
- Microsoft 365 F1/F3
- Microsoft 365 Business Basic
- Microsoft 365 Business Premium
- Microsoft 365 Business Standard
- Microsoft 365 Apps for business
- Microsoft 365 Apps for enterprise

Office 365 Plans:

- Office 365 E1/E3/E5
- Office 365 F3

Education Plans:

- Microsoft 365 A1/A3/A5
- Office 365 A1/A3/A5



COURSE OUTLINE

PHASE 1: Discovering Microsoft Copilot

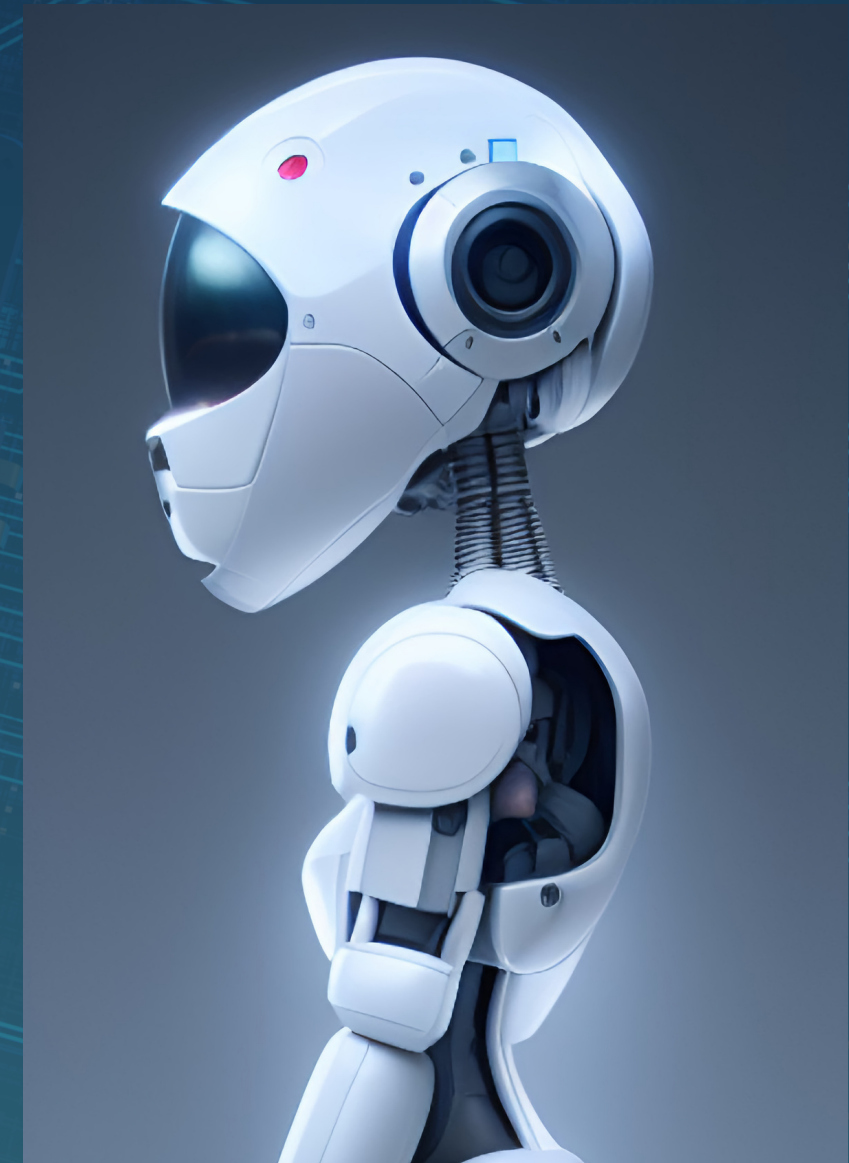
- a. Introduction to AI and its role in Microsoft Copilot
- b. Overview of Copilot's features within Microsoft 365 apps
- c. Setting up Copilot for the first time

PHASE 2: Engaging with Copilot

- a. Interactive session with Copilot in Word and Outlook
- b. Understanding Copilot's capabilities in Excel and PowerPoint
- c. Best practices for interacting with Copilot

PHASE 3: Copilot in Action

- a. Real-world scenarios: How Copilot can assist in daily tasks
- b. Exploring Copilot's limitations and how to work around them
- c. Creation of agent in Teams & SharePoint
- d. Q&A session and course feedback



LEARNING OUTCOMES

1. Understand the basics of Microsoft 365 Copilot and its AI-powered assistance.
2. Learn to navigate and use Copilot within Microsoft 365 applications.
3. Identify practical applications of Microsoft 365 Copilot in everyday tasks.





Ready to unlock the power of Microsoft 365 Copilot?
Book your readiness workshop today and start your journey toward AI-powered productivity.



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