

# Generative AI using Copilot for Microsoft 365 Training

*COURSE CONTENT*

## GET IN TOUCH



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## About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

## About Course

The Generative AI using Copilot for Microsoft 365 training by Multisoft Systems is designed to equip professionals with the knowledge and skills to leverage Microsoft's advanced AI capabilities for productivity enhancement. Microsoft 365 Copilot integrates the power of large language models (LLMs) with your data in Microsoft Graph—emails, documents, calendars, and chats—empowering users to work smarter and faster.

## **Module 1: Getting Started with Generative AI**

- ✓ Understanding Generative AI
- ✓ Learning How Generative AI Works
- ✓ Reviewing Advancements in Generative AI
- ✓ Looking Ahead to the Future of Generative AI

## **Module 2: Understanding Microsoft Copilot**

- ✓ Understanding Copilot and its capabilities
- ✓ Understanding Copilot's role in Microsoft 365
- ✓ Identifying the Components of Microsoft 365
- ✓ Embracing Responsible AI

## **Module 3: Interacting with Copilot 365 Work Content**

- ✓ Understanding the Interface
- ✓ Understanding Microsoft Graph
- ✓ Using Work Mode
- ✓ Asking questions and submitting prompts
- ✓ Crafting effective prompts for desired outcomes

## **Module 4: Interacting with Copilot 365 Web Content**

- ✓ Understanding the Interface
- ✓ Using Web Mode
- ✓ Asking questions and submitting prompts
- ✓ Crafting effective prompts for desired outcomes
- ✓ Creating Generative AI Images

## **Module 5: Using Copilot 365 in the Edge Browser**

- ✓ Accessing Copilot 365
- ✓ Using Chat

- ✓ Using Compose

## **Module 6: Showcasing Copilot 365 Features in Word**

- ✓ Writing a Draft
- ✓ Summarizing a Document
- ✓ Rewriting Text
- ✓ Asking a Question about the Document
- ✓ Creating a Table

## **Module 7: Showcasing Copilot 365 Features in Excel**

- ✓ Working with an Excel Table
- ✓ Creating a Formula Column
- ✓ Analyzing Data
- ✓ Sorting and Filtering Data
- ✓ Highlighting Portions of Data
- ✓ Creating Charts

## **Module 8: Showcasing Copilot 365 Features in PowerPoint**

- ✓ Creating a Presentation from a Prompt
- ✓ Creating a Presentation from a File
- ✓ Adding a Slide
- ✓ Summarizing a Presentation
- ✓ Organizing a Presentation

## **Module 9: Showcasing Copilot 365 Features in Outlook**

- ✓ Drafting a Message with Copilot
- ✓ Using Coaching with Copilot
- ✓ Summarizing Email Messages

## Module 10: Showcasing Copilot 365 Features in Teams

- ✓ Summarizing Key Discussion Points from a Recorded Meeting
- ✓ Getting Key Information from a Chat
- ✓ Catching up when Arriving Late to a Meeting