

Microsoft 365 Copilot for Productivity

Course Outline

- Introduction to Microsoft 365 Copilot
- Using Copilot in Word
- Using Copilot in Excel
- Copilot for Presentations & Outlook
- Collaboration with AI in Teams

Course Outcomes

- Understand how AI automates common tasks
- Create professional content using Copilot
- Improve data analysis and presentations
- Boost teamwork and communication efficiency