

Copilot for Microsoft 365

GoSkills online course syllabus

Wednesday, March 12, 2025

Skill level

Beginner

Lessons

25

Accredited by

CPD

Pre-requisites

None

Versions supported

Microsoft 365

Video duration

1h 37m

Estimated study time

12h for all materials

Instructor

Deborah Ashby

Introduction

- 1** **Introducing Copilot - Your Helpful AI Assistant**
An introduction to Copilot, Copilot Pro, and Copilot for Microsoft 365 applications.
- 2** **Copilot and Copilot Pro vs Copilot for Microsoft 365 Apps**
Understand the difference between Copilot, Copilot Pro, and Copilot for Microsoft 365 Apps.
- 3** **Adoption Center Resource Library**
Learn how to access the Copilot Adoption Center Resource Library.

Copilot in Excel

- 4** **Get Setup for Copilot**
Ensure that you have completed these key steps prior to attempting to access Copilot.
- 5** **Format Columns, Rows, and Cells**
Use Copilot to reformat columns, rows, and cells in an Excel table.
- 6** **Add Formula Columns**
Learn how to perform calculations using formula columns with Copilot in Excel.
- 7** **Apply Conditional Formatting**
Apply conditional formatting rules to columns in a table using Copilot.

8 **Sort and Filter Data**
Ask Copilot to organize information in a table using sort and filter options.

9 **Create Pivot Tables and Pivot Charts**
Use Copilot's analyze data prompts to create Pivot Tables and Pivot Charts.

10 **Data Insights**
Gain insight into the story of your data by asking questions and using the 'Show Insights' prompt to create dashboard-style charts.

Copilot in PowerPoint

11 **Create a New Presentation with Copilot and Designer**
Create a PowerPoint presentation from scratch using Copilot and Designer.

12 **Modify and Organize Presentations**
Use Copilot to change and organize a presentation.

13 **Create a Presentation from an Existing File**
Create a presentation based on an existing Word document.

14 **Create a Presentation Using Branded Templates**
Create company branded presentations using Copilot.

Copilot in Word

15 **Draft Documents with Copilot**
Learn how to use Copilot to draft a document in Word.

16 **Rewrite and Edit Documents**
Use Copilot to rewrite and edit paragraphs in a document.

17 **Summarize and Ask Questions**
Use Copilot to take the hard work out of reading long documents by creating a summary and interrogate the text by asking questions.

Copilot in Outlook

18 **Switch to New Outlook**
Learn how to switch to New Outlook to access Copilot's full range of capabilities.

19 **Draft a New Message**
Use Copilot to draft a new message from scratch.

20 **Summarize and Draft Replies**
Ask Copilot to summarize conversations and draft email replies.

21 **Coach by Copilot - Write Better Emails**
Use the Copilot Coach in Outlook to write better emails, check for tone, emotion and clarity.

The Best of the Rest

22 **Work with Copilot in Microsoft Teams**
Learn about some of the Copilot functionality available in Teams to assist with meetings and conversations.

23 **Brainstorm Ideas with Copilot in OneNote**
Use Copilot in a OneNote notebook to brainstorm ideas and create to-do lists.

24 **Work with Copilot and Loop Components**
Use Copilot inside Microsoft Loop to generate information, rewrite drafts, apply formatting, and reuse loop components.

Course Close

25 **Course Close**
Course close and instructor good bye.

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