

# Copilot for Microsoft 365

GoSkills online course syllabus

Tuesday, December 24, 2024

**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

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- 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

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- 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

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**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

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**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

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**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

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**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

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

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