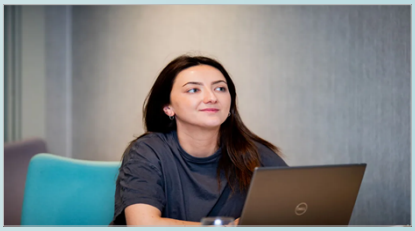
# Microsoft 365 Copilot

## 2 day training course







## Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

### Copilot licensing

- Who can do what, when
- Why is my Copilot button missing?

### Copilot within Outlook

- Summarising emails and threads
- Drafting emails and replies

### Using in OneDrive

- Summarising files
- Comparing documents

### Working with Teams

- Summarising meetings
- What have I missed?
- Extracting actions

### Getting help in Excel

- Creating and explaining formulae
- Analysing your Excel data
- Summarising and charting data

### Working with Forms

- Drafting surveys
- Improving question wording

### Helping search

- Finding information across 365
- Understanding search limitations

### Saving and sharing pages

- Saving responses as pages
- Sharing pages

### Using Notebooks

- Creating scoped workspaces
- Adding sources
- Using to speed up search

### Creating Copilot agents

- Creating agents
- Training your agent
- Ways to share agents
- When to move to Copilot Studio

### Creating SharePoint agents

- What is a SharePoint agent?
- Ready-made vs custom agents
- Creating SharePoint agents