

This workshop explores the practical usage of Microsoft 365 Copilot across Microsoft 365 apps, demonstrating how to streamline workflow and increase productivity.

Learning objectives

By the end of this workshop, you should be able to:

- Identify and apply the key features of Microsoft 365 Copilot in each Microsoft 365 app (Excel, Word, Outlook, Power Point) to enhance your productivity and workflow.
- Understand how Microsoft 365 Copilot integrates with Teams to provide a centralized hub for all your work-related information.
- Utilize the AI capabilities of Microsoft 365 Copilot to transform your approach to tasks in Microsoft 365, making them more intuitive and efficient.