

Training Methodology

This course uses a hands-on, practical approach to teach participants how to use Microsoft Copilot for automating daily tasks and enhancing productivity. The methodology includes:

- Instructor-led demonstrations: Real-time walkthroughs of Copilot's automation features.
- Hands-on practice: Participants will automate workflows in various Microsoft 365 applications using Copilot.
- Interactive discussions: Group sessions to share experiences and best practices.
- Case studies: Real-world examples showing how automation can streamline business processes.
- Feedback sessions: Continuous feedback to ensure participants effectively utilize Copilot's automation tools.

Course Overview

The Copilot Automation Productivity course aims to empower participants with the knowledge to harness Microsoft Copilot's automation features across different Microsoft 365 applications. By learning to automate repetitive tasks, generate content quickly, and analyze data efficiently, participants will gain the skills to enhance productivity and focus on higher-value work. This course is perfect for professionals looking to integrate AI-driven automation into their daily operations.

What You Will Learn

- Automation Fundamentals with Copilot: Understanding how Copilot automates various processes.
- Creating Automated Workflows: Learn how to set up and execute automation routines across

Copilot Automation Productivity

Word, Excel, and Teams.

- Time-Saving Content Generation: Use Copilot to draft, edit, and refine documents and emails faster.
- Data Analysis and Reporting Automation: Techniques for automating data visualization and report generation.
- Optimizing Team Collaboration: Automating meeting summaries, action items, and project updates for better communication.

Who Should Learn

- Office Professionals: Individuals who want to streamline daily administrative tasks.
- Project Managers: Those who need to automate project updates, reports, and meeting summaries.
- Data Analysts: Professionals seeking to automate data collection and reporting tasks.
- Content Creators: Individuals looking to automate document drafting, editing, and formatting.
- IT Managers: Those responsible for implementing AI tools and automation solutions in their organizations.

5 Training Modules

Module 1: Introduction to Copilot Automation

- Overview of automation features available with Copilot.
- Understanding the scope of Copilot automation in Microsoft 365 applications.
- Real-life examples of automation in the workplace.

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Module 2: Automating Document Workflows

- Using Copilot for automated document creation and editing in Word.
- Setting up templates and Quick Parts for faster content generation.
- Automating repetitive formatting tasks with Copilot prompts.

Module 3: Data Automation in Excel

- Using Copilot for automating data entry and cleaning.
- Creating automated data analysis reports and charts.
- Building dynamic dashboards with minimal manual input.

Module 4: Enhancing Communication with Copilot

- Automating email drafts, meeting summaries, and follow-up messages.
- Using Copilot for quick response suggestions and message formatting.
- Integrating Copilot with Teams for automated project updates.

Module 5: Advanced Workflow Automation and Customization

- Setting up advanced automation routines across multiple applications.
- Customizing Copilot prompts to fit specific workflow needs.
- Case studies on the impact of automation on productivity and time savings.

Conclusion

By the end of the Copilot Automation Productivity course, participants will have mastered the skills to use Microsoft Copilot for automating various aspects of their work. They will be able to create efficient workflows, save time on repetitive tasks, and focus on strategic activities that drive value.

Copilot Automation Productivity

This course is ideal for anyone looking to enhance their productivity through intelligent automation.

