InspiringWays
Training

CoPilot Chat

This course will introduce key features and advanced tools and explore how to use CoPilot Chat for various tasks.

Duration	Up to 90 minutes per session
Group Size	Up to 10 people per session
Prerequisite	No Prerequisite
Course Type	Microsoft 365

Course Content

Upon successful completion, delegates will be able to understand:

Using CoPilot Chat

- Installing CoPilot Chat
- Prompts
- Drafting emails
- Summarising documents
- Generating content
- Creating AI-generated images
- Uploading word documents into the chat for analysis
- Uploading Excel spreadsheeds into the chat for analysis
- Uploading PDFS into the chat for analysis
- Use CoPilot Pages for real-time collaboration
- Creating and using AI Agents
- Compare Microsoft 365 CoPilot chat with other AI-powered tools

Security

- Enterprise grade security
- Privacy
- Compliance