MS-4004 Microsoft Copilot 365

1 DAY TRAINING WORKSHOP

DATA BEAR

Be Data Savvy

Harness the full power of Copilot 365

Microsoft Solutions Partner

Data & AI

Master Copilot 365: Elevate your skills, streamline your tasks!

Master the tools and techniques to boost your productivity and efficiency, making your daily tasks easier and more effective.

What to Expect?

This one-day course is composed of two parts - **Getting started with Microsoft 365 Copilot** and **Empower your workforce with Microsoft 365 Copilot Use Cases**.

Getting started with Microsoft 365 Copilot

The first part of the course, introduces you to Copilot for Microsoft 365, examines how you can use Copilot throughout the various Microsoft 365 apps, explores best practices for using Copilot and building effective prompts, and examines how you can extend Copilot.

Empower your workforce with Microsoft 365 Copilot Use Cases

The second part of this training content is really the heart of this course. Students perform a series of hands-on exercises involving seven Use Cases - Executives, Sales, Marketing, Finance, IT, HR, and Operations. These exercises focus on using Copilot in various Microsoft 365 apps (such as Word, PowerPoint, Outlook, and so on) to complete a series of common business-related tasks pertaining to each Use Case.

What to Bring?

- Laptop / PC (for online courses only)
- Good Internet connection
- A second screen (for online courses only)
- A headset or built-in speakers and microphone

Duration:
One day (7 hours)
9:30 am - 4:30 pm

Prices:
Public Live Online Class
£750 + VAT
per delegate

Private Live Online Class
£800 + VAT
per delegate

Private Onsite Class
£900 + VAT
per delegate

Discounts offered when more than one books

Click Here to Book Online

DATA BEAR
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Contact Us:
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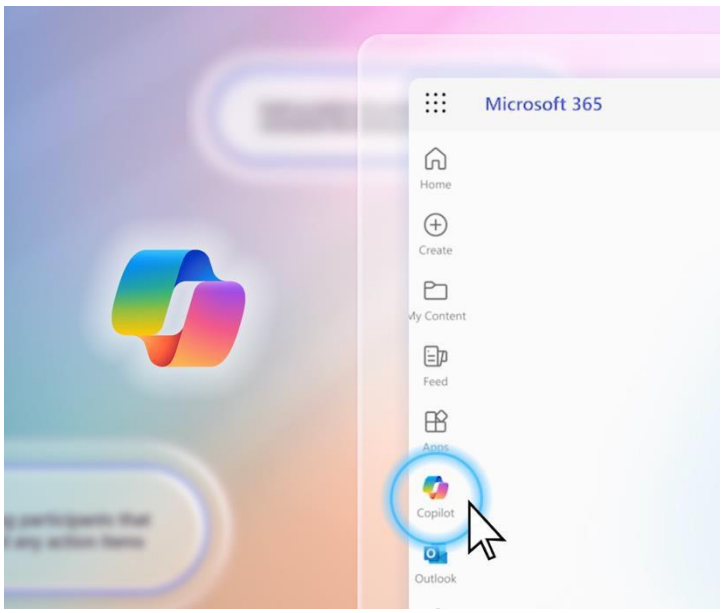
Who should attend:



This course is intended for all types of learners looking to boost productivity with Microsoft Copilot.

Whether you're managing data, creating content, or collaborating with colleagues, this course provides the knowledge and skills to make the most of Copilot and other AI-powered tools in Microsoft 365

Prerequisites?

No Previous training required!

A Microsoft Copilot 365 License is required

For the course to be beneficial learners should be comfortable using a web browser, navigating websites, and handling files. Some experience with Microsoft 365 (Word, Excel, Outlook, PowerPoint) is beneficial.

About us

As a Microsoft Solutions Partner in Data Analytics and also a Power BI partner, with a vertical focus on helping business become more data efficient through Power BI Apps training and consulting, Data Bear has an established record of empowering originations with the skills and tools needed to drive their business further. Using latest technologies and best practice, the Data Bear team is dedicated to providing training and solutions that ultimately save time, increase profits and reduce stress.

Course Content

Modules

Module 1: Get Started with Microsoft 365 Copilot

- **Get started with Microsoft 365 Copilot**

  - Introduction to Microsoft 365 Copilot
    - Describe the purpose and functionalities of Microsoft 365 Copilot.
    - Outline the working principles behind Microsoft 365 Copilot.
    - Identify the core components integral to Microsoft 365 Copilot.
    - Articulate Microsoft's dedication to responsible AI practices.

  - Explore the possibilities with Microsoft 365 Copilot
    - Identify and apply the key features of Microsoft 365 Copilot in each Microsoft 365 App 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.

  - Optimize and extend Microsoft 365 Copilot
    - Describe the best practices for using Microsoft 365 Copilot.
    - Understand how to effectively prompt Microsoft 365 Copilot.
    - Understand Microsoft 365 Copilot extensibility options.

Module 2: Empower your workforce with Microsoft 365 Copilot Use Cases

- **Empower your workforce with Microsoft 365 Copilot: Executives Use Case**
  - Use Microsoft 365 Copilot Chat in Teams to synthesize your emails and chats from the past week involving a specific topic.
  - Use Microsoft 365 Copilot in Teams to generate a list of key points made by participants involved in chats and emails involving a specific topic over the past 30 days.
  - Use Microsoft 365 Copilot in Word to create a speech you plan to deliver to company shareholders based on your company's annual income statement.
  - Use Microsoft 365 Copilot in PowerPoint to create a PowerPoint presentation for your speech to company shareholders regarding your annual income statement.

- **Empower your workforce with Microsoft 365 Copilot: Sales use case**
  - Use Microsoft 365 Copilot in Loop to create and update a market research report for a potential new sales market.
  - Use Microsoft 365 Copilot in PowerPoint to create and customize a sales presentation based on a market trend report for a new beverage product.
  - Use Microsoft 365 Copilot Chat in Teams to summarize your emails, meetings, and chats for a specific project over the past 30 days, and then generate a list of actions items, and action items involving a specific - person or topic.
  - Use Microsoft 365 Copilot in Word to compare three supplier agreements, identify the differences, and provide recommended actions.

Course Content

Modules

Module 2: Continued

- **Empower your workforce with Microsoft 365 Copilot: IT Use Case**
  - Use Business Chat to summarize the information in a product spec document for a network security product and create a project plan to implement the product.
  - Use Microsoft 365 Copilot in PowerPoint to create and customize a business presentation based on the product plan that you created for the new network security product.
  - Use Microsoft 365 Copilot in Word to modify a technical implementation report for a customer who is planning to install your new network security product.
  - Use Microsoft 365 Copilot in Outlook to draft an email that provides highlights from the technical implementation report that you created for the customer who is installing your new network security product.

- **Empower your workforce with Microsoft 365 Copilot: Marketing Use Case**
  - Use Microsoft 365 Copilot Chat to analyse market trends in the U.S. toy market, provide sales forecasts, and identify new sales opportunities.
  - Use Microsoft 365 Copilot in Loop to generate marketing campaign ideas for your new product line of outdoor toys.
  - Use Microsoft 365 Copilot in Word to consolidate three product marketing reports into a single Market Analysis report and then make further customizations.
  - Use Microsoft 365 Copilot in Excel to analyse the market trends that are captured in a spreadsheet for a new beverage product.

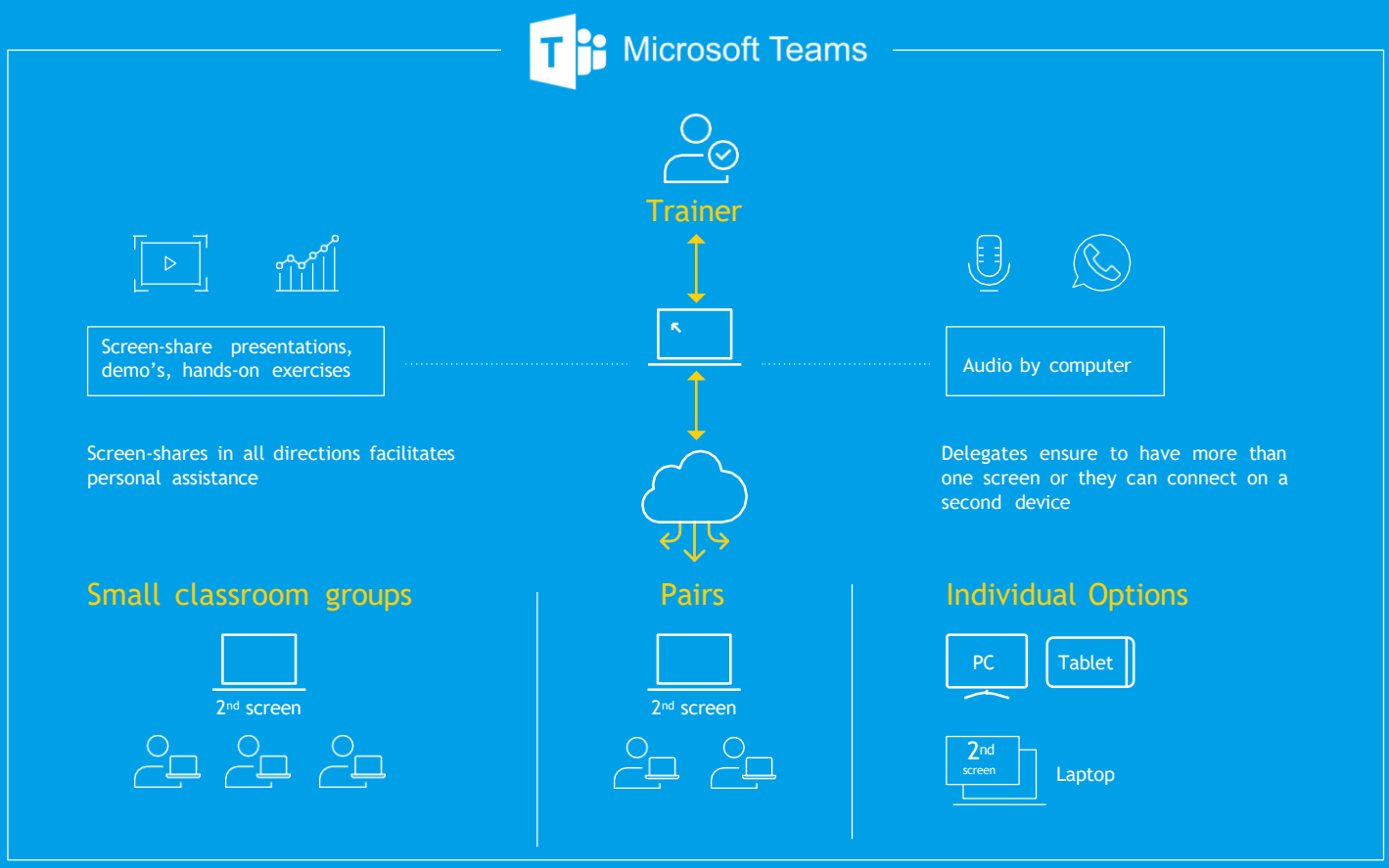
- **Empower your workforce with Microsoft 365 Copilot: HR Use Case**
  - Use Microsoft 365 Copilot in Word to create a job description based on an HR job responsibility document.
  - Use Microsoft 365 Copilot in Word to analyse multiple resumes for a job role, create a report comparing the strengths and weaknesses of each candidate, and make a final recommendation.
  - Use Microsoft 365 Copilot in Loop to create a set of interview questions for a new job role.
  - Use Microsoft 365 Copilot in Outlook to compose an email offer letter to a candidate for a new job role.

- **Empower your workforce with Microsoft 365 Copilot: Finance Use Case**
  - Use Microsoft 365 Copilot in Outlook to draft an email to your insurance company that requests a meeting to discuss the increases in your company's medical insurance premiums.
  - Use Microsoft 365 Copilot in Excel to analyse a spreadsheet containing projected revenue and user engagements for your company's Q1 marketing campaigns, then add new calculations and charts to visualize the data.
  - Use Microsoft 365 Copilot in Word to create a marketing campaign report based on the financial results from your company's Q1 marketing campaigns.
  - Use Microsoft 365 Copilot in Word to summarize your company's financial statement results for the past five years, including trends, growth patterns, profitability analysis, and areas of concern.

- **Empower your workforce with Microsoft 365 Copilot: Operations use case**
  - Use Microsoft 365 Copilot in Whiteboard to brainstorm project plan ideas for installing a new network security product and then categorize the ideas.
  - Use Microsoft 365 Copilot in Outlook to locate an actual email thread, summarize the thread, and then generate a reply.
  - Use Microsoft 365 Copilot in Word to locate information on troubleshooting current production equipment and identify how to reset the processor.
  - Use Microsoft 365 Copilot in Loop to create a set of questions for a customer discovery session with the consulting firm who will be installing a VPN in your corporate network.

- **Empower your workforce with Microsoft 365 Copilot: Challenge Use Case**
  - Use Microsoft 365 Copilot in Loop, Word, and Microsoft 365 Copilot Chat to create HR interview questions for a new role, and then compare the results generated by each Copilot.
  - Use Microsoft 365 Copilot in Word and Excel to enhance a company's social media marketing presence.
  - Use Microsoft 365 Copilot in Whiteboard and Word to create project planning documentation and visualize project timelines, milestones, and dependencies.
  - Use Microsoft 365 Copilot in Word to create a marketing report and brainstorm marketing campaign ideas, and Copilot in PowerPoint to create a marketing presentation.

Remote Live Online Training



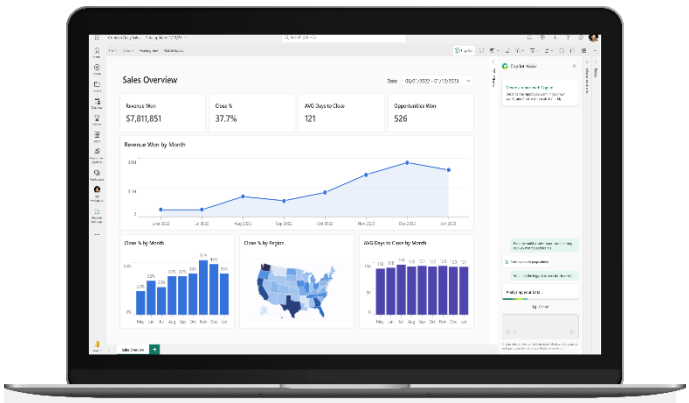
- Using Microsoft Teams, a video conference with screen and audio sharing will be made available for all delegates
- You can connect using Microsoft Teams, or if you don't have access to Teams, you can connect through any internet browser
- The trainer's screen and audio will be shared with all delegates
- If needing assistance, you can share your screen with the trainer
- At any time during the training you can unmute your microphone to ask questions, or for further clarification
- Allowing for simultaneous display of both the trainers screen and your own, it is highly recommended that you have either a second screen or an additional device, e.g. 10"+ Tablet.
- All required training files and the training manual will available for download through Teams

Microsoft GoldPartner
DATA ANALYTICS

MCT

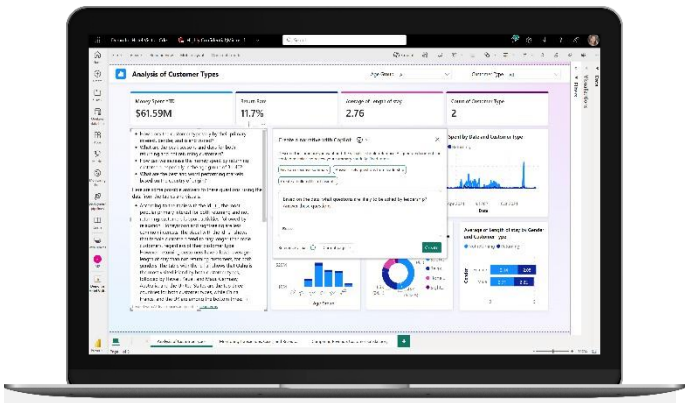
Join Using Two Screens

To ensure efficiency, the use of **two screens** is required. One of your two screens displays the trainer's presentation. Having two screens empowers you with a clear view of what the Trainer is explaining and your own working examples as you follow along.



Trainer's Screen

One screen shows a clear and constant view of the Trainer's screen

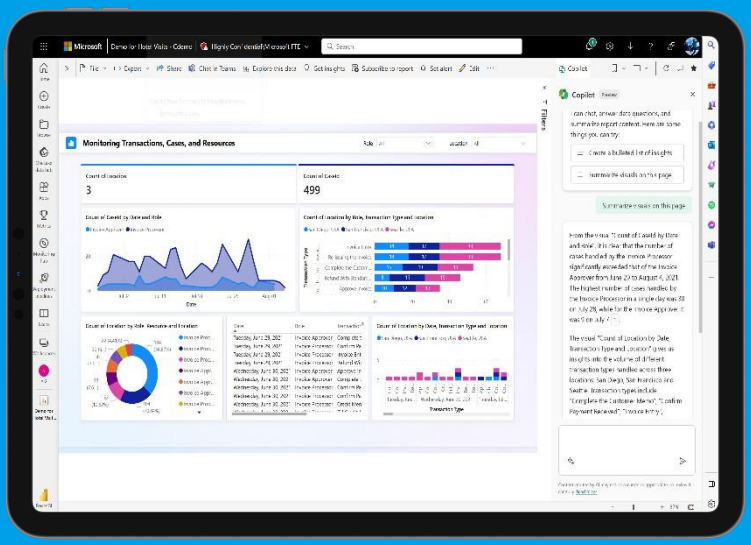


Screen showing your work

Use your second screen to display your work as you follow along through the exercises.

or Join on a 2nd device

If you don't have 2 screens, to constantly display the trainers screen, you can join the Teams meeting on a second device, for example a tablet. You can then use your laptop or PC to do the worked examples as you follow along from the second device.



Why Choose Data Bear?

- Microsoft Solutions Partner
- Training Focuses on Best Practices
- Step-by-step digital manual provided
- Additional Power BI Helper Files Provided
- Over 50 5 Star Google Reviews
- After Training Support Available

Vertical Focus

We're a Power BI centric company, and a Microsoft Solutions Partner, with a vertical focus on empowering organisations with Power BI training and solutions that produce results. Our passion is to help organisations become more 'Data Savvy'.

Deep Domain Experience

Having helped numerous organisations overcome the obstacles to enhanced data efficiency and empowering them with the skills to adopt a ‘data culture’, the Data Bear team has many years of ‘real life’ experience in the ‘BI – trenches’. We don't just show you what all the various buttons and knobs do. You can learn that from documentation. Drawing on a wealth of experience, based on developing and deploying numerous best practice BI solutions globally, we'll teach you how to build a robust Power BI solution from the ground up, ensuring that, going forward, your team has the best practice foundation to continue the process of getting the right data into the right hands.

Long-Term Partnership

The process of using Power BI to ensure organisational value is an ongoing learning journey. To ensure your team can overcome any obstacles or issues experienced, we provide a **variety of support packages.** A Power BI support package is a **smart investment** for any company that wants to make the most of their data and achieve their business objectives with Power BI.

Quality

Quality Assurance — as a Gold Microsoft Power BI partner, we have insight to all new Power BI update roll outs and we ensure that all our training content and best practices taught are up to date with latest Microsoft releases and new technology offerings.

Training Locations

United Kingdom We offer regular Training courses in London and throughout the UK.

Remote Online Through live remote online training, we empower organizations globally, regardless of their geographical location.

Click Here to Book

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UNITED KINGDOM

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