

## Copilot Course Syllabus: AI for Business Productivity

*In this Copilot AI course learn to use AI (artificial intelligence) tools to work more efficiently.*

### Introduction to Microsoft Copilot

- Basics of Microsoft Copilot
- How CoPilot integrates with the Microsoft 365 ecosystem
- Differences between Copilot and ChatGPT
- Overview of access and deployment
- Understanding generative AI and large language models (LLMs)
- Differences between Copilot, ChatGPT, and other AI models in Microsoft tools
- Responsible AI: privacy, bias, security, and compliance

### Getting Started with Copilot

- Enabling and accessing Copilot
- Microsoft 365 licensing requirements
- Supported platforms and versions
- Interface overview
- Enabling and accessing Copilot across Microsoft 365
- Supported versions and platform compatibility
- Navigating the Copilot Pane in Word, Excel, PowerPoint, Outlook
- Prompt templates and context-aware assistance
- Collaboration features and AI-generated summaries
- Chat interface & Prompt templates
- Context-aware assistance
  - Collaborating with Copilot
    - Dedicated Copilot-generated analysis sheets
    - Preserving original data while working with AI

### Copilot in Microsoft Word

- Drafting, rewriting, summarizing, and refining documents
- Turning bullet points into paragraphs
- Creating summaries
- Creating proposals, contracts, and reports from prompts
- Working with templates and structured data

### Copilot in Microsoft Excel

- Overview of AI tools integrated with Excel
- Writing formulas and functions with Copilot
- Automating repetitive tasks: sorting, filtering, data cleaning
- Creating dashboards, charts, and pivot tables
- Analyzing trends and making data-driven recommendations

### Using Copilot for Data Analysis

- Asking natural language questions about data
- Identifying patterns, trends, and anomalies
- Scenario analysis and forecasting
- Generating automated insights
- Dashboard and summary sheet generation
- Text insights and summarization
- Copilot-generated visualizations
  - Charts
  - PivotTables

### Formula Assistance with Copilot

- Generating formulas with natural language
- Understanding and explaining existing formulas
- Suggesting new formulas for calculated columns
- Debugging and optimizing formulas

### Copilot in Microsoft Outlook

- Drafting and responding to emails
- Summarizing long threads and meetings
- Prioritizing inbox content and task management
- Writing with clarity, tone, and professionalism

### Copilot in Microsoft PowerPoint

- Generating slides from prompts or documents
- Writing slide content, headlines, and talking points
- Creating design layouts and visual suggestions
- Automating agenda, summary, and next step slides

### Copilot in Microsoft Teams and OneNote

- Summarizing meetings and chat discussions
- Generating action items and follow-ups
- Brainstorming ideas and capturing notes in structured formats
- Searching across your organizational knowledge base

### Using Copilot as a standalone tool

- Using Microsoft Copilot in Edge and Windows
- The Copilot side panel in Office apps
- Integrating with Bing Chat Enterprise and Copilot for web-based tasks
- Security, privacy, and responsible use in a business environment

### Maximizing productivity with Copilot

- Tips for writing effective prompts within Microsoft tools
- Automating workflows across Office apps
- Role-based use cases: executive, analyst, marketer, project manager
- Limitations, best practices, and future capabilities

### Best Practices and Considerations

- Writing effective AI prompts
- Ensuring privacy, accuracy, and responsible use
- Recognizing the limitations of AI tools