



## Working with Copilot in Microsoft 365

Microsoft Office now includes Copilot, a powerful AI assistant that supports your work in Word, PowerPoint, Excel, Teams, and Outlook. This one-day hands-on training teaches you how to use Copilot effectively in your daily Office tasks.

### Training duration

- Practice-oriented training (1 day)
- Immediately applicable in your own work environment
- Small groups (maximum 12 participants)
- Includes practical assignments and personal guidance

### Program

- Module 1: Introduction to Copilot
  - What can Copilot do for you?
  - Availability within Microsoft 365
  - Practical demonstrations and first hands-on experience
- Module 2: Copilot in Word & Outlook
  - Text suggestions and rewriting
  - Composing and summarizing emails
  - Analyzing and summarizing documents
  - Practice with your own texts and documents
- Module 3: Presentations & Teams
  - Creating and improving PowerPoint presentations
  - Note-taking in Teams meetings
  - Chat assistance in Teams
  - Group assignments
- Module 4: Personal Workflow
  - Aligning Copilot with your writing style
  - Language settings and preferences
  - Tips for effective use
  - Creating a personal action plan

### Who is it for?

- Professionals who work daily with Microsoft Office
- Anyone looking to work more efficiently with AI support
- No specific technical knowledge required



## What will you gain?

- Immediately applicable knowledge for your daily work
- Increased confidence in using AI
- More efficient work in Microsoft Office
- Certificate of participation

## Practical information

- Bring your own laptop
- Microsoft 365 account required
- Includes lunch and course materials
- Available as classroom training or online session

## In-company option

This training can also be delivered on-site, tailored to the specific needs of your organization.

## Follow-up options

After this introductory training, you can continue with our advanced course “Optimize Your Workflow with Microsoft 365 Copilot” for deeper insights into process automation and advanced applications.