



Copilot for Microsoft 365 Jumpstart Program

Unlock the full potential of Microsoft Copilot with our Jumpstart Program! Whether you're a seasoned professional or a newcomer, our comprehensive training is designed to empower you with the knowledge and skills to maximize your productivity and efficiency.

Program Highlights:

- **Introduction to Copilot:** Discover the key features and capabilities of Microsoft Copilot
- **Hands-on Training:** Engage in practical exercises and real-world scenarios
- **Advanced Techniques:** Enhance your workflows with advanced capabilities
- **Support and Resources:** Access tutorials, documentation, exercise files

Detailed Agenda:

1) Copilot in Action – Productivity

- **Using Copilot in Word:** Drafting documents, editing, and proofreading
- **Using Copilot in Excel:** Data analysis, visualization, generating reports
- **Using Copilot in PowerPoint:** Creating presentations and summaries

2) Copilot in Action – Collaboration

- **Using Copilot in Outlook:** Email drafting, management, scheduling
- **Using Copilot in Teams:** Intelligent meetings, summarizing chats, recaps
- **Using Copilot in OneDrive:** File summaries, creating FAQs/agendas, file comparison

Program Overview:

- **Empowering Individuals:** Gain the knowledge and skills to maximize Microsoft Copilot
- **Comprehensive Training:** Hands-on training tailored to diverse needs
- **For All Levels:** Basics for newcomers and advanced techniques for seasoned professionals

Join us for an informative session and transform how you work with Microsoft Copilot. Achieve your goals efficiently and get hands-on experience with this powerful tool.



Security and governance concerns are limiting the size and shape of Microsoft 365 (M365) Copilot deployments.

In Gartner's 2024 Impact of GenAI in the Digital Workplace Survey, 57% of respondents limited their M365 Copilot roll out to low-risk/trusted users and 40% delayed their rollout.*

Gartner

*Source: How to Secure and Govern Microsoft 365 Copilot at Scale, By Max Goss, Avivah Litan, Dan Wilson 23 January 2025

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