

MS Copilot Beginner Training

- Explore Microsoft CoPilot
- CoPilot and Your Apps
- Hbw CoPilot Works
- Finding What You Need
- Working Together in Microsoft 365
- What CoPilot Can Do

Explore Microsoft CoPilot

Your New Helper

Meet CoPilot, your friendly assistant in Microsoft 365, making your work easier and smarter with helpful suggestions.

Easy and Smart

CoPilot collaborates seamlessly with your favorite apps, providing smart assistance in real-time.

Why CoPilot?

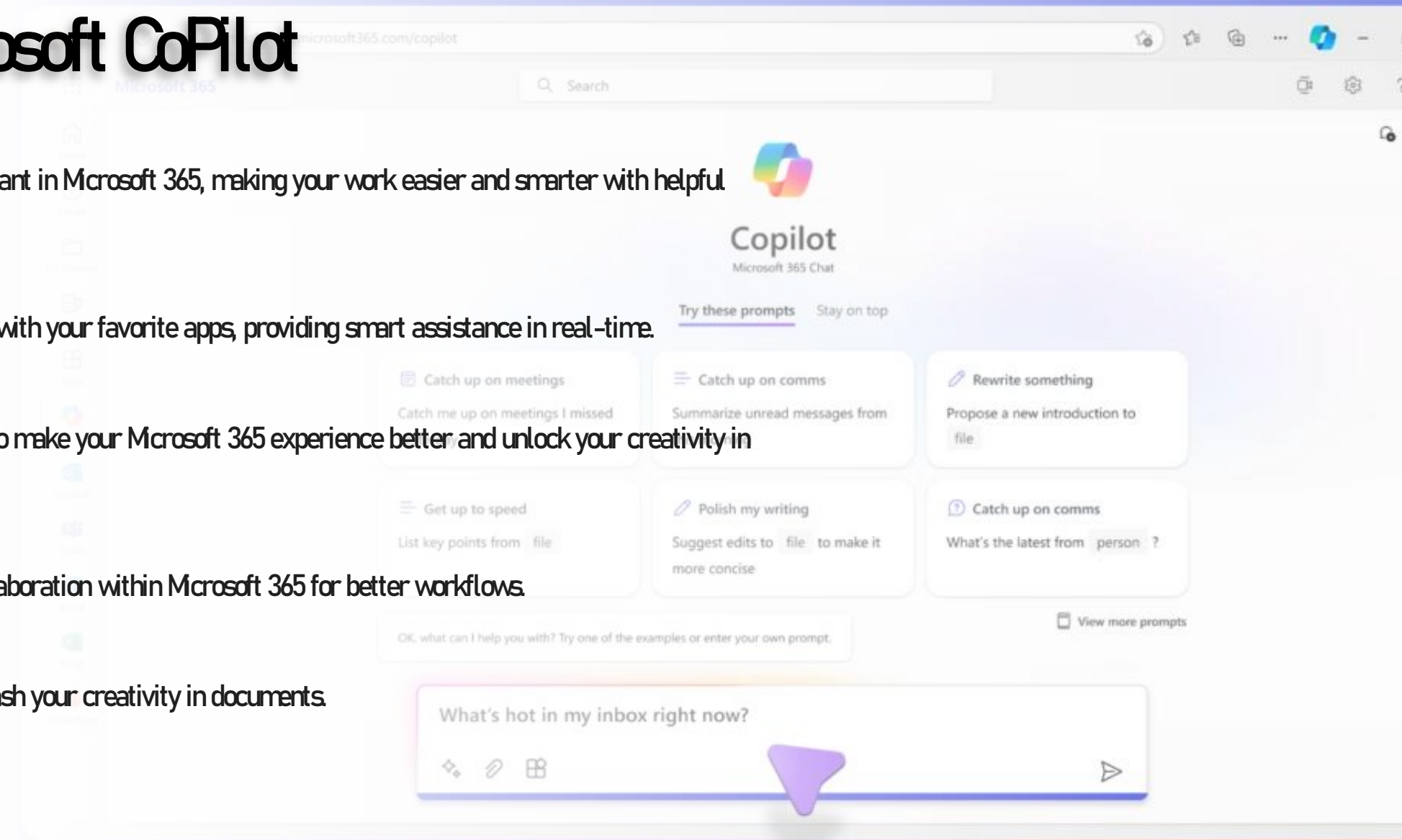
Understand why CoPilot is here to make your Microsoft 365 experience better and unlock your creativity in documents.

Work Together

Learn how CoPilot enhances collaboration within Microsoft 365 for better workflows.

Unlock Creativity

Discover how CoPilot helps unleash your creativity in documents.



CoPilot and Your Apps

Working Together

CoPilot and apps like Word team up for smoother work, making collaboration easy within Microsoft 365.

Smart Assistance

CoPilot enhances your workflows step by step, providing simple navigation with its user-friendly features.

Seamless Collaboration

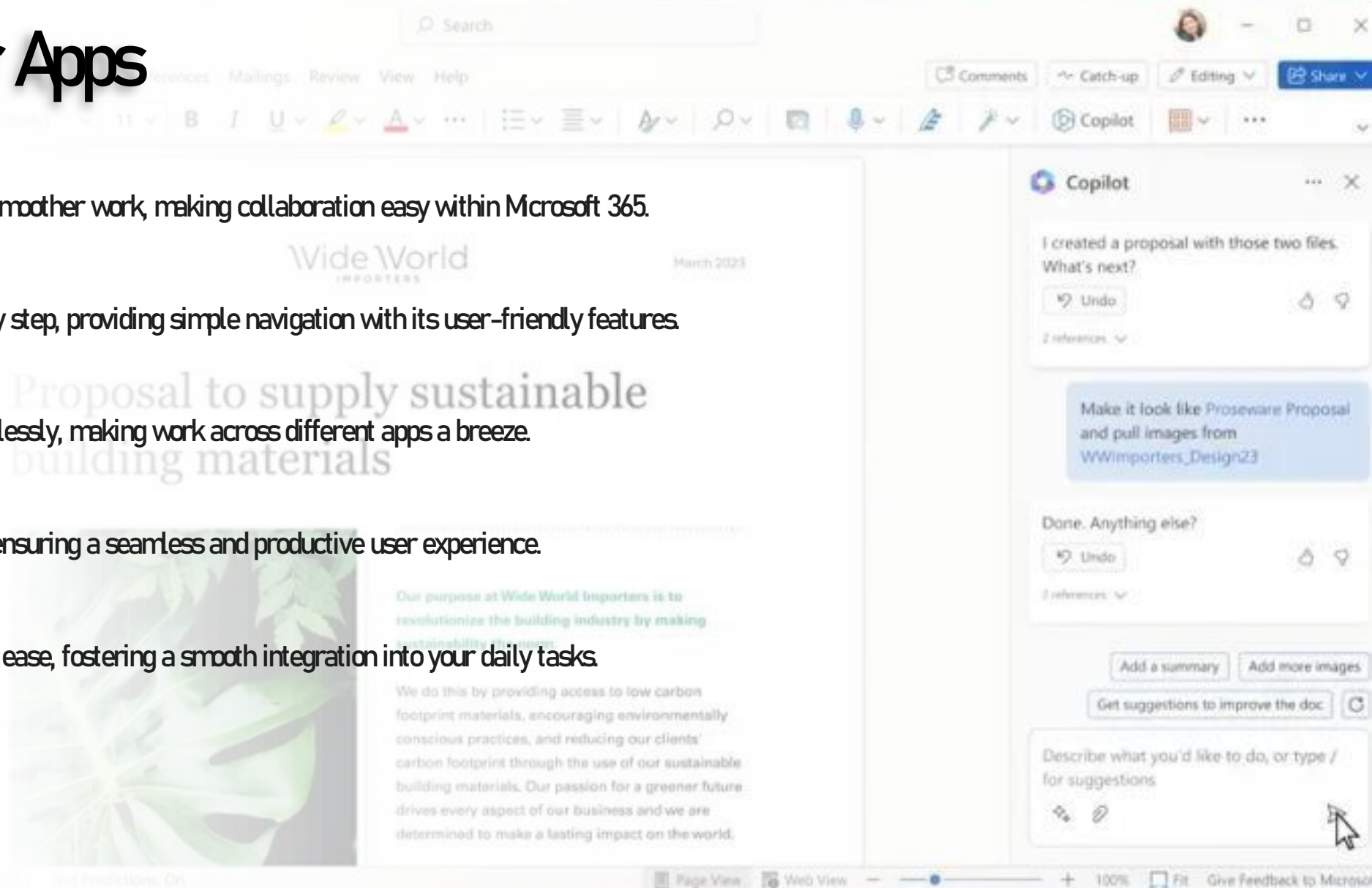
Experience how CoPilot integrates effortlessly, making work across different apps a breeze.

Real-time Support

Receive smart assistance from CoPilot, ensuring a seamless and productive user experience.

User-Friendly Interface

Navigate through CoPilot's features with ease, fostering a smooth integration into your daily tasks.



How CoPilot Works

Your Requests

CoPilot processes your questions and requests, offering helpful responses with a touch of magic.

Helpful Responses

CoPilot learns and improves with every interaction, becoming your ally in getting things done transparently.

Transparent Learning

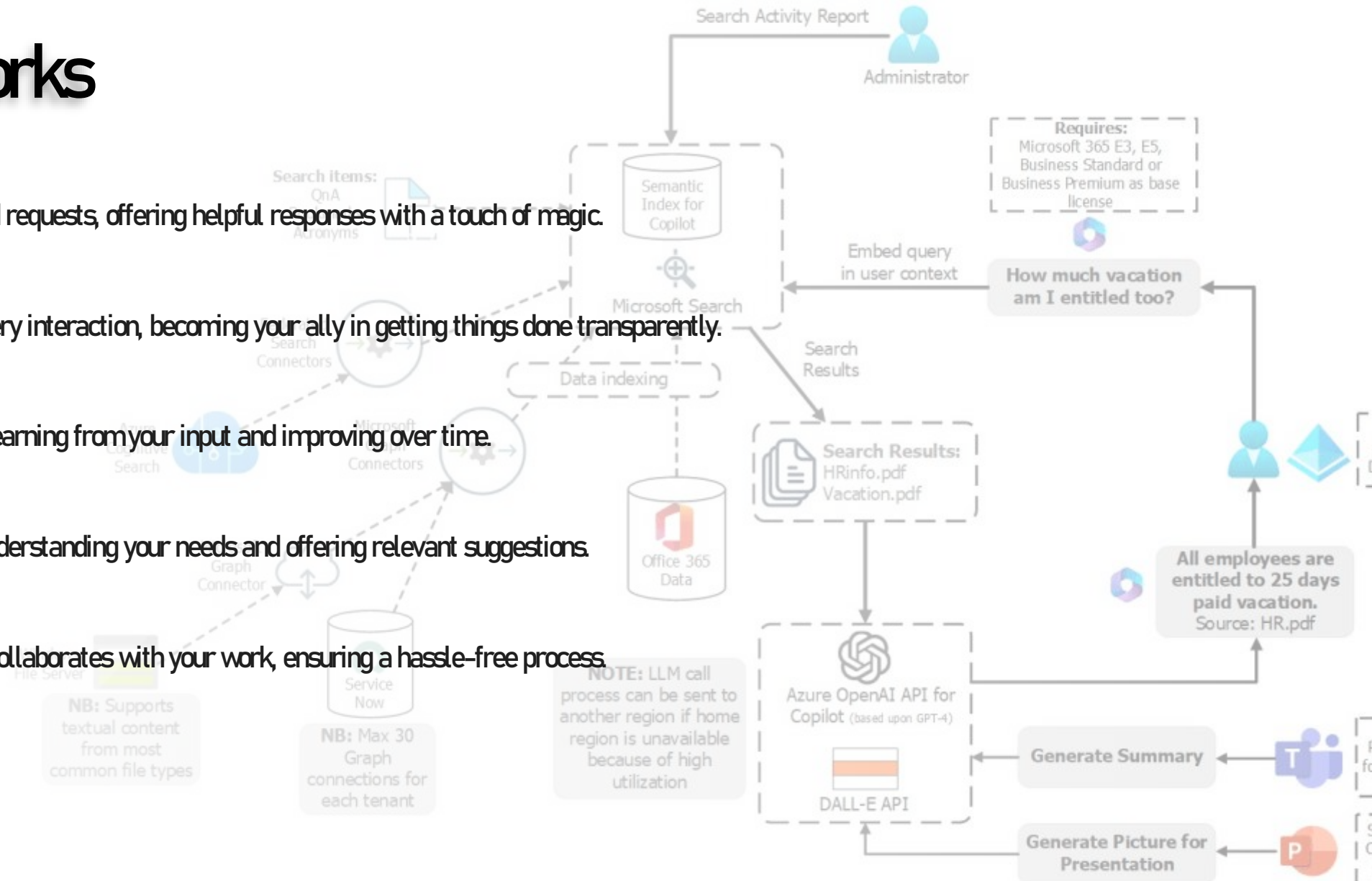
See how CoPilot adapts and grows, learning from your input and improving over time.

Intuitive Assistance

CoPilot provides intuitive support, understanding your needs and offering relevant suggestions.

Effortless Collaboration

Experience how CoPilot seamlessly collaborates with your work, ensuring a hassle-free process.



Finding What You Need

Smart Searches

CoPilot helps you find things smarter and quicker, reshaping how you search beyond the basics.

Understanding Data

CoPilot assists in understanding your data better, respecting your privacy and keeping things secure.

Privacy Priority

Discover how CoPilot prioritizes your privacy, ensuring secure and confidential searches.

Efficient Data Retrieval

CoPilot streamlines data retrieval, making your searches more efficient and productive.

User-Empowered Search

Feel empowered with CoPilot as it empowers you to discover and comprehend data effectively.

Billions of chats this year

Suggest some recipe ideas for...



Where can I buy the shoes in
this photo...



Write a congratulatory
message for...

Working Together in Microsoft 365

Teamwork

CoPilot enhances teamwork in apps like Teams, offering assistance during meetings and calls.

Help in Meetings

CoPilot makes email interactions smoother with coaching and creativity in whiteboard sessions.

Emails Made Easier

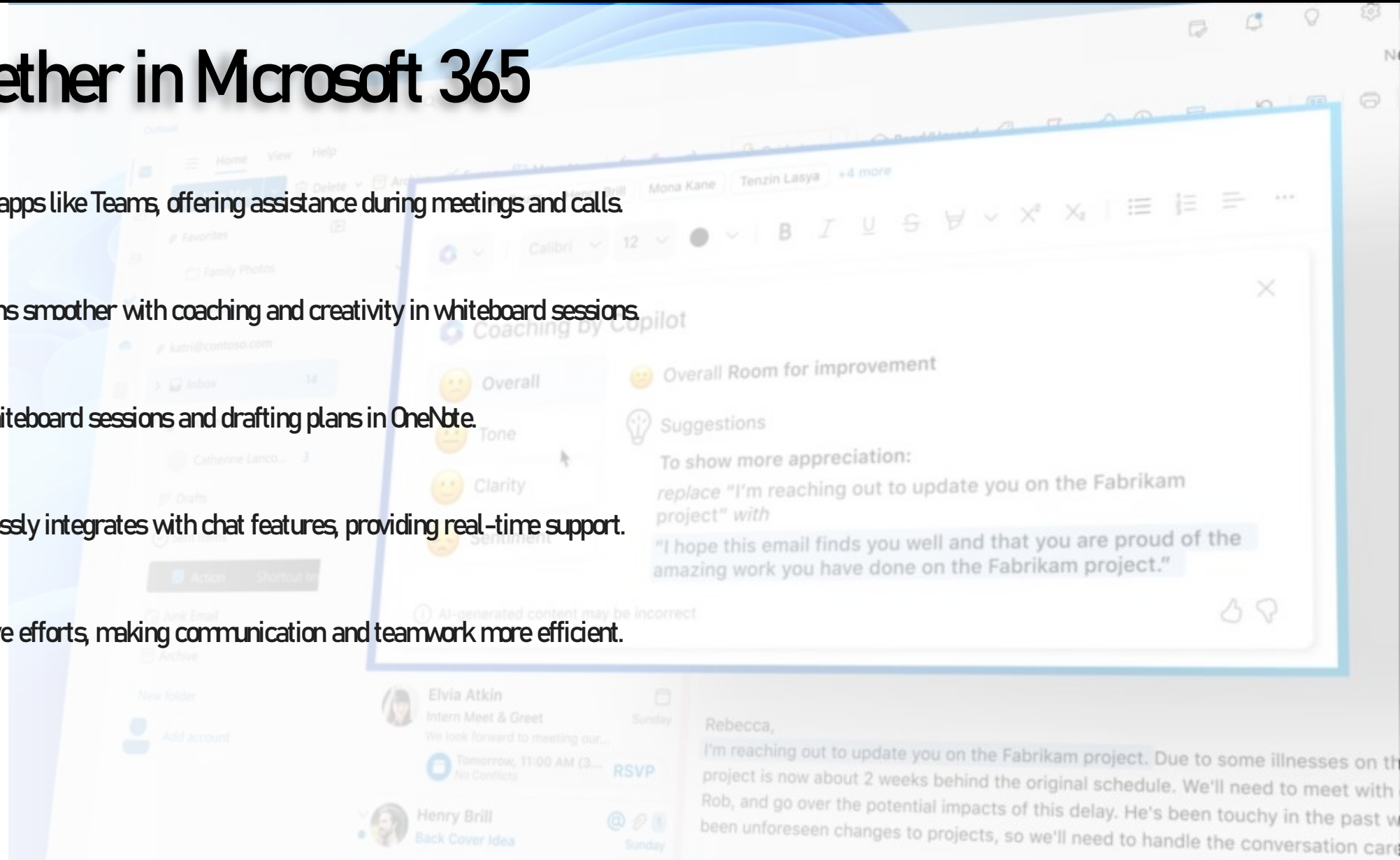
CoPilot creatively assists in whiteboard sessions and drafting plans in OneNote.

Chat Integration

Experience how CoPilot seamlessly integrates with chat features, providing real-time support.

Enhanced Collaboration

CoPilot transforms collaborative efforts, making communication and teamwork more efficient.



What CoPilot Can Do

App Highlights

CoPilot features in Word, PowerPoint, and more, providing real-time coaching tips for immediate assistance.

Real-Time Tips

CoPilot seamlessly integrates into your daily apps, making your Microsoft 365 journey easy to learn and overall enhanced.

User Assistance

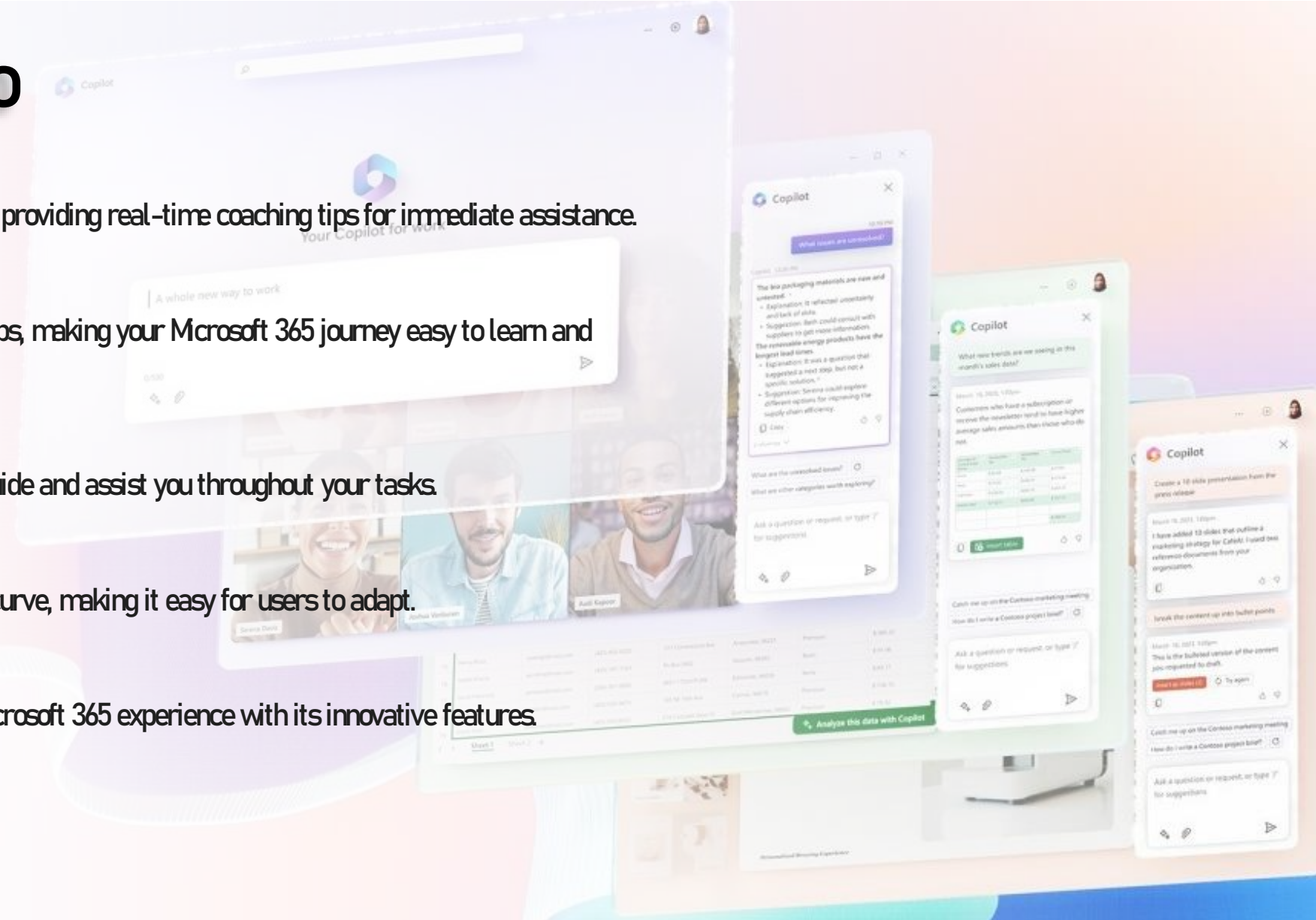
Discover CoPilot's user-friendly features that guide and assist you throughout your tasks.

Effortless Learning

Experience how CoPilot simplifies the learning curve, making it easy for users to adapt.

Overall Enhancement

Understand how CoPilot elevates your entire Microsoft 365 experience with its innovative features.



Summary

In this beginner-level Microsoft CoPilot training, you've embarked on a journey to discover the innovative features of CoPilot, your new assistant in Microsoft 365. From seamless integration with your favorite apps to understanding how CoPilot works transparently behind the scenes, you've learned the basics of its functionality. As you explore CoPilot's collaborative capabilities, efficient search options, and user-friendly features, you're now equipped to unlock the full potential of Microsoft 365 with confidence.

Embark on the future of productivity with CoPilot – where simplicity, collaboration, and innovation converge to transform your Microsoft 365 experience.



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