WPCCA
WESTERN PAINTING & COATINGS CONTRACTORS ASSOCIATION

INTRODUCTION TO
MICROSOFT COPILOT 365

PART 1

Tuesday, March 11 | 11:00 AM - 12:30 PM PST | Via Zoom

Dive into the world of Microsoft Copilot 365 with this introductory session. Learn the basics of how Copilot can assist you in your daily tasks, from drafting emails to generating reports. In Part 1 of this training, led by Microsoft Master Instructor JoLynn Rihn, you'll learn about key features, setup, and essential use cases to help you get started quickly and efficiently. We will also cover using Copilot Chat, working with prompts, using Copilot with Excel, Outlook and more.

PART 2

Tuesday, March 18 | 11:00 AM - 12:30 PM PST | Via Zoom

Building on our introduction to Microsoft Copilot 365, this session will explore practical applications in everyday tasks. Discover how Copilot can enhance your productivity in Microsoft Word, PowerPoint, and Teams. In part 2 of this training, JoLynn Rihn will demonstrate real-world examples and provide tips on integrating Copilot seamlessly into your workflow to make your daily tasks more efficient and effective.

To RSVP, please email Rowanne Khafagy at rkhafagy@thewpcca.com