

MICROSOFT COPILOT FOR EXCEL & OUTLOOK COURSE

Discover how Microsoft Copilot can help you work more efficiently in Excel and Outlook by automating routine tasks, uncovering insights, and improving communication. In this one-hour session, participants will learn how to use Copilot to analyze and format data, create visualizations, manage emails and calendars, perform powerful searches, and enhance professional writing. The course will also introduce Agent Mode in Excel and demonstrate practical ways Copilot can streamline everyday workflows and boost productivity.

WEDNESDAY, JULY 15

11:00 AM - 12:00 PM

VIA ZOOM

LEARNING OBJECTIVES

- ✓ Extracting Insights in Excel
- ✓ Formatting Data in Excel
- ✓ Creating Visuals in Excel
- ✓ Why use Copilot in Excel
- ✓ Agent Mode in Excel
- ✓ Streamlining Email Management with Copilot
- ✓ Advanced Scheduling and Calendar Management
- ✓ Powerful Search and Insight Capabilities
- ✓ Enhanced Writing Assistance for Professional Communication