

Navigating Microsoft 365 Copilot in Excel

Learning Objectives

- Differentiate between Copilot Chat and Microsoft 365 Copilot and understand how Microsoft 365 Copilot works in Excel
- Navigate and activate Microsoft 365 Copilot features within Excel to enhance productivity and streamline workflows
- Develop and refine Microsoft 365 Copilot prompts to format, clean, summarize, and analyze Excel data using natural language
- Apply Microsoft 365 Copilot tools to business scenarios across departments
- Recognize Microsoft 365 Copilot's capabilities and limitations to use it effectively, confidently, and responsibly in the workplace

Microsoft 365 Copilot Overview

- Differentiate between Copilot Chat and Microsoft 365 Copilot and understand how Microsoft 365 Copilot works in Excel
- Navigate and activate Microsoft 365 Copilot features within Excel to enhance productivity and streamline workflows

Effective Prompting for Excel

- Develop and refine Microsoft 365 Copilot prompts to format, clean, summarize, and analyze Excel data using natural language

Copilot in Excel Application to Business Scenarios

- Apply Microsoft 365 Copilot tools to business scenarios across departments

Advanced Tips, Troubleshooting, and Responsible Use

- Guide Microsoft 365 Copilot when it doesn't get it right the first time with advanced prompting tactics
- Troubleshoot common Microsoft 365 Copilot issues in Excel
- Ensure responsible use by checking for accuracy, protecting data privacy, and following ethical AI practices.