



# Beginner's Guide to **Microsoft Copilot**

**Chris Menard**

March 14, 2024, 1:00pm-2:15pm ET



<https://www.asaporg.com/webinars/beginner-s-guide-to-microsoft-copilot>

# Agenda

- About Chris Menard
- Overview of Copilot
- Microsoft Copilot in Microsoft 365
  - Copilot in Word
  - Copilot in PowerPoint
  - Copilot in Excel
  - Copilot in Teams
  - Copilot in Outlook
- Copilot on the web
- Closing remarks



# Chris Menard

## Microsoft Certified Trainer

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### Website:

<https://chrismenardtraining.com>

### LinkedIn:

<https://chrismenardtraining.com/linkedin>

### YouTube:

<https://chrismenardtraining.com/youtube>

### Credentials:

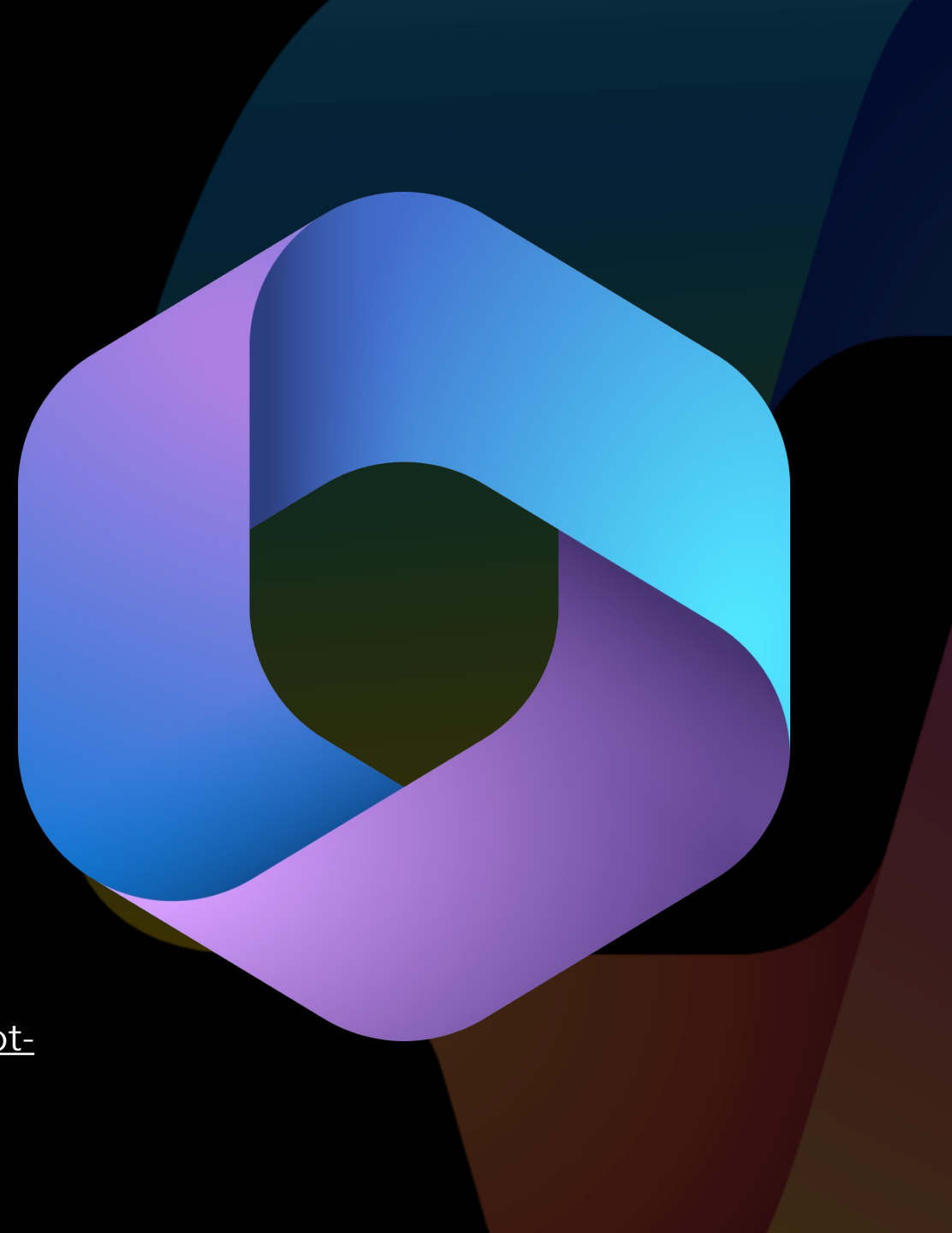
<https://chrismenardtraining.com/credentials>



# Overview of Copilot

- **Free** Copilot vs **Paid** Copilot (this session will show paid features)
- How to access Copilot in various M365 apps and the web

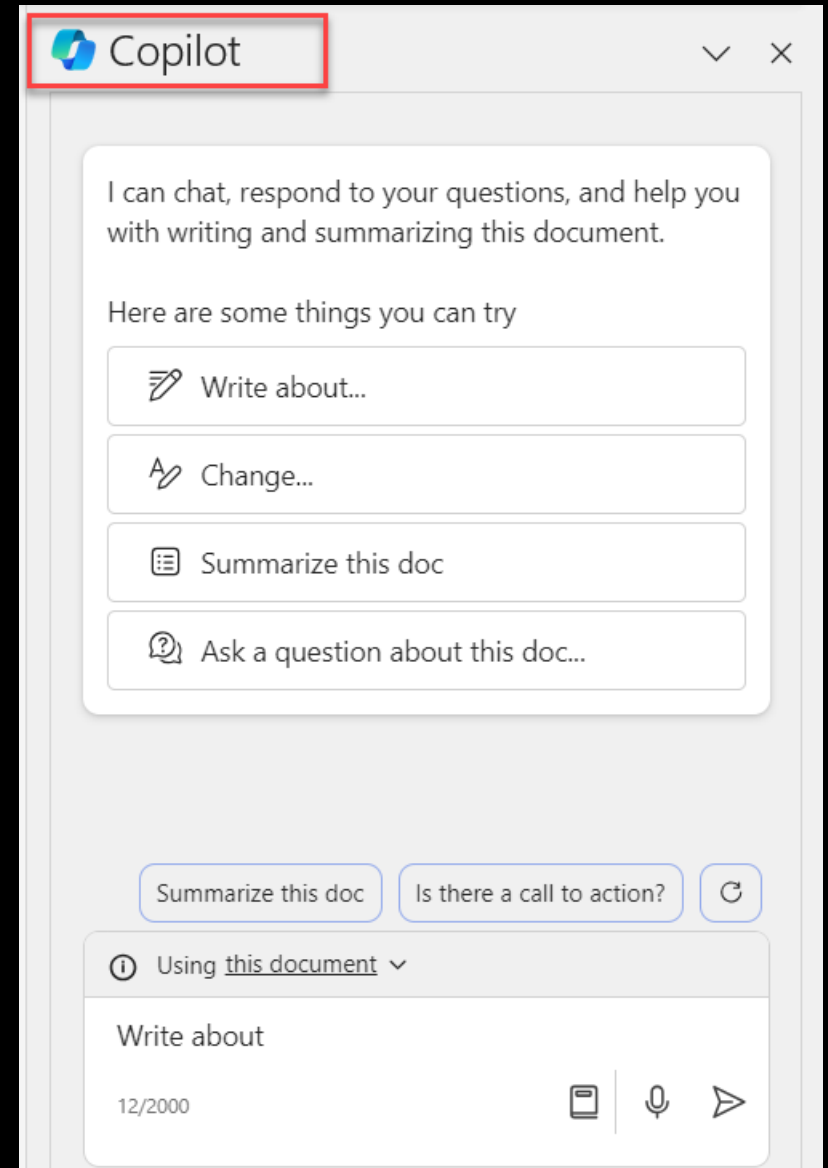
<https://www.microsoft.com/en-us/microsoft-365/blog/2023/03/16/introducing-microsoft-365-copilot-a-whole-new-way-to-work/>





# Copilot in Word

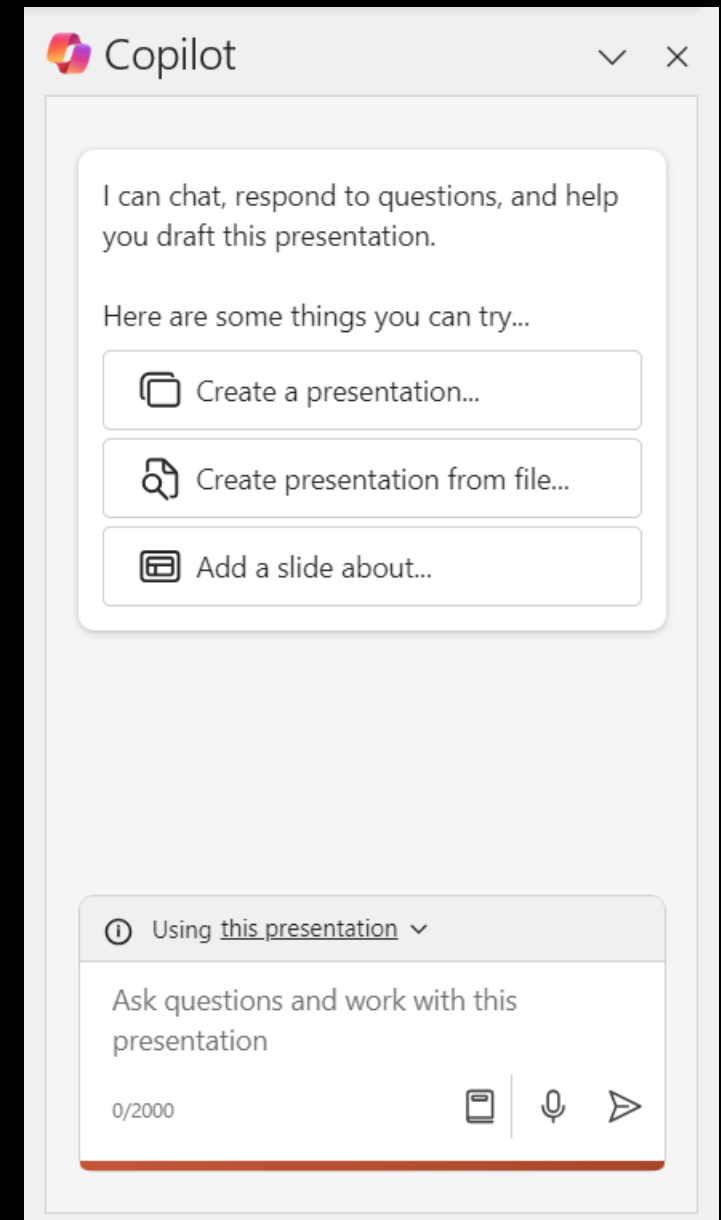
- Convert bullets to a table
- Rewrite paragraphs
- Summarize documents
- Ask questions about your file





# Copilot in PowerPoint

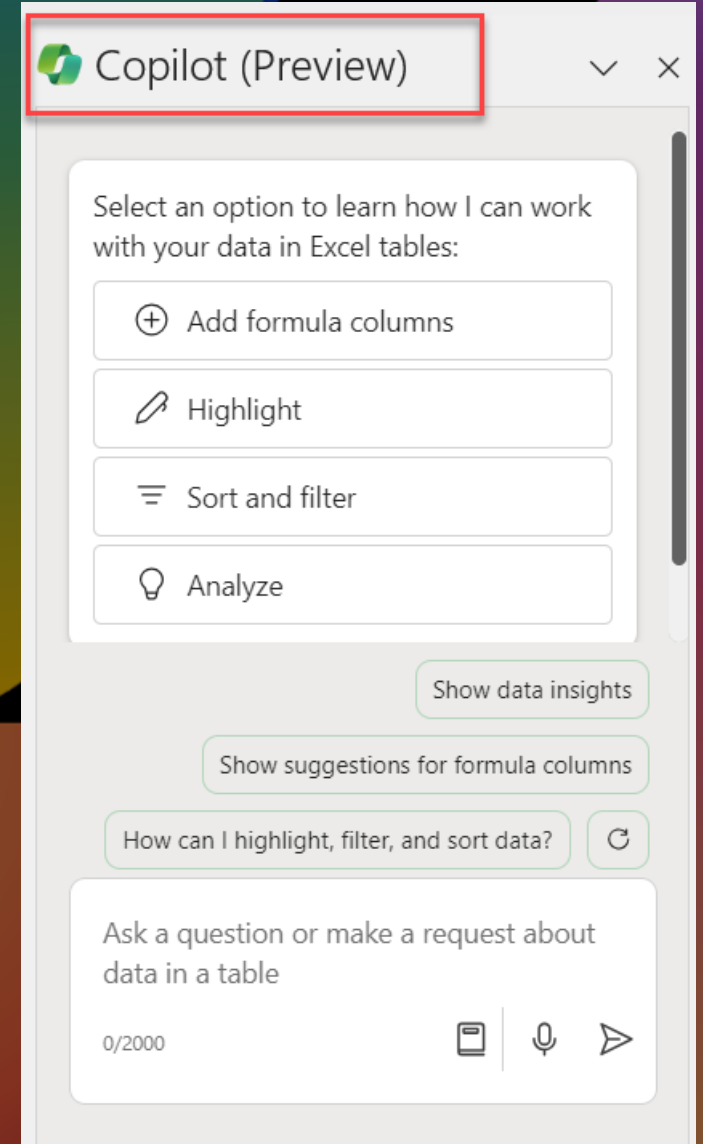
- Create a presentation from a Word document.
- Using OneDrive with Word to PPT
- Create a presentation from scratch

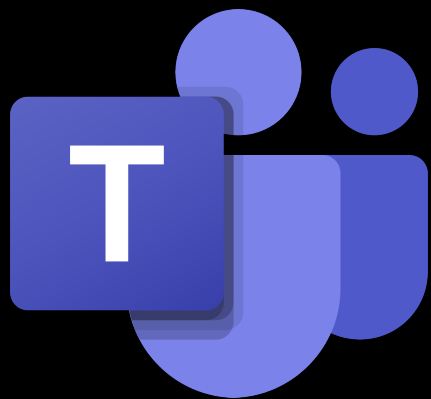




# Copilot in Excel

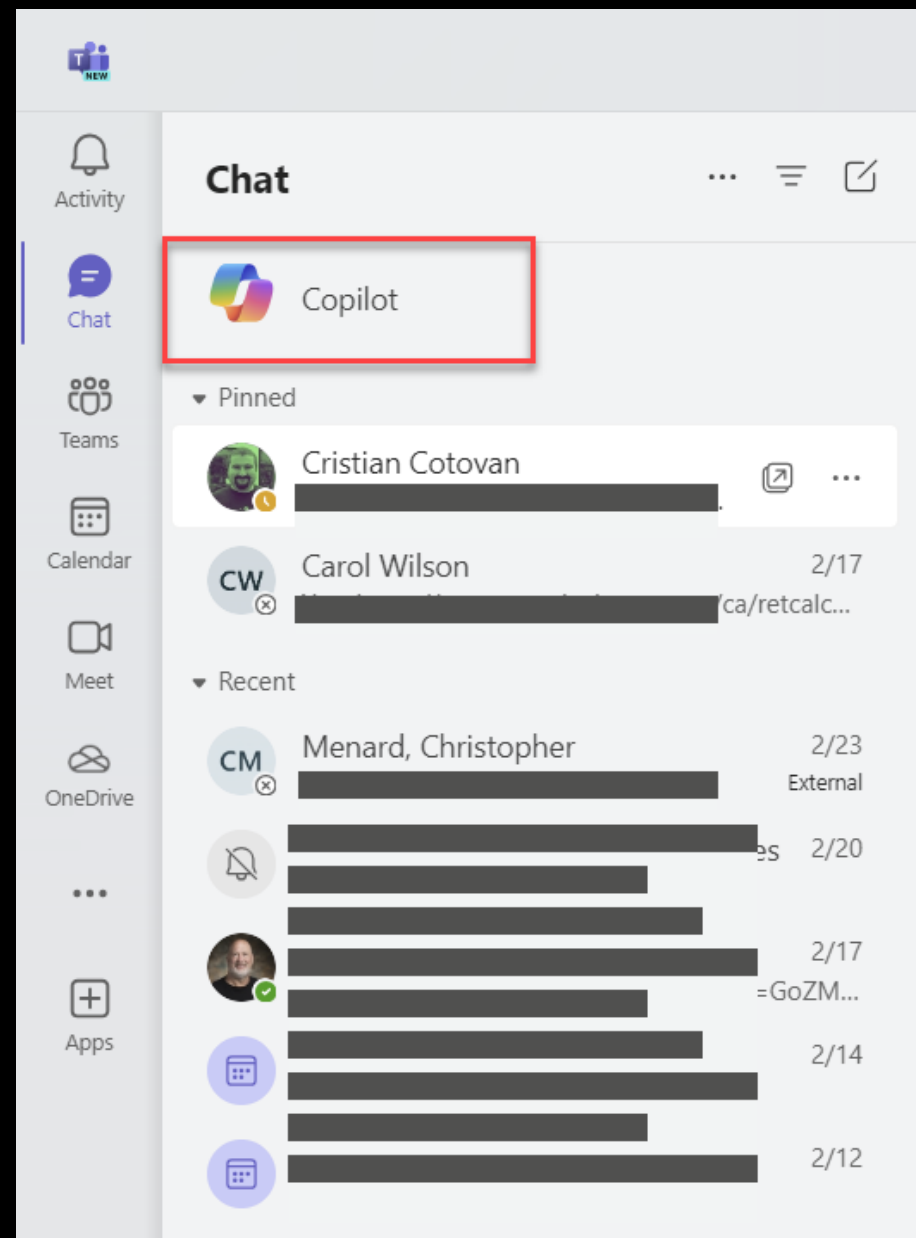
- Add formulas
- Ask questions
- PivotTables and PivotCharts
- Sort and Filter
- Highlight
- OneDrive





# Copilot in Teams

- Late to a meeting, find out what you missed.
- Recap meetings
- Summarize Chats












# Copilot in Outlook



- Draft an email
- Summary by Copilot


Files for EA Ignite



 Summary by Copilot

 Carol Wilson  
To:  Chris Menard

 Advanced filter.xlsx 65 KB 

 PivotTable TimeLine - Youtub... 54 KB 

3 attachments (180 KB)  Download all

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