

Course Code: **M1182**

Supercharging Your Work Productivity with Microsoft 365 Copilot

COURSE INFORMATION

Sessions
1 day**Duration**
7.5 hrs**Level**
Beginner**Assessment**
NA**VENUE****Address:** 3/5 Esan Close, College Estate, Off Oko Oloyun Street, Off Isheri-Igando Expressway, Igando Lagos, Nigeria 100216.

WHAT'S THIS COURSE ABOUT

Topic 1: Overview of Microsoft 365 Copilot

An overview of Microsoft 365 Copilot

Compare free Copilot, paid Copilot Pro and Copilot for Microsoft 365

Use free Copilot for creating content

Use Copilot Pro for Microsoft Office

Create and improve presentation in PowerPoint

Topic 2: CoPilot for Excel

Insert columns with formulas

Insert charts and pivot tables

Data analysis with Microsoft Copilot

Topic 3: CoPilot for Teams and Outlook

Basic features of Microsoft 365 Chat

Get summaries of meetings and chats...

COURSE FEE

Full Fee NGN 170,000.00

CERTIFICATION

- **Certificate of Completion from Tertiary Courses** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Courses.

REGISTRATION

<https://www.tertiarycourses.com.ng/supercharging-your-productivity-with-microsoft-365-copilot-pro.html>



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