

# Microsoft 365 Copilot 智能工作的一天

## A Day of Intelligent Work with Microsoft 365 Copilot

### Course Agenda :

- **Embarking on the Intelligent Journey with Microsoft 365 Copilot**  
AIGC overview, Copilot introduction, launch and application modes  
开启 Microsoft 365 Copilot 智能之旅 — AIGC 全貌、Copilot 简介、启动与应用模式
- **Copilot Conversation Assistant**  
CO-STAR framework, HOW upgrading principle, PDCA data feeding, Copilot Chat features  
Copilot 对话助手 — CO-STAR 框架、HOW 升级法则、PDCA 数据投喂、Copilot Chat 典型应用
- **M365 Copilot Universal Formula**  
Mermaid (flowcharts, Gantt charts, mind maps), Markdown (knowledge cards), HTML (dashboards, websites)  
M365 Copilot 万能公式 — Mermaid 流程图/甘特图/思维导图、Markdown 知识卡片、HTML 数据看板/网站
- **M365 Copilot Agent**  
Knowledge base preparation, agent creation, publishing, sharing, and updating  
M365 Copilot 智能体 — 知识库准备、智能体创建、发布、分享与更新
- **M365 Copilot in Office 365**
  - **Copilot in Outlook**
  - **Copilot in Word**
  - **Copilot in OneDrive & SharePoint**
  - **Copilot in PowerPoint**
  - **Copilot in Teams**
  - **Copilot in Excel**

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