



ADN NEWS UPDATE MICROSOFT COPILOT

DIENSTAG, DEN 21. JANUAR 2025

Ihr Referent heute:

Alexander Eggert

NextSkills GmbH, CEO

MVP Office Apps und Services





Teams



Intelligente Zusammenfassung

The screenshot shows a Microsoft Teams chat window with a meeting recap. The chat list on the left includes participants like Ray Tanaka, Beth Davies, Kayo Miwa, Dream team, August Bergman, Charlotte and Babak, Emiliano Ceballos, Design Squad, Oscar Krogh, Marketing team sync, Kian Lambert, and Team Design Template.

The meeting recap for "Oscar Krogh" on Dec 6, 2024, 10:00 - 11:00, includes the following data:

Financial value	Percentage value	Additional value
\$5M	78%	324

The recap also features sections for "Product goal", "Project goals", and "Project outcomes".

Product goal: Develop and implement new features for our software that will improve its functionality and make it more useful to our customers.

Project goals: Develop and implement new features for our software that will improve its functionality and make it more useful to our customers.

Project outcomes: A product with enhanced features that provides greater value to our customers and helps our company achieve its business objectives. This will be demonstrated through increased customer satisfaction, improved sales, and enhanced brand reputation.

The AI summary section includes the following meeting notes:

- Feature commitment:** Serena wants to look at the product roadmap before she and Danielle commit to more feature enhancements.
 - The product roadmap has been finalized and shared in the chat.
- Danielle** plans to review the feature enhancement prioritization with her team in order to assess how best to deploy the changes.
- Beta testing results:** Danielle explains that they are on track for new product release in December. But they will need to keep an eye on beta testing results. She will follow up on that.
- Managing capacity:** Danielle explains that they are managing the capacity well. There could be a problem if they get a surge of users. Babak will make sure that they have the necessary provisions to handle an influx of users.

Follow-up tasks include:

- Multilingual meetings:**
 - Draft a matrix of user scenarios and gaps for multilingual meetings (Serena)



Word + PowerPoint



Dynamische Interaktion

The image shows a Microsoft Word document with a Copilot AI assistant overlay. The document text reads: "The capital of the United States is Washington, D.C. It has been the federal capital since 1800 and is located on the Potomac River, sharing borders with Maryland to its north and east. Is there anything else you would like to know about Washington, D.C. or something else?". The Copilot interface includes a question input field at the top with the text "What is the capital of the United States?", a response area with the text "The capital of the United States is Washington, D.C. It has been the federal capital since 1800 and is located on the Potomac River, sharing borders with Maryland to its north and east. Is there anything else you would like to know about Washington, D.C. or something else?", and a toolbar with icons for Insert, Copy, Like, Dislike, and a red-bordered Speak icon. Below the toolbar are two follow-up question input fields: "Tell me about the history of Washington, D.C." and "What are some landmarks in Washington, D.C.?", and a large bottom input field with the text "Ask me anything about this document". The Word ribbon shows the Home tab with options for File, Home, and Insert. The bottom status bar indicates "Page 1 of 3 340 words Engl".

What is the capital of the United States?

Copilot AI-generated content may be incorrect

The capital of the United States is Washington, D.C. It has been the federal capital since 1800 and is located on the Potomac River, sharing borders with Maryland to its north and east.

Is there anything else you would like to know about Washington, D.C. or something else?

Insert Copy Like Dislike **Speak**

Tell me about the history of Washington, D.C.

What are some landmarks in Washington, D.C.?

Ask me anything about this document

Page 1 of 3 340 words Engl



Dynamische Interaktion

The screenshot shows a presentation software window titled "Automotive Supply Chain Optimization" with a "Confidential" watermark. The main slide is titled "Best Practices for Supply Chain Optimization in Automotive Industry" and features a large image of an orange robotic arm in a factory. Below the image, the text reads "EFFICIENT AND EFFECTIVE SUPPLY CHAIN PROCESS".

On the right side, a "Copilot" sidebar is open, displaying several interactive prompts:

- Show key slides: Show key slides in this deck
- Add a stock image: Suggest stock images of (description)
- Speak: Speak with Copilot about document insights
- Understand: What factors should be considered in supplier selection?
- Understand: How can efficient material handling and storage improve production efficiency?

A dropdown menu for "Add an image" is visible, with options for "Paste image", "Upload from this device", and "Upload from phone".

At the bottom of the slide, a small text block states: "In this presentation, we will discuss the best practices for automotive supply chain optimization. We will explore each stage of the supply chain process and provide insights on how to achieve greater efficiency and effectiveness."



Excel



Clean Data

C60 X ✓ fx Socks

	Year	Category	Product	Num
49	2015	Accessories	Pumps	
50	2015	Bikes	Road Bikes	
51	2017	Bikes	Road Bikes	
52	2016	Bikes	Road Bikes	
53	2016	Components	Saddles	
54	2015	Components	Saddles	
55	2017	Components	Saddles	
56	2015	Clothing	Shorts	
57	2016	Clothing	Shorts	
58	2017	Clothing	Shorts	
59	2015	Clothing	SOCKS	
60	2016	Clothing	SOcks	
61	2017	Clothing	Socks	
62	2017	Clothing	Tights	
63	2015	Clothing	Tights	
64	2016	Clothing	Tights	
65	2017	Accessories	Tires and Tubes	
66	2015	Accessories	Tires and Tubes	
67	2016	Accessories	Tires and Tubes	
68	2016	Bikes	Touring Bikes	
69	2015	Bikes	Touring Bikes	
70	2017	Bikes	Touring Bikes	
71	2015	Clothing	Vests	
72	2017	Clothing	Vests	
73	2016	Clothing	Vests	
74	2016	Components	Wheels	
75	2017	Components	Wheels	

Clean Data with Copilot

Sheet1 2

Table1

Extra spaces

Table1 may have redundant extra spaces.

Do you want to remove them?

✓ Apply ✗ Ignore

AI-generated suggestions may be incorrect

Inconsistent text

Column C may have some inconsistencies. You can try replacing them with one of these variations:

- SOCKS
- SOcks
- Socks

Replace selected with:

Socks


✓ Apply ✗ Ignore ^ 0/2 v

AI-generated suggestions may be incorrect



Datenverständnis verbessern

	A	B	C	D	E	F	G	H	I	J
1	Item	Quantity	Price	Total Sales						
2	Shoes	10	5	50						
3	Shorts	20	4	80						
4	Bikes	5	6	30						
5	Jeans	10	4	40						
6	Jackets	15	7	105						
7	Coats	5	70	350						
8	T-Shirts	34	15	510						
9	Socks	8	12	96						
10										
11										
12										
13										
14										

 **Fill cells with this formula?** D2:D9

Copilot suggests a formula that might be helpful.

[Show Formula](#)

Apply [Give Feedback](#)

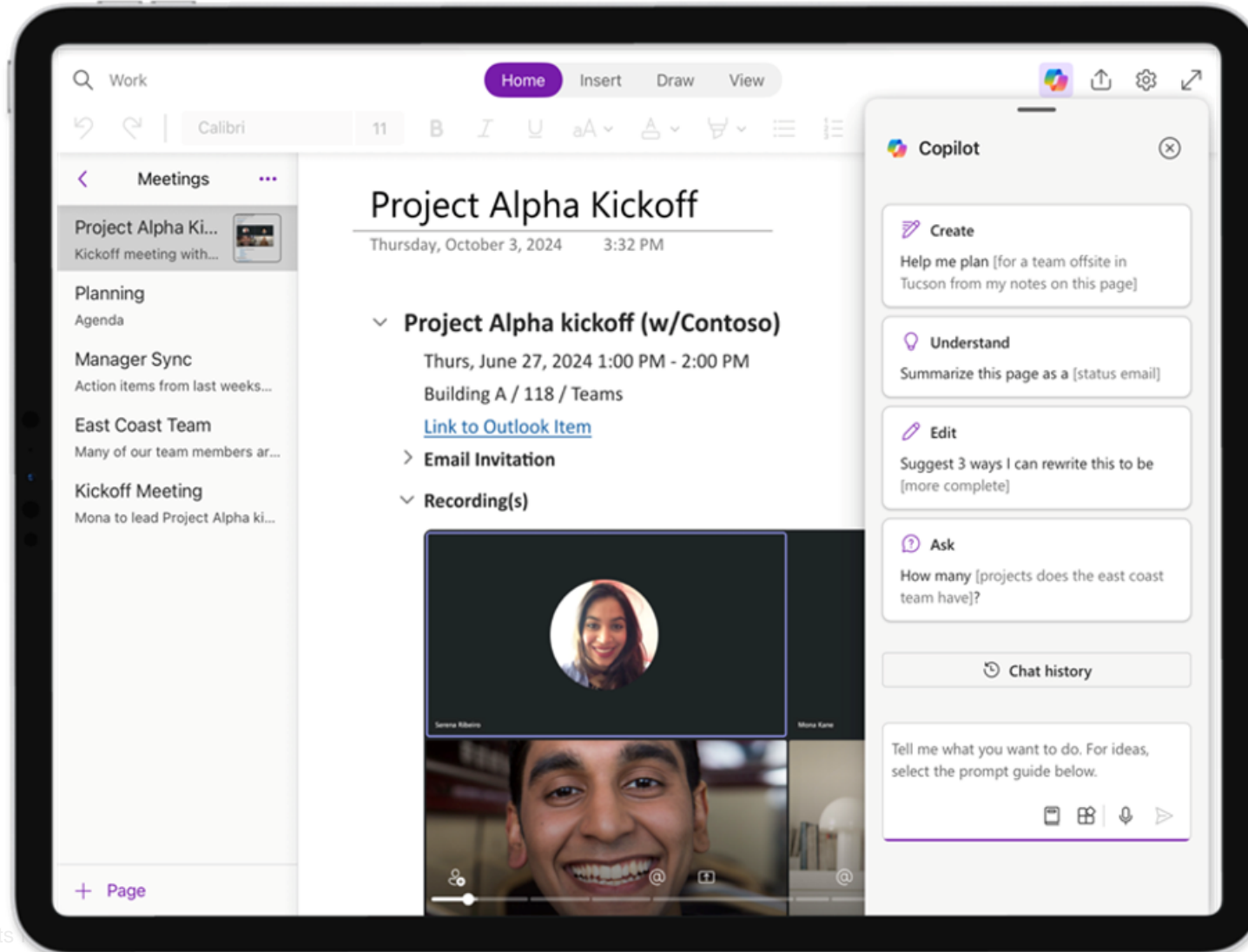
AI-generated suggestions might be incorrect



OneNote



Erstellen von Notizen für OneNote Mac/Ipad





Schnellaktionen

The screenshot displays the Microsoft OneNote application interface. At the top, the title bar shows "Team brainstorming for service launch - OneNote" and a search bar. The ribbon menu includes "File", "Home", "Insert", "Draw", "History", "Review", "View", and "Help". The "Home" ribbon is active, showing options for "Clipboard" (Paste, Copy, Format Painter), "Basic Text" (font face, size, bold, italic, underline, strikethrough, subscript, text color, background color, bullet points, indent, decrease indent), "Styles" (Heading 1, Heading 2), and "Tags" (To Do (Ctrl+1), Important (Ctrl+2)).

The left sidebar shows a list of notebooks, with "Service Launch - Workspace Strategy and Design" selected. The main content area displays the title "Team brainstorming for service launch" and the date/time "Tuesday, November 19, 2024 5:07 AM". A Copilot sidebar menu is open, listing actions: "Take notes with Copilot", "Summarize page", "Create a task list", and "Rewrite page".



Viva Learning



Erweiterte Ressourcen

The screenshot shows the 'Admin > Manage Academies' page in the Viva Learning interface. The left sidebar contains navigation options: Manage providers, Manage permissions, Manage interests, Manage content metadata, Featured set, **Manage academies** (selected), Manage feature access, Learner records, Learning path, Settings, Language preferences, Reports, and Search preferences. The main content area is titled 'Admin > Manage Academies' and includes a '+ Create new' button and a search box labeled 'Find by name'. Below this, there are two sections: 'Default academies (1)' and 'Configured academies (5)'. The 'Default academies' section lists 'Microsoft Copilot academy' with an 'Enabled' toggle. The 'Configured academies' section lists five academies: 'Microsoft Copilot Academy - Copie', 'MCAPS Academy', 'Finance Academy', 'CELA Academy', and 'HR Academy'. Each configured academy has a 'Configure' button and a three-dot menu. A red circle highlights the three-dot menu for 'Microsoft Copilot Academy - Copie', which is open to show 'Configure', 'Edit', and 'Delete' options. The description for 'Microsoft Copilot Academy - Copie' is visible below the menu.

Admin > Manage Academies

With Viva Learning, now you can create and manage academies. Curate learning content for your employees to set them up for success in their career.

+ Create new Find by name

Default academies (1)

- Microsoft Copilot academy Enabled ...

Configured academies (5)

- Microsoft Copilot Academy - Copie
Description
Découvrez la puissance de Copilot avec la Copilot Academy in Learning. Découvrez comment être plus efficace, suivre les meilleures pratiques et libérer le plein potentiel de Copilot dans les produits... [Read more](#)
Configure Edit Delete
- MCAPS Academy Configure ...
- Finance Academy Configure ...
- CELA Academy Configure ...
- HR Academy Configure ...



Erweiterte Ressourcen

The screenshot shows the 'Admin > Manage providers' page in the Viva Learning interface. The left sidebar contains a navigation menu with the following items: Manage providers (selected), Manage permissions, Manage interests, Manage content metadata, Featured set, Manage academies, Manage feature access, Learner records, Learning path, Settings, Language preferences, Reports, and Search preferences.

The main content area is titled 'Admin > Manage providers' and includes a descriptive paragraph: 'Add and manage content providers from here to enable learning content within Viva Learning. You can enable or disable content syncing, view sync status, and export logs. To know more about managing learning providers [click here](#). For more Viva Learning app settings please visit [Microsoft 365 admin center](#).' Below this is an '+ Add provider' button.

The table below shows the status of four configured providers:

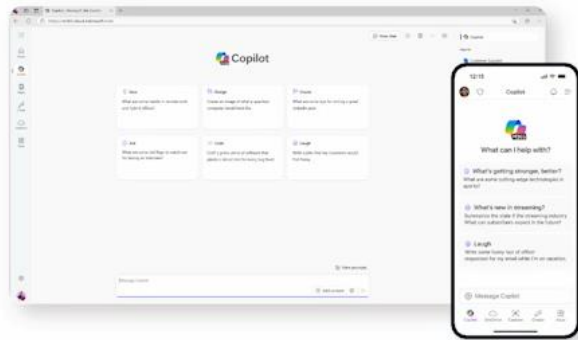
Provider	Sync status
M365 Learning	In progress
Microsoft Learn	Success
LinkedIn Learning Hub	In progress
AI and Copilot Resources	Success



Allgemein



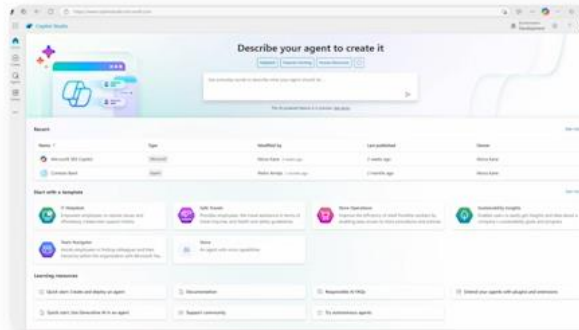
Microsoft 365 Copilot Chat



Chat

Free, secure AI chat –
powered by GPT 4o and web grounded

+



Agents

Integrated into the chat experience and
paid for on a consumption basis

+



IT Controls

Enterprise Data Protection
and agent management





Microsoft 365 Copilot

Your AI assistant for work

\$30

Copilot Chat

Free, secure AI chat



Chat

Work-grounded

Copilot in M365 apps

Teams, Outlook, Word, Excel, PowerPoint

Agents

Copilot Control System

Copilot Analytics

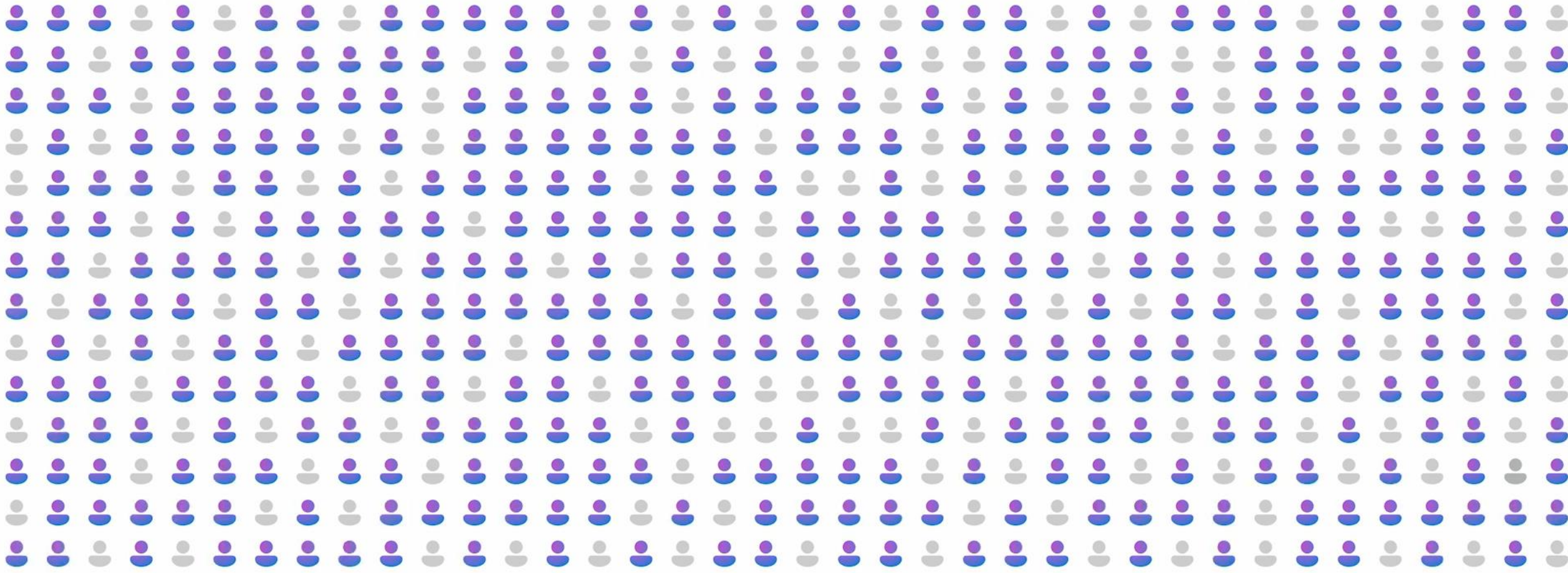





● Included ▲ Included — Metered

		Microsoft 365 Copilot Chat	Microsoft 365 Copilot
		Free + Consumption	\$30 pupm
Chat	Copilot Chat – Web grounded (powered by GPT-4o)	●	●
	Copilot Chat – Work grounded (work data in your tenant's Microsoft Graph and 3rd party data via Graph connectors)		●
	Copilot Pages	●	●
	File upload ¹	●	●
	Code Interpreter ¹	●	●
	Image generation ¹	●	●
Agents²	Create agents using Copilot Studio ³ , including SharePoint agents	●	●
	Discover and pin agents	●	●
	Use agents grounded in Web data	●	●
	Use agents grounded in work data (work data in your tenant's Microsoft Graph and 3rd party data via Graph connectors)	▲	●
	Use agents that act independently using autonomous actions	▲	▲
Personal assistant	Copilot reasons over personal work data (e.g., Outlook, OneDrive, Teams meeting transcripts and chats)		●
	Copilot in Teams		●
	Copilot in Outlook		●
	Copilot in Word		●
	Copilot in Excel		●
	Copilot in PowerPoint		●
	Copilot Actions		In preview
	Pre-built M365 agents (Interpreter, Facilitator, Project Manager, Employee Self-Service)		In preview
Copilot Control System	Enterprise Data Protection (EDP)	●	●
	IT management controls	●	●
	Agent management	●	●
	SharePoint Advanced Management		●
	Copilot Analytics to measure usage and adoption ⁴		●
	Pre-built reports and advanced analytics to measure ROI		●

1. Limits apply. 2. Applies to employee-facing agents only. 3. Learn more about the full capabilities of Copilot Studio: aka.ms/CopilotStudioCapabilities 4. Basic reporting in Microsoft Admin Center available for Copilot Chat.

Scaling AI Transformation



	 Copilot Chat
	 M365 Copilot



- Startseite
- Copilot
- Seiten
- Erstellen
- OneDrive
- Apps
- Admin
- Settings
- Profile Picture

Neuer Chat



Mehr erledigen

Was sind 5 – 6 Möglichkeiten, um Prokrastination zu überwinden?

Verbessern Ihres Schreibstils

Schreibe das um, damit es professioneller und weniger langatmig klingt:

Erkunden, was möglich ist

Erzähle mir eine interessante Tatsache und stelle eine Hypothese auf, was sie über die Welt verrät.

Anweisungen abrufen

Schritt-für-Schritt-Anleitungen zum Erstellen eines Instagram Reels

Nachverfolgen von Änderungen im Zeitverlauf

Erstellen Sie ein Liniendiagramm, das die Beziehung zwischen Wechselkursen und Zinssätzen in den letzten 20 Jahren anzeigt.

Schreibfähigkeiten verbessern

Folgenden Text analysieren und machen Verbesserungsvorschläge machen: [Text]

Prompts anzeigen

Fragen Sie mich etwas...

0 / 16000

- Copilot
- Agents
- Visual Creator
 - Mural
 - Viva Goals
 - Teams Manager
 - Dropbox
- [Mehr anzeigen](#)
- Agents abrufen

- Aktuelle Chats
- Welche Tipps gibt es, um einen 1/18
 - Schreibe einen Witz, den meine 1/18
 - Erstelle eine grüne Softwareko 1/18
 - Warum fliegen Leute in ihren T 1/18
 - Warum fliegen Leute in ihren T 1/18
- [Mehr anzeigen](#)

Abrufen von Microsoft 365

Benötigen Sie Hilfe?

Roadmap

Outlook Email Sortierung

■ Outlook: Priorisieren Sie meinen Posteingang mit Copilot

Meinen Posteingang priorisieren von Copilot markiert E-Mails mit hoher Priorität in Ihrem Posteingang und bietet eine kurze Zusammenfassung der Wichtigkeit der E-Mail in der Nachrichtenliste und im Lesebereich. Mails können nach der Priorität von Copilot sortiert und gefiltert werden. In Web und New Outlook für Windows können Sie auch festlegen, dass Copilot E-Mails mit niedriger Priorität markiert.

#newoutlookforwindows

Funktions-ID: 411302

Zur Roadmap hinzugefügt: 16.09.2024

Zuletzt bearbeitet: 16.09.2024

Produkt(e): Outlook, Microsoft Copilot (Microsoft 365)

Cloud-Instanz(en): Weltweit (Standard Multi-Tenant)

Plattform(en): Android, iOS, Desktop, Web

Freigabephase(n): Allgemeine Verfügbarkeit, gezielte Veröffentlichung

Vorschau verfügbar:

Dezember 2024

Start des Rollouts:

Dezember 2024

Freigegebene Postfächer

Microsoft Copilot (Microsoft 365): Festlegen des freigegebenen oder delegierten Postfachzugriffs für E-Mails im Business Chat

Start des Rollouts:
Januar 2025

Bereich Copilot-Abfragen in E-Mails für freigegebene oder delegierte Postfächer.

Funktions-ID: 416062

Zur Roadmap hinzugefügt: 03.10.2024

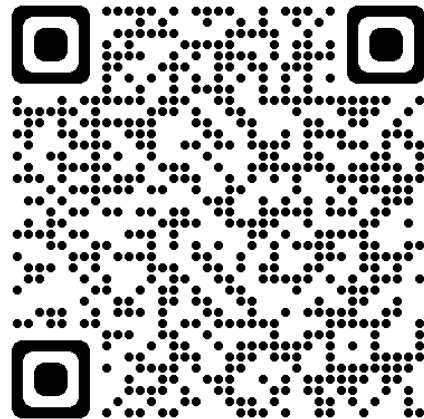
Zuletzt bearbeitet: 03.10.2024

Produkt(e): Microsoft Copilot (Microsoft 365)

Cloud-Instanz(en): Weltweit (Standard Multi-Tenant)

Plattform(en): iOS, Android, Mac, Entwickler, Web, Linux, Desktop

Freigabephase(n): Allgemeine Verfügbarkeit, gezielte Veröffentlichung



www.alexander-eggers.de

Copilot für Microsoft 365 Webinar

Inhalt:

Allgemeiner Überblick, Apps und Funktionen, Anwendungsbeispiele

Teilnehmer:

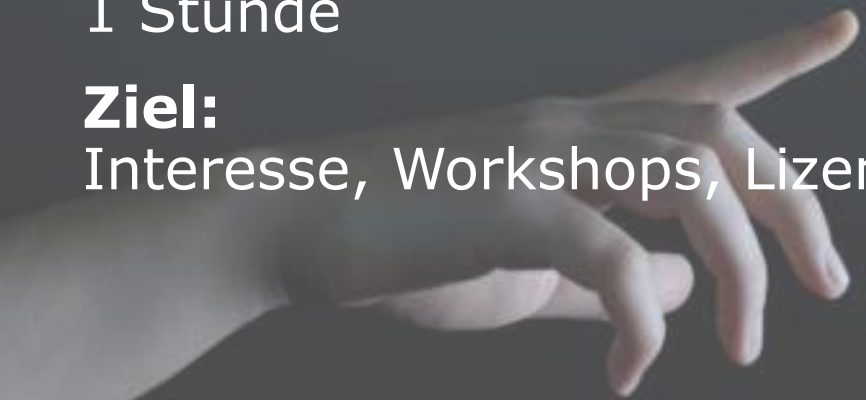
Endkunden sämtlicher Abteilungen

Dauer:

1 Stunde

Ziel:

Interesse, Workshops, Lizenzen





Events

ADN Workshop Angebote

Microsoft
Solutions Partner
Modern Work

ADN®



ADN®

Exklusiv für CSP-Partner | Neue Termine
ADN Microsoft CSP Sales
& Strategie Workshops

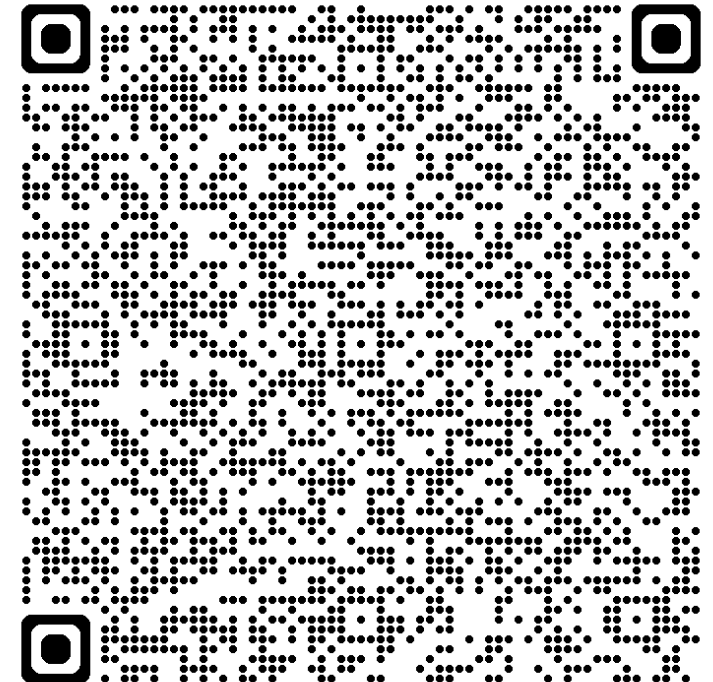
Jetzt anmelden

Microsoft
Solutions Partner

The banner features a blue background with white clouds. In the center, three stylized business figures are running towards the right. The first figure is a woman in a white top and blue skirt, holding a bow and arrow aimed at a target. The second figure is a man in a blue suit, holding a large yellow lightbulb with a white filament. The third figure is a man in a blue suit, holding a yellow flag on a pole. A small rocket ship is flying behind them. The overall theme is business strategy and innovation.

05. + 06.02.2025 Remote

[Anmeldung!](#)



ADN Workshop Angebote

Microsoft | ADN Intensiv Workshop - Microsoft 365 Copilot für Anwender

[Herst.-Art-Nr.: 9901120873] | ADN-Art-Nr.: 9901120873



Anmeldung

BESCHREIBUNG & AGENDA

Promotion-Preis: Nur € 149,- statt € 490,-
Sichern Sie sich Ihren exklusiven Rabatt bei Buchung und Kursteilnahme bis einschließlich 31.03.2025.

Über den Kurs

In unserem praxisorientierten 1-Tages-Workshop lernen Sie die vielseitigen Einsatzmöglichkeiten von Microsoft 365 Copilot kennen und erhalten eine umfassende Einführung in die Welt der Künstlichen Intelligenz (KI). Der Workshop richtet sich an Anwender mit einer vorhandenen Copilot-Lizenz, die das volle Potenzial von M365 Copilot und seinen KI-gestützten Funktionen in ihrem Arbeitsalltag ausschöpfen möchten. Egal ob im Marketing, in der IT oder im Controlling.

Dieser Workshop ist darauf ausgerichtet, Ihnen die Fähigkeiten zu vermitteln, M365 Copilot gezielt und effizient für Ihre individuellen Anforderungen einzusetzen. Durch den praxisorientierten Ansatz gewinnen Sie fundierte Einblicke in die Welt der KI und lernen, wie Sie M365 Copilot in Ihrem Unternehmen einsetzen können, um Arbeitsabläufe zu optimieren und einen echten Mehrwert zu schaffen. Der Trainer verfügt über fundiertes Know-how in Copilot und KI sowie über Projekterfahrung aus der Einführung von M365 Copilot in verschiedenen Unternehmen.

Anschließend verfügen Sie über eine umfassende Prompt Library, die Präsentation des Workshops und wertvolle Ressourcen, die Ihnen den Alltag mit M365 Copilot erleichtern.

Seminarinhalte

- **Überblick Copilot und KI**
Einblick in die verschiedenen KI-Funktionen von Copilot und wie diese die Arbeit erleichtern und automatisieren können
- **Prompting Basics**
Erlernen Sie die Grundlagen des „Promptings“ und erfahren Sie, wie Sie M365 Copilot durch gezielte Eingaben optimal steuern, um präzise und relevante Ergebnisse zu erzielen
- **Copilot Web und BizChat**

SEMINARGEBÜHR

(pro Person)

149,00 €*
* inkl. MwSt.

Sie suchen ein Inhouse-Training? Sie benötigen das Training zu einem anderen Zeitpunkt? Dann fordern Sie Ihr Angebot an.

Angebot anfordern >

SEMINARDETAILS

Promotion-Preis: Nur € 149,- statt € 490,-
Sichern Sie sich Ihren exklusiven Rabatt bei Buchung und Kursteilnahme bis einschließlich 31.03.2025.

Veranstaltungsdauer: 1 Tag
Veranstaltungszeit: 09.30 Uhr - ca. 16:30 Uhr
Seminargebühr pro Teilnehmer

Unsere Veranstaltungen werden in Kooperation mit den jeweiligen Herstellern realisiert. Wenn Sie an einer unserer Veranstaltungen teilnehmen oder sich anmelden, erklären Sie sich mit der Weitergabe Ihrer Kontaktdaten an den Hersteller einverstanden.

TERMINE & BUCHUNG

Alle Haken entfernen ✕

Virtual Classroom

Zum Anmelden wählen Sie bitte einen Termin oder Ort:

06.02.2025 - 06.02.2025

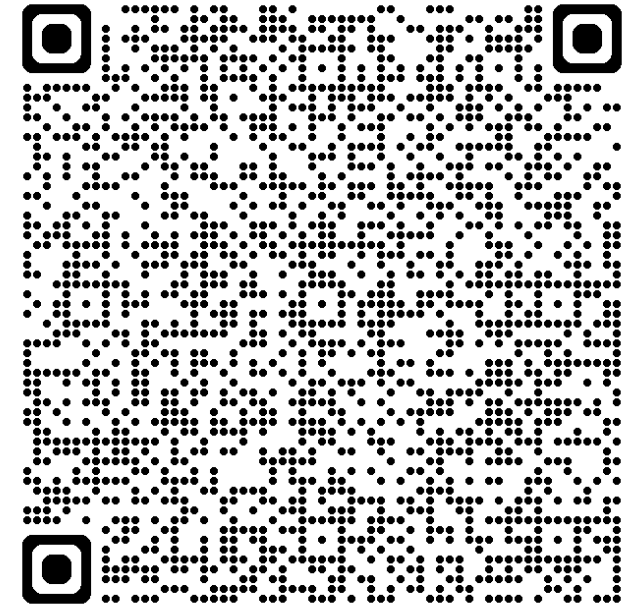
Virtual Classroom

19.02.2025 - 19.02.2025

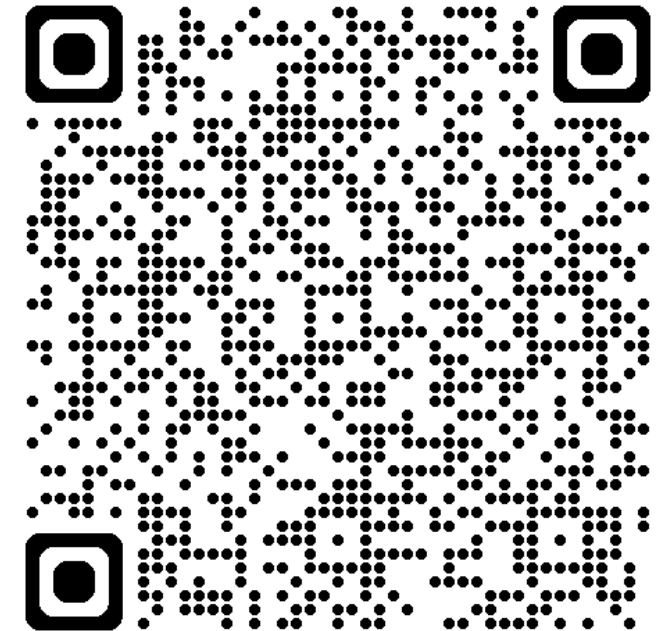
Virtual Classroom

19.03.2025 - 19.03.2025

Virtual Classroom



ADN[®] ADN on air #5 – 25.2.2025





Eure Fragen