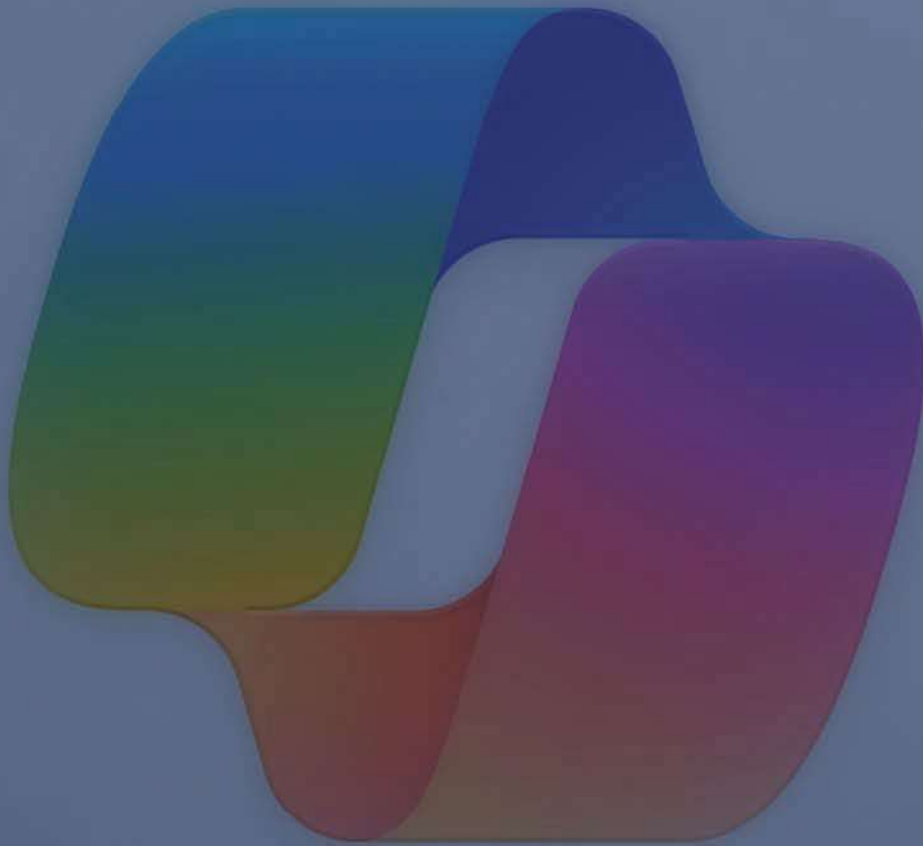


Advanced

MICROSOFT COPILOT 365: FULL-DAY MASTERCLASS

COURSE OUTLINE



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TRAINING

Microsoft Copilot 365: Full-Day Masterclass

Overview

This one-day immersive training session is designed for professionals who want a comprehensive understanding of Microsoft Copilot 365. Blending foundational knowledge with practical application and advanced techniques, this course equips users to confidently incorporate Copilot across Microsoft 365 tools—including Word, Excel, Outlook, Teams, and more. Whether you're new to AI-powered productivity or looking to deepen your prompting skills, this session provides hands-on demonstrations, real-world use cases, and guided exercises that simulate your daily workflow.

Please note: Delegates will require the full Copilot license to attend this course.

Duration

Full Day

Audience

This course is ideal for professionals across departments who use Microsoft 365 and want to build confidence in applying Copilot to their daily tasks. It's especially suited to:

- New users seeking a structured introduction to Copilot's capabilities
- Experienced users looking to refine their prompting and expand use cases
- Administrative, operational, and project-based roles managing documents, meetings, and communications
- Teams working with data, reports, and presentations who want to streamline their workflow with AI

Learning Outcomes

By the end of this course, participants will be able to:

- Understand how Copilot integrates with Microsoft 365 tools and what it can do
- Apply prompting techniques to generate accurate, relevant, and helpful AI responses
- Use Copilot confidently across Word, Excel, Outlook, Teams, PowerPoint, and OneNote
- Draft, summarise, and refine content using AI support
- Analyse data and automate routine tasks with Copilot in Excel
- Manage meetings, communications, and collaboration more efficiently using Copilot in Teams and Outlook
- Recognise Copilot's limitations and apply best practices for responsible use
- Build confidence in experimenting with AI to support real-world tasks

Course Content

1. Welcome and Orientation

- Overview of Copilot 365 and licensing requirements
- Session goals and structure
- Setting expectations for hands-on learning and peer collaboration

2. Foundations of Copilot Use

- What Copilot is and how it works within Microsoft 365
- Access points, supported apps, and key features
- Understanding the role of prompts and how to guide AI effectively

3. Prompting Techniques for Everyday Tasks

- Crafting clear, purposeful prompts for different goals
- Common pitfalls and how to avoid them
- Activity: transforming vague prompts into task-specific instructions

4. Copilot in Word and PowerPoint

- Drafting documents, rewriting content, and summarising reports
- Creating presentations from text, refining slides, and structuring ideas
- Scenario: build a short presentation and supporting document using Copilot

5. Copilot in Excel and OneNote

- Analysing data, generating formulas, and summarising spreadsheets
- Organising notes, planning projects, and capturing insights
- Activity: turn raw data into a report-ready summary and action plan

6. Copilot in Outlook and Teams

- Composing emails, managing inboxes, and scheduling meetings
- Preparing agendas, summarising chats, and tracking actions
- Role-play: using Copilot to manage a busy day of communication and collaboration

7. Advanced Features and Practical Integration

- Automating repeat tasks and building multi-step workflows
- Using Copilot strategically across apps for end-to-end processes
- Troubleshooting and refining prompts for better results