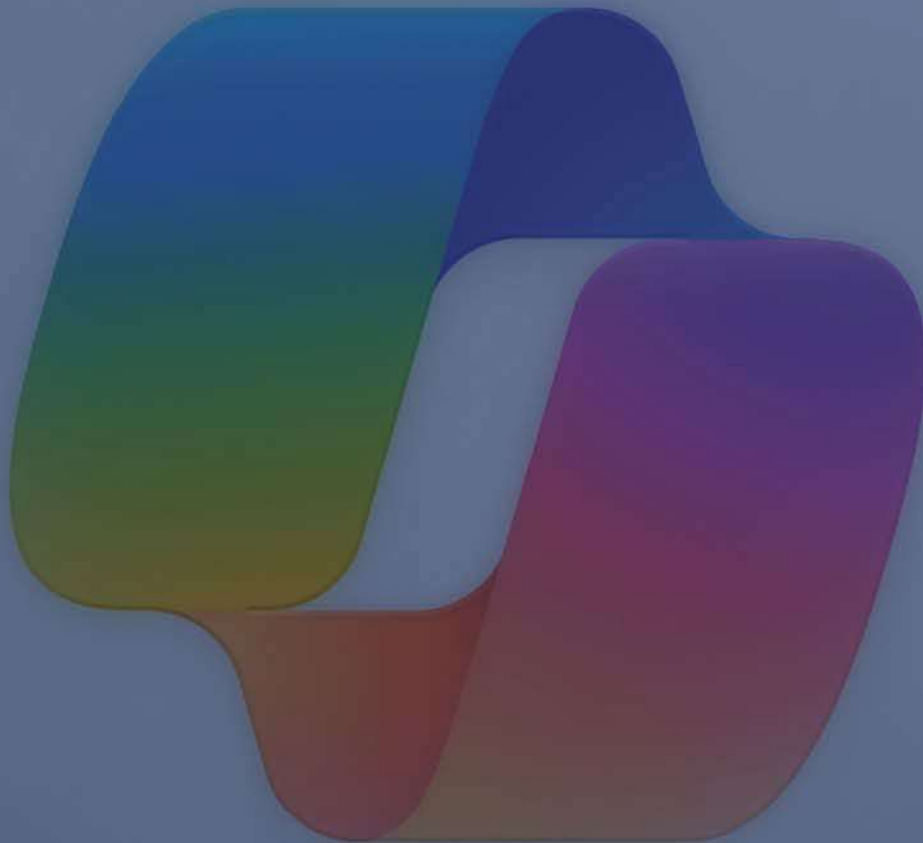


Advanced

# MICROSOFT CO-PILOT – ADVANCED FEATURES

COURSE OUTLINE



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# Microsoft Co-Pilot - Advanced Features

## Overview

Ready to take your Copilot 365 skills to the next level? This advanced instructor-led course is designed for users who are already familiar with Copilot's basics and are now looking to unlock its full potential. In this in-depth, three-hour online session, participants will explore Copilot's more powerful and nuanced features—from advanced prompting techniques to managing complex, cross-application workflows. Realistic scenarios will help learners build confidence in structuring layered queries, automating repeat tasks, and recognising how to handle Copilot's occasional limitations. With guided demonstrations, live troubleshooting tips, and hands-on activities tailored to your organisation's needs, this course empowers learners to become savvy, strategic users of Copilot 365—maximising AI efficiency in daily operations.

## Duration

3 hours

## Audience

This course is designed for experienced Microsoft 365 users who have already explored Copilot's core features and are ready to deepen their skills. It's ideal for:

- Team leads and managers seeking to optimise workflows across apps
- Power users in operations, finance, communications, and project delivery
- Professionals responsible for documentation, reporting, and stakeholder engagement
- Anyone keen to automate routine tasks and use AI more strategically in their role

## Learning Outcomes

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

- Apply advanced prompting techniques to generate layered, context-aware responses
- Use Copilot across multiple Microsoft 365 apps to manage complex workflows
- Automate repeat tasks and streamline multi-step processes using AI
- Troubleshoot common Copilot challenges and refine prompts for better outcomes
- Recognise Copilot's limitations and apply strategies for human oversight
- Confidently integrate Copilot into strategic planning, reporting, and communication

# Course Content

## 1. Welcome and Orientation

- Recap of Copilot fundamentals and licensing requirements
- Overview of session goals and advanced focus areas
- Setting expectations for hands-on participation and peer sharing

## 2. Advanced Prompting Techniques

- Structuring layered queries for richer, more targeted responses
- Using context, tone, and formatting to guide Copilot's output
- Activity: rewrite basic prompts into advanced, multi-step instructions

## 3. Cross-Application Workflows with Copilot

- Coordinating tasks across Word, Excel, Outlook, PowerPoint, Teams, and OneNote
- Building workflows that span documentation, data analysis, and communication
- Scenario: preparing a report, presentation, and email sequence using Copilot

## 4. Automating Repetitive Tasks

- Identifying repeatable processes suitable for AI support
- Using Copilot to generate templates, summaries, and recurring updates
- Activity: create a reusable workflow for weekly reporting or stakeholder updates

## 5. Troubleshooting and Prompt Refinement

- Common Copilot challenges and how to resolve them
- Live demonstrations of prompt tweaking and output evaluation
- Peer exercise: diagnose and improve a problematic prompt

## 6. Strategic Use Cases and Role-Based Scenarios

- Applying Copilot to planning, analysis, and decision support
- Role-specific challenges and how Copilot can assist
- Sharing best practices and real-world wins from participants