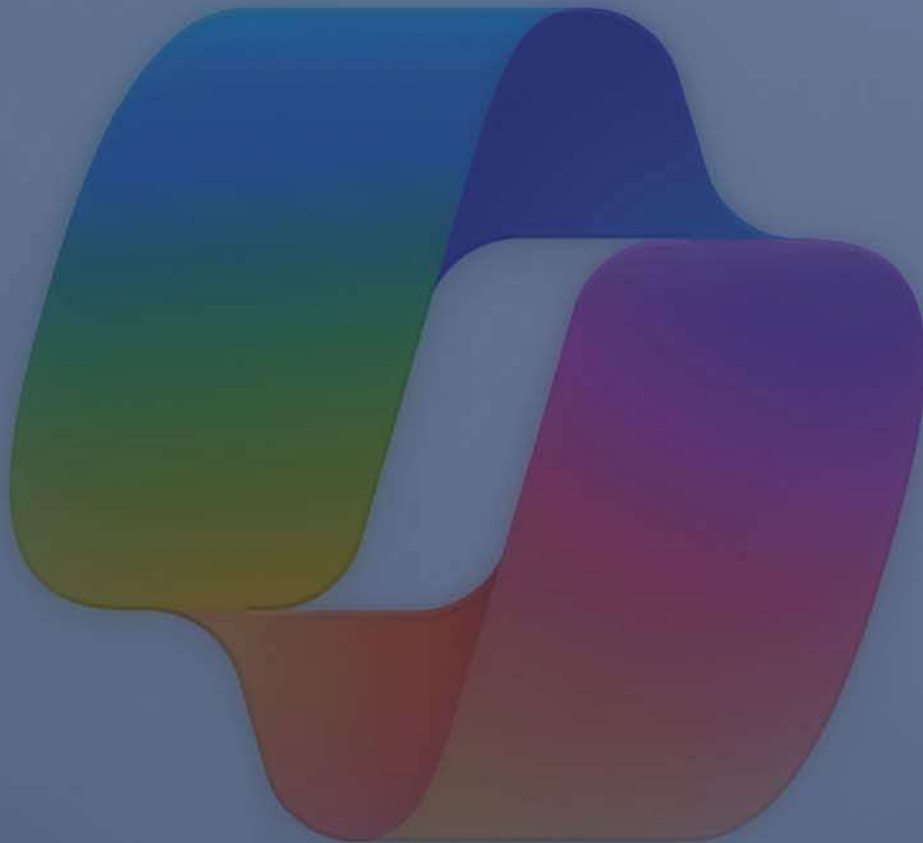


Beginner

MICROSOFT CO-PILOT INTRODUCTION

COURSE OUTLINE



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TRAINING

Microsoft Co-Pilot Introduction

Overview

Welcome to our Microsoft Copilot 365 training session—a dynamic and practical three-hour, virtual instructor-led course designed to demystify one of the most exciting AI-powered tools in the modern workplace. This course is ideal for professionals across departments who use Microsoft 365 in their daily roles and are looking to boost productivity, simplify their tasks, and gain confidence using AI features effectively. Whether you're in administration, project management, communications, finance, or operations, this session will show you what Copilot is and how it applies to your daily work.

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

Duration

3 Hours

Audience

This session is designed for Microsoft 365 users who want to unlock the full potential of Copilot in their day-to-day work. It's particularly relevant for:

- Administrative professionals managing documents, calendars, and communications
- Project managers coordinating tasks, timelines, and reporting
- Finance teams handling data, summaries, and analysis
- Communications and marketing professionals drafting content and refining messaging
- Operations staff seeking efficiency in planning, documentation, and collaboration

Learning Outcomes

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

- Understand what Microsoft Copilot 365 is and how it integrates with core Microsoft 365 apps
- Confidently use Copilot features within Word, Excel, Outlook, PowerPoint, and Teams
- Apply Copilot to streamline document creation, email drafting, meeting preparation, and data analysis
- Use prompting techniques to get accurate, relevant, and helpful AI responses
- 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. Introduction to Microsoft Copilot 365

- What Copilot is and how it fits into Microsoft 365
- Overview of supported apps and features
- Licensing requirements and access points

2. Prompting with Purpose

- How to ask Copilot the right questions
- Examples of effective prompts across different roles
- Activity: refining prompts for better results

3. Copilot in Action: Core Use Cases

- Word: drafting documents, rewriting content, summarising reports
- Excel: analysing data, generating formulas, creating summaries
- Outlook: composing emails, scheduling meetings, managing inboxes
- PowerPoint: building presentations, generating slides from text
- Teams: preparing for meetings, summarising chats, action tracking

4. Ethical Use and Limitations

- Understanding Copilot's boundaries and data handling
- Encouraging human oversight and critical thinking
- Tips for responsible and effective use