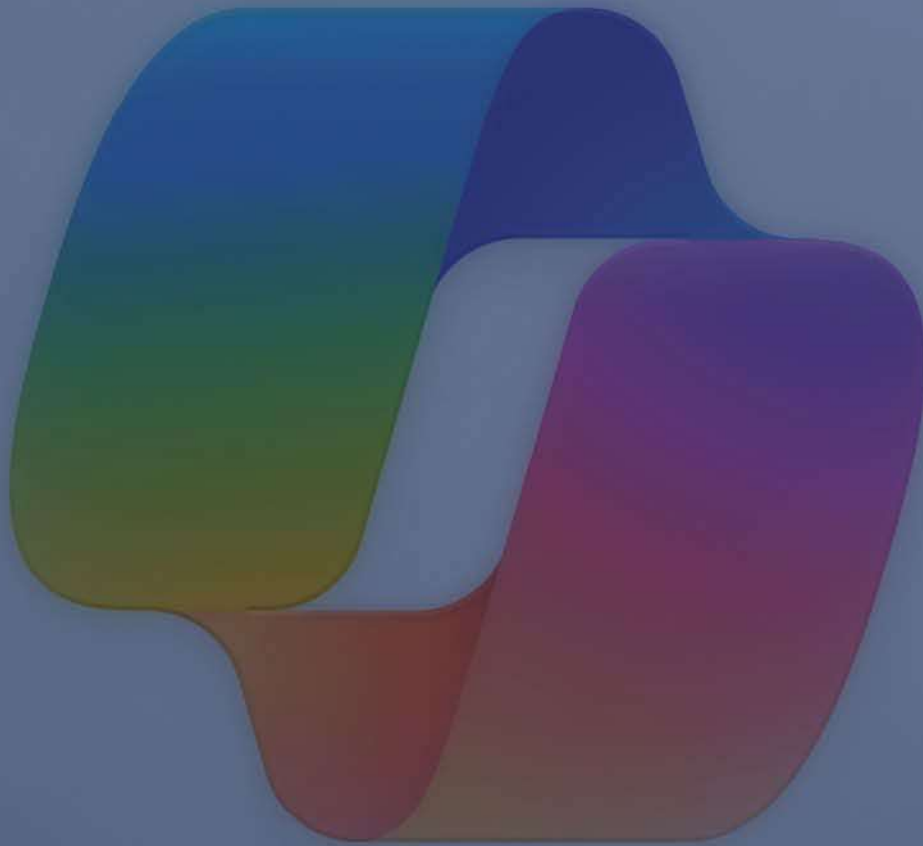


Beginner

MICROSOFT CO-PILOT - UNLOCKING PRODUCTIVITY (FREE VERSION EDITION)

COURSE OUTLINE



01428 741 482
capitaltraining.com

 **Capital**
TRAINING

Microsoft Co-Pilot - Unlocking productivity (Free Version Edition)

Overview

This full-day session is designed to help users get the most from the free version of Microsoft Copilot—whether accessed through Bing Chat, the Edge browser, or the Copilot web experience. Through hands-on activities, real-life scenarios, and approachable prompting techniques, this course empowers learners to boost productivity, improve digital research, summarise content, and draft communications using freely available AI tools. Perfect for professionals, educators, students, and anyone curious about practical AI, this course removes the jargon and replaces it with easy-to-follow guidance and engaging use cases.

Duration

Full Day

Audience

This course is ideal for individuals who want to explore the practical benefits of AI without needing technical expertise. It's especially suited to:

- Professionals seeking to streamline tasks and improve digital workflows
- Educators looking to enhance lesson planning, feedback, and resource creation
- Students aiming to improve research, writing, and study efficiency
- Curious learners who want to explore AI in a safe, accessible, and productive way

Learning Outcomes

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

- Confidently access and navigate Microsoft Copilot via Bing Chat, Edge, and the web interface
- Use effective prompting techniques to generate useful, relevant AI responses
- Apply Copilot to summarise articles, documents, and online content
- Draft emails, reports, and other communications with AI support
- Conduct smarter digital research using Copilot's conversational capabilities
- Recognise the limitations and ethical considerations of using free AI tools
- Build confidence in experimenting with AI for everyday tasks

Course Content

1. Introduction to Microsoft Copilot (Free Version)

- Overview of access points: Bing Chat, Edge sidebar, Copilot web experience
- What Copilot can and can't do in its free form
- Key differences from paid versions (briefly, for context)

2. Prompting Fundamentals

- What is a prompt and why it matters
- Crafting clear, effective prompts for different goals
- Common mistakes and how to avoid them
- Hands-on practice: rewriting vague prompts for better results

3. Boosting Productivity with Copilot

- Task automation: drafting emails, creating outlines, generating ideas
- Time-saving strategies for repetitive tasks
- Real-life scenarios: meeting prep, to-do lists, quick summaries

4. Digital Research and Content Summarisation

- Using Copilot to explore topics and gather insights
- Summarising articles, webpages, and long-form content
- Evaluating AI-generated summaries for accuracy and bias

5. Writing and Communication Support

- Drafting professional emails, reports, and messages
- Enhancing tone, clarity, and structure with Copilot

6. Creative and Exploratory Use Cases

- Brainstorming ideas for projects, lessons, or campaigns
- Using Copilot for storytelling, planning, and inspiration
- Activity: generate three creative outputs from one prompt