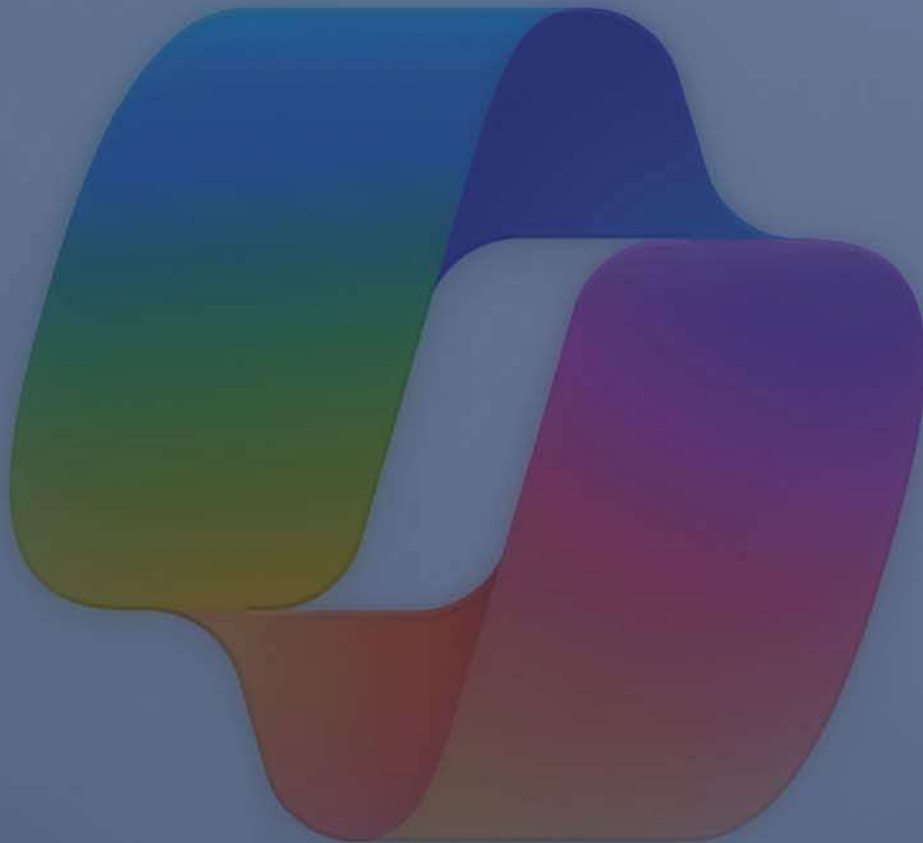


Intermediate

# MICROSOFT CO-PILOT IN THE MICROSOFT APPLICATIONS

COURSE OUTLINE



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TRAINING

# Microsoft Co-Pilot in the Microsoft Applications

## Overview

This immersive, hands-on training session is designed for professionals who are ready to move beyond the basics of Microsoft Copilot 365 and start applying its powerful features across their most-used Microsoft 365 apps. Through real-world examples, practical demonstrations, and role-relevant exercises, participants will gain the confidence to integrate Copilot into their daily routines and boost productivity from day one. Focused on practical application within Microsoft Teams, Outlook, Word, Excel, PowerPoint, and OneNote, this course equips learners with the skills to streamline communication, simplify documentation, and harness data insights—all with the help of AI. Whether you're managing meetings, analysing spreadsheets, or preparing presentations, you'll learn how Copilot can be your everyday digital assistant.

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

## Duration

Half Day

## Audience

- This course is designed for professionals across departments who already use Microsoft 365 and want to deepen their understanding of Copilot's capabilities. It's especially relevant for:
- Team leads and project managers seeking workflow efficiency
- Administrative and operations staff managing meetings, documentation, and communications
- Finance professionals working with spreadsheets and reports
- Communications and marketing teams drafting content and presentations
- Anyone ready to embed AI into their daily tasks with confidence and clarity

## Learning Outcomes

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

- Confidently apply Copilot features across Microsoft Teams, Outlook, Word, Excel, PowerPoint, and OneNote
- Use AI to streamline meeting preparation, email management, and collaborative communication
- Generate, refine, and summarise documents and presentations using Copilot
- Analyse and interpret spreadsheet data with AI support
- Apply prompting techniques tailored to specific tasks and roles
- Recognise Copilot's limitations and apply best practices for responsible use
- Integrate Copilot into daily routines to boost productivity and reduce manual effort

# Course Content

## 1. Prompting with Precision

- Crafting role-relevant prompts for different apps
- Understanding how Copilot interprets intent
- Activity: tailoring prompts to specific tasks

## 2. Copilot in Microsoft Teams and Outlook

- Preparing for meetings: agendas, summaries, follow-ups
- Managing inboxes, drafting replies, and scheduling
- Role-play: responding to internal and external communications with Copilot

## 3. Copilot in Word and PowerPoint

- Drafting, rewriting, and summarising documents
- Creating presentations from text, refining slides, and adding structure
- Activity: build a short presentation from a brief using Copilot

## 4. Copilot in Excel and OneNote

- Analysing data, generating insights, and building formulas
- Organising notes, summarising content, and planning projects
- Scenario: turning raw data into a report-ready summary

## 5. Ethical Use and Confidence Building

- Understanding Copilot's boundaries and data handling
- Encouraging human oversight and critical thinking
- Tips for embedding Copilot into daily routines