An Introduction to Using Microsoft Copilot within Microsoft Office

Price: 795

Duration: 1 days

Delivery Methods: Virtual

Overview

An Introduction to Using Microsoft Copilot within Microsoft Office. This course is specifically designed and intended for use with a Microsoft 365 work or school Copilot license (something your organization would enable and supply on your behalf).

Description

Microsoft Copilot has become one of the most valuable tools in the workplace because it helps people work faster, stay organized, and focus on what really matters. Over the past two years, many organizations have adopted Copilot as they see how it can simplify everyday tasks and reduce the amount of time spent on routine work. Its tool-set has also grown significantly, now covering Outlook, Word, Excel, PowerPoint, Teams, and Microsoft 365 Chat. This variety makes Copilot useful for everything from writing emails to analyzing data to preparing presentations, giving employees a flexible and reliable partner throughout their entire workday.

In this workshop, we will introduce Microsoft Copilot through a mix of demonstration and hands-on activities. Whether you've never used Copilot before, or have some experience with Generative AI, this experience will set you up for success by giving you tips for integrating Copilot into your daily workflow.

Introduction to Microsoft Copilot, Full-Day Workshop

Lesson 1. Introduction to Generative AI

- What Generative AI is and how Copilot fits into Microsoft's ecosystem
- Practical workplace use cases + responsible AI considerations

Lesson 2. Copilot Interface: Prompts, Agents & Basic Creation

- Navigating Microsoft 365 Chat vs in-app Copilot; how context works
- Prompting essentials + intro to multi-step agents for workflows

Lesson 3. Training Copilot for Better Results

- Teaching Copilot your voice, format, preferences, and workflows
- Using iterative prompting and templates to improve reliability

Lesson 4. Using Copilot Across MS Office Apps

Outlook

- Draft, rewrite, and summarize emails, extract tasks and meetings

Word

- Create and refine documents; adjust tone, structure, and clarity

PowerPoint

- Generate slide decks; edit structure, design, and speaker notes

Excel

- Analyze data, write formulas, create charts, summarize insights

Teams

- Summarize meetings, extract action items, query chats and channels

Lesson 5. Building Your Copilot Workflow

- Combine tools into daily routines and multi-app workflows
- Strategies for troubleshooting and refining outputs

Lesson 6. Wrap-Up & Q&A

- Recap key concepts; share rapid-fire prompt ideas
- Open discussion and participant reflections

Course Schedule

Date	Time	Price	Options

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FAQ

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