



MICROSOFT CO-PILOT – MICROSOFT APPLICATIONS

Overview

This 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.

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: 3 Hours

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