



MICROSOFT CO-PILOT INTRODUCTION

Overview

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

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