

## Microsoft 365 Copilot –Virtual Classroom

### About this course

This course is for business users and professionals to enhance their productivity using Copilot in Microsoft Word, Excel and Outlook. You would need at least an intermediate level of proficiency in these programs.

#### Why Study Online?

- ZERO travel and flexible course delivery; complete this course online from home or at work.
- Study according to your schedule with 24/7 access to online course content.
- Fully equipped virtual classrooms. Attend real-time virtual classes with a certified trainer.
- Participate in interactive learning experiences.
- Feel supported through your studies with our dedicated [Student Support Days](#) to provide one on one guidance.

[Click here](#) to visit our webpage for further information.

### Rather study online?

Check out our [Microsoft 365 Copilot Face-to-Face Classroom](#) option for online delivery.

Contact us about running dedicated workshops for your business. You can choose between face-to-face classroom and online delivery, using Zoom or Teams.

### Pre-requisites

This course requires a solid understanding of Word, Excel and Outlook and the curiosity to discover new and powerful ways of working with them.

### Learning Outcomes

#### Introduction to Copilot

- What Copilot is and where it fits in Word, Excel, Outlook.
- How it works (AI, Microsoft Graph, security).
- Benefits and limitations.
- Live demo – Copilot summarising a Word document.

#### Prompting and best practices

- Elements of an effective prompt.

**innovative training leader**

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- Using context and refinement to improve results.
- Practice: participants write and test prompts.
- Group reflection: what works and why.

#### **Copilot in Word**

- Generate and edit documents using Copilot.
- Tone adjustment, summarisation, rewriting.

#### **Copilot in Excel**

- Ask natural-language questions about data.
- Identify patterns and create visualisations.
- Generate insights automatically.
- Hands-on: use sample dataset for analysis.
- Discussion: validating Copilot's results.

#### **Copilot in Outlook**

- Summarise threads and key actions.
- Draft replies and adjust tone.
- Hands-on: use sample emails to test Copilot.
- Best practices for data sensitivity.

### **Course Duration**

1 Day - Workshop/Classroom (public course dates are listed on our website)

This course may be run as a dedicated workshop on your site.

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