



LIVE SEMINAR

Copilot Essentials for Microsoft® 365 Office Users

Build confidence using AI to support productivity and streamline common workflows



WHO WILL BENEFIT?

- Professionals who use Microsoft Office and want to work more efficiently
- Teams introducing Microsoft Copilot into their daily workflow
- Trainers, educators, and tech support leads
- Anyone curious about practical, safe AI use in the workplace

Copilot Essentials for Microsoft 365 Office Users

S E M I N A R S U M M A R Y



Overview

Supercharge your productivity with Microsoft Copilot for Word, Excel, Teams, Outlook and PowerPoint. If you're confident using Microsoft Office but unsure how to get started with Copilot, you're not alone. Many professionals are curious how Microsoft's new AI assistant can help them write faster, analyze data more accurately, manage meetings more efficiently or create polished presentations in minutes.

This introductory Copilot training is your gateway to working smarter, not harder. You'll learn how to use Microsoft Copilot across the Office apps you rely on every day, with real-world examples that show exactly how AI can support your work. Whether you want to boost productivity, improve communication, strengthen your analysis skills or simply stay current with AI in the workplace, this course gives you the foundation you need.

What You'll Learn:

Get Started with Copilot

Understand what generative AI is, how Microsoft Copilot works and how it integrates with familiar Microsoft Office tools. Learn the basics of Copilot in Microsoft 365 so you can use AI with confidence.

Find Copilot in Every App

See where Copilot lives in Word, Excel, Outlook, Teams and PowerPoint. Explore key features that help you draft content, analyze data, summarize information and automate routine tasks.

Write Prompts That Work

Learn how to craft clear, effective prompts that produce accurate and reliable AI-generated results. Discover simple techniques that help you get better output from every request.

Use Copilot to Boost Productivity

Practice real scenarios that show how Copilot supports writing, communication, planning and data-driven decisions. From drafting emails to generating full presentations, you'll see how AI can accelerate your workflow.

In Word

- Draft reports, letters and proposals from scratch
- Summarize or rewrite existing content with clarity
- Adjust tone or style for different audiences or purposes

In Excel

- Ask questions about your data in plain language
- Generate formulas, charts and summaries instantly
- Identify trends, errors or inconsistencies automatically

In Teams

- Summarize meetings and extract actionable next steps
- Create agendas and follow-up messages in seconds
- Ask questions about past chats or calls to stay organized

In Outlook

- Write clear, tailored emails in seconds
- Summarize long threads or complex messages
- Organize your inbox and prioritize tasks more effectively

In PowerPoint

- Create complete presentations from notes or documents
- Redesign slides for clarity and visual impact
- Tailor content to different audiences or communication styles

PLUS

Spot and Avoid AI Errors

Learn how to identify common AI mistakes and correct inaccurate or incomplete outputs. Build the skills to use Copilot responsibly and reliably.

Stay Secure with Enterprise AI

Understand the difference between public and enterprise Copilot. Follow best practices for data privacy, copyright and organizational compliance when using AI at work.



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