



Course Title: Copilot for Microsoft 365 for Business Users	Course Duration: 1.5 Days
Exam: Not Included	Exam Type: No Exam
Qualification: Copilot 365 for Business Users Completion Certificate	

Course Syllabus

- Introducing Microsoft 365 Copilot
 - Microsoft 365 Copilot introduction
 - Copilot, Copilot, everywhere!
 - What is Microsoft 365 Copilot?
 - Microsoft Copilot for Microsoft 365 requirements
 - How does Microsoft 365 Copilot work?
 - What about copyright?
- Copilot in Word
 - Introduction to Copilot in Word
 - Creating content using Copilot
 - Editing with Copilot in Word
 - Generating content using existing files
- Copilot in PowerPoint
 - Introduction to Copilot in PowerPoint
 - Creating a presentation with Copilot
 - Editing presentation content with Copilot
 - Using Designer

- Slide transitions and animations
- Using your organisation@s branding with Copilot
- Getting presentation information with Copilot
- Copilot in Excel
 - Introducing Copilot in Excel
 - Common data analysis using Copilot
 - Identifying relationships, trends, and outliers
 - Creating formulas with Copilot
 - Editing Excel workbooks using Copilot
 - Formatting Excel data
- Copilot in Outlook
 - Introducing Copilot in Outlook
 - Drafting emails with Copilot
 - Summarising email threads
 - Coaching with Copilot
- Copilot in Teams
 - Introducing Copilot in Teams
 - Using Microsoft Copilot in Teams chats and channel conversations
 - Using Copilot in Teams for Meetings
- Microsoft Copilot with Graph grounded chat
 - What is Microsoft Copilot with Graph-grounded chat?
 - Accessing Microsoft 365 Chat
 - Using Microsoft Copilot with Graph-grounded chat



- Microsoft Copilot with Graph-grounded chat and Bing
- Chat history
- Microsoft 365 Copilot labs and prompt engineering
 - Tips for writing good prompts
 - Microsoft prompt resources

Course Overview

This half day course is designed to help business users understand the basics of Microsoft Copilot for Microsoft 365, a productivity tool that uses artificial intelligence to provide real-time intelligent assistance within Microsoft 365 productivity apps including Word, Excel, Powerpoint, Teams and Outlook. It is designed to transform productivity, creativity, collaboration for users, teams and organisations.

Course Learning Outcomes

By the end of this course, learners will be able to use Microsoft 365 Copilot to draft, summarize, and edit content across Word, Excel, PowerPoint, and Outlook; automate repetitive tasks using Copilot suggestions; enhance collaboration in Teams using AI-driven insights; analyze data and create reports efficiently; and apply best practices to ensure responsible and effective use of AI tools in business workflows. Learners gain practical knowledge to improve efficiency and decision-making in their work.

Audience

Business professionals, office staff, administrative staff, project managers, and anyone looking to increase productivity and efficiency using Microsoft 365 Copilot

Entry-Level Requirements

Basic knowledge of Microsoft 365 applications recommended; no prior AI experience required

Recommended Reading

Microsoft 365 Copilot documentation, Microsoft Learn resources on Copilot integration, productivity guides for Word, Excel, PowerPoint, and Teams

What's Included

Instructor-led training and course materials

Exam Information

There is no formal certification exam for this course. Learners may complete practical exercises, scenario-based tasks, or a small project to demonstrate their ability to use Copilot in real-world business situations.

What's Next

After completing this course, learners can explore advanced AI and automation courses such as Microsoft Power Automate, AI Workplace Productivity Masterclass, or further Microsoft 365 advanced productivity workshops.

Additional Information

Prerequisites

Familiarity with Microsoft Word, PowerPoint, Excel, Outlook and Teams

Delegates will learn how to

Explore the intricacies of Microsoft Copilot for Microsoft 365, offering hands on learning and insights into its functionality, how it works and Microsoft's dedication to implementing AI responsibly and ethically whilst ensuring all business data is secure, compliant and respects privacy and copyright requirements