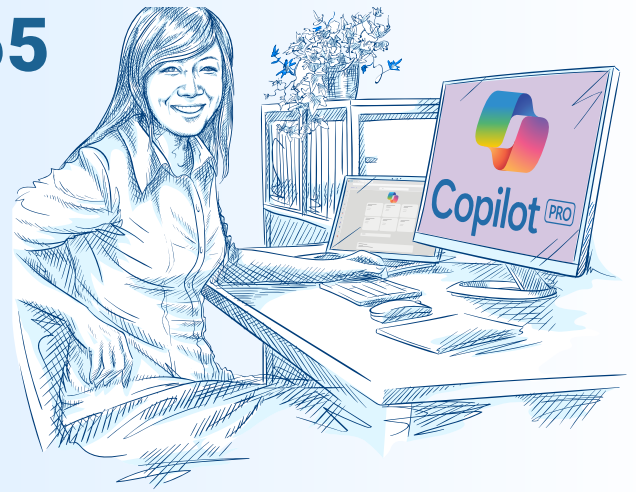


Copilot for Microsoft 365 Introduction


Ever found yourself staring at a blank document, wishing words would magically appear? This Copilot course transforms Office strugglers into AI-powered productivity wizards.

Whether you're drowning in emails or battling unruly presentations, you'll master prompt engineering and learn to collaborate with an assistant that never needs coffee breaks or complains about Monday mornings.




What You'll Get With This Course

 **Live Instructor-Led Training**
Highly experienced and approachable trainers

 **Comprehensive Materials**
PDF manual and training files included!

 **eCertificate of Completion**
Proudly recognise your achievement

 **Lifetime Support**
Expert help, always within reach

Skill Level: **Beginner**

Duration: **½ Day**

Time: **9:00am – 12:00pm**

Course Content

Getting Started with Copilot

- Overview of Copilot
- How Copilot Integrates with 365
- Writing Effective Prompts
- Refining Responses with Feedback

Copilot in Outlook

- Drafting Emails with Copilot
- Using Coaching to refine email
- Summarising email threads
- Drafting Quick Replies

Copilot in Word

- Generating and Refining AI Text
- Editing Documents with Copilot
- Summarising Long Documents
- Formatting and Structuring Content Efficiently

Copilot in Excel

- Using natural language queries
- Applying Formatting with Copilot
- Creating Charts with Copilot
- Using Copilot to Add Conditional Formatting

Copilot in PowerPoint

- Create presentation from Prompt
- Create presentation from file
- Refining Slide Content
- Creating and Enhancing Visuals
- Automating Slide Design for Impactful Presentations