Draft, analyze, and present with Microsoft 365 Copilot Training

Duration: **1 Day**

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Overview

Microsoft 365 Copilot integrates AI-powered capabilities into Microsoft 365 applications, helping users create content, analyse data, and communicate more efficiently. By combining generative AI with tools such as Word, Excel, PowerPoint, Outlook, Teams, and Copilot Chat, Copilot enables professionals to work smarter and complete tasks faster.

The **Draft, Analyze, and Present with Microsoft 365 Copilot** course provides participants with practical skills for using Copilot effectively across Microsoft 365 applications.

During the course participants will:

- explore the core features of Microsoft 365 Copilot
- learn how to write effective prompts
- accelerate content creation and editing using AI
- analyse data with AI-powered insights
- improve communication and collaboration workflows

The training focuses on real-world scenarios that demonstrate how Copilot can support everyday productivity.

Prerequisites

Participants should have basic functional experience with Microsoft 365 applications including:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Teams

Familiarity with these tools will help participants better understand Copilot capabilities.

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Who Should Attend

This course is suitable for professionals such as:

- business users looking to improve productivity with AI tools
- functional consultants integrating AI into business workflows
- technology managers supporting digital transformation initiatives
- solution architects designing AI-powered business solutions
- administrators managing Microsoft 365 environments

What You Will Learn

By the end of the course participants will be able to:

- understand the key capabilities of Microsoft 365 Copilot
- create effective prompts for Microsoft 365 applications
- draft and enhance documents and presentations using Copilot
- improve communication using Copilot in Teams and Outlook
- analyse data using Copilot in Excel
- integrate Copilot Chat into everyday workflows for AI-assisted decision making

Outline

1. Introduction to Microsoft 365 Copilot

This module introduces Copilot's role within the Microsoft 365 ecosystem.

Topics include:

- purpose and capabilities of Microsoft 365 Copilot
- services that power Copilot
- Microsoft's responsible AI principles
- real-world examples of business impact

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2. Build Effective Presentations with AI

This module focuses on using Copilot within PowerPoint.

Topics include:

- creating presentations with Copilot
- designing clear and engaging slides
- improving presentations using AI suggestions

3. Draft Impactful Documents with AI

Participants learn how to use Copilot within Word.

Topics include:

- creating first drafts using Copilot
- improving content using AI-powered suggestions
- collaborating on document refinement

4. Make Meetings More Productive with AI

This section explores Copilot capabilities in Microsoft Teams.

Topics include:

- summarising meetings and chat threads
- improving communication across teams
- enhancing collaboration

5. Discover Insights with AI

This module focuses on Excel capabilities powered by Copilot.

Topics include:

- analysing datasets efficiently

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- creating charts and summaries
- identifying insights from raw data

6. Improve Email Workflows with AI

Participants learn how Copilot enhances Outlook workflows.

Topics include:

- drafting emails using Copilot
- summarising conversations
- managing schedules and follow-ups

7. Unlock Productivity with Copilot Chat

This module demonstrates how Copilot Chat supports everyday work.

Topics include:

- drafting and summarising information through chat
- reviewing content with AI assistance
- integrating Copilot Chat into daily workflows