Empower your workforce with Microsoft 365 Copilot use cases Training

Duration: **3 Day**

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Overview

Microsoft 365 Copilot integrates generative AI capabilities directly into Microsoft 365 applications, enabling users to complete tasks faster and improve productivity across daily workflows.

The **Empower Your Workforce with Microsoft 365 Copilot Use Cases** course introduces participants to Copilot's key capabilities and demonstrates how the tool can be applied across different business roles.

During this short course participants will:

- explore the core functionality of Microsoft 365 Copilot
- understand how Copilot works within Microsoft 365 applications
- review role-based scenarios demonstrating practical use cases

The training provides practical insights into how Copilot can improve efficiency and support modern workplace productivity.

Note: Several use cases are available, but during this half-day session only**two or three scenarios** will be explored in detail.

Prerequisites

Participants do not need prior experience with Microsoft 365 Copilot.

However, familiarity with the following Microsoft 365 applications is recommended:

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

Basic knowledge of these applications will help participants gain more value from the training.

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Who Should Attend

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

- understand what Microsoft 365 Copilot is and how it works
- use common Copilot features in Microsoft 365 apps
- explore how Copilot can support different business roles
- identify opportunities to improve productivity using AI tools

What You Will Learn

- What Copilot for Microsoft 365 is
- How to use some of Copilot's more commonly used features
- How they might use Copilot in specific job roles

Outline

1. Introduction to Microsoft 365 Copilot

This module introduces the core concepts of Microsoft 365 Copilot.

Topics include:

- overview of Microsoft 365 Copilot
- Copilot architecture within Microsoft 365 apps
- productivity benefits

2. Getting Started with Microsoft 365 Copilot

Participants explore how Copilot works within key Microsoft 365 applications.

Topics include:

Word

- creating documents
- summarising documents

Outlook

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- drafting emails
- summarising conversations

PowerPoint

- designing presentations
- creating presentation outlines

Excel

- analysing data
- generating insights

Teams

- improving meeting productivity
- enhancing collaboration

3. Microsoft 365 Copilot Use Case Scenarios

This module demonstrates how Copilot can be applied in different job roles.

Note: Only **two or three use cases** will be explored during the session.

Examples include:

Executives

- summarising reports
- preparing strategic content

Sales

- managing customer communications
- analysing sales data

IT

- generating documentation
- improving workflow efficiency

Marketing

- content creation

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- campaign planning

Finance

- analysing financial data
- generating reports

Human Resources

- drafting policy documents
- employee communications

Operations

- process documentation
- task coordination