



MICROSOFT TRAINING

Copilot Training Microsoft

Master Microsoft Copilot to harness AI for superior productivity. Learn to generate insights and streamline your daily workflows.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

Unlock the transformative power of artificial intelligence integrated directly into your everyday work with our "Copilot Training Microsoft" course. This intermediate-level, 2-hour intensive program is meticulously designed for professionals eager to leverage Microsoft Copilot across the Microsoft 365 ecosystem. You will gain practical, hands-on experience in using AI to supercharge your productivity, streamline workflows, and generate high-quality content with unprecedented speed and accuracy. The course delves into how Copilot fundamentally changes the way you interact with applications like Word, Excel, PowerPoint, Outlook, and Teams. By mastering Microsoft Copilot, you will move beyond traditional methods, embracing a future where intelligent assistance augments your capabilities. This training covers essential prompt engineering techniques, enabling you to extract maximum value from Copilot's generative AI features. You will learn to draft compelling documents, analyze complex data sets, create stunning presentations, manage communications efficiently, and conduct more productive meetings. The professional benefits are immediate and substantial: significant time savings, reduced cognitive load, enhanced decision-making capabilities, and a competitive edge in an increasingly AI-driven professional landscape. Position yourself as an early adopter and proficient user of cutting-edge AI tools, boosting your efficiency and contributing more strategically to your organization's goals.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Copilot and AI Productivity

- Understanding the Core Concepts of Generative AI
- What is Microsoft Copilot and its Integration with Microsoft 365
- Activating and Navigating Copilot Features Across Applications
- Fundamentals of Prompt Engineering for Effective AI Interaction

02 Module 2: Copilot for Content Creation and Data Insights

- Drafting, Summarizing, and Refining Documents with Copilot in Word
- Analyzing Data, Generating Formulas, and Visualizing Insights with Copilot in Excel
- Creating and Enhancing Presentations with Copilot in PowerPoint
- Transforming Ideas into Professional Content Rapidly

03 Module 3: Copilot for Communication and Workflow Optimization

- Streamlining Email Composition and Management with Copilot in Outlook
- Enhancing Meeting Productivity and Summarizing Discussions in Microsoft Teams
- Automating Task Management and Generating Actionable Insights
- Integrating Copilot for Seamless Cross-Application Workflows

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

> **AI-Enhanced Productivity Specialist**

- > Digital Workplace Transformation Consultant
- > Executive Assistant (AI-Powered Workflow Optimization)

FREQUENTLY ASKED QUESTIONS

Q: What are the prerequisites for attending this Microsoft Copilot training, and do I need my own Copilot license?

To get the most out of this intermediate-level course, participants should have a foundational understanding of Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, Teams). While having access to a Microsoft 365 subscription with Copilot enabled is highly recommended for hands-on practice, it is not strictly mandatory for understanding the concepts, as demonstrations will be provided. Computer Pride also offers supervised lab access for practice.

Q: After completing this 2-hour course, what specific, measurable skills will I acquire to enhance my daily productivity?

Upon completion, you will be proficient in crafting effective prompts to leverage Copilot's capabilities across M365 apps. You'll be able to quickly draft professional documents, analyze data for key insights, generate compelling presentation slides, streamline email communications, and obtain concise meeting summaries. You'll also learn to integrate Copilot across different applications to optimize end-to-end workflows, significantly reducing time spent on routine tasks.

Q: How will mastering Microsoft Copilot through this specific training program enhance my career prospects or value within my current role?

This course positions you as an early adopter and proficient user of a critical emerging technology, making you highly valuable in today's AI-driven workplace. You will demonstrate a tangible ability to boost productivity, innovate workflows, and contribute more strategically by automating mundane tasks. This skill set is highly sought after by employers looking for professionals who can efficiently leverage AI tools, enhancing your career progression and marketability as an AI-powered professional.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

Location

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