



MICROSOFT TRAINING

Introduction Microsoft Copilot Language Course

Unlock the power of AI. Master Microsoft Copilot's language features to enhance productivity and create innovative solutions.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

Embark on a journey into the future of productivity with the Introduction Microsoft Copilot Language Course. This concise yet comprehensive 2-hour program is designed for intermediate users looking to unlock the transformative power of Microsoft Copilot. You'll gain a foundational understanding of what Copilot is, how it leverages advanced AI and Large Language Models (LLMs) to enhance your daily tasks, and its seamless integration across the Microsoft 365 ecosystem. This course demystifies the core technology, providing a clear roadmap to interacting effectively with AI assistants.

Throughout the course, you will learn the essentials of prompt engineering – the art of crafting precise instructions to get the best out of Copilot. Discover how to generate high-quality content, summarize lengthy documents, derive quick insights from data, and automate repetitive tasks across applications like Word, Excel, and PowerPoint. By mastering these foundational skills, you will significantly boost your personal and team productivity, reduce time spent on mundane tasks, and free up capacity for more strategic, creative, and impactful work. This certification equips you with a critical skill for the modern digital workplace, making you a more efficient and forward-thinking professional.

Upon completion, you'll be empowered to confidently apply Copilot's capabilities to streamline workflows, innovate in content creation, and make more informed decisions, solidifying your role as an early adopter of cutting-edge AI tools.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Understanding Microsoft Copilot Fundamentals

- What is Microsoft Copilot and its core purpose?
- Introduction to AI and Large Language Models (LLMs)
- Overview of Copilot's integration across Microsoft 365 applications
- Key benefits of using Copilot in the workplace

02 Module 2: Mastering Basic Prompt Engineering

- Principles of effective prompt writing for AI interaction
- Crafting clear, concise, and context-rich prompts
- Techniques for refining prompts to achieve desired outcomes
- Understanding prompt components: Goal, Context, Persona, Format

03 Module 3: Practical Applications of Copilot for Productivity

- Generating text and content: Emails, reports, summaries, creative drafts
- Leveraging Copilot for data analysis and insight extraction (conceptual)
- Automating routine tasks and enhancing workflow efficiency
- Brief demonstration of Copilot in Word, Excel, and PowerPoint

04 Module 4: Ethical Considerations and Responsible AI Use

- Understanding the limitations and potential biases of AI
- Best practices for data privacy and security with Copilot
- Ensuring responsible and ethical application of AI tools
- Critical evaluation of AI-generated content

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Productivity Specialist**
- > **AI-Enhanced Content Strategist**
- > **Business Process Automation Analyst**

FREQUENTLY ASKED QUESTIONS

Q: What prior experience or technical knowledge is recommended before taking this Introduction Microsoft Copilot Language Course?

This course is designed for intermediate users. While no specific programming knowledge is required, a basic understanding of computer operations and familiarity with Microsoft 365 applications (like Word, Excel, and Outlook) will be highly beneficial for maximizing your learning experience and applying Copilot effectively.

Q: How will completing this introductory course specifically enhance my day-to-day productivity and problem-solving abilities in a professional setting?

Upon completion, you will be able to leverage Copilot to significantly reduce time spent on tasks such as drafting emails, summarizing lengthy documents, generating initial report outlines, and brainstorming ideas. You'll gain a foundational skill in 'prompt engineering' that will enable you to effectively communicate with AI, leading to more efficient content creation, faster data synthesis, and ultimately, more time for strategic thinking and complex problem-solving.

Q: After completing this introductory course, what are the next steps or advanced topics I can explore to deepen my expertise with Microsoft Copilot?

Following this introduction, you can explore more advanced prompt engineering techniques, delve into specific Copilot functionalities within individual Microsoft 365 applications, or investigate custom Copilot plugins and integrations. You may also consider courses focusing on advanced AI ethics, data governance for AI, or how Copilot can be tailored for specific industry applications and departmental needs within your organization.

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

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READY TO ENROL?

Take the next step in your technology career.

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