



MICROSOFT TRAINING

Introduction To Microsoft 365 Copilot Course

Unlock productivity with Microsoft 365 Copilot. Learn to integrate AI across your daily apps to boost efficiency.

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 power of artificial intelligence within your daily workflow with our "Introduction To Microsoft 365 Copilot Course." This intermediate-level training is designed for professionals eager to leverage cutting-edge AI to transform productivity, creativity, and collaboration across the Microsoft 365 ecosystem. You will delve into the core functionalities of Copilot, understanding how this innovative AI assistant integrates seamlessly with applications like Word, Excel, PowerPoint, Outlook, and Teams, fundamentally changing how you interact with your data and documents. This course focuses on practical application, ensuring you gain hands-on experience in generating content, analyzing data, summarizing information, and streamlining communication. It is an essential step for anyone looking to stay ahead in a rapidly evolving digital workplace, enabling you to automate routine tasks, enhance decision-making, and focus on strategic initiatives.

By completing this 2-hour intensive course, you will not only grasp the foundational concepts of generative AI but also develop the proficiency to effectively utilize Microsoft 365 Copilot as a powerful personal assistant. The professional benefits are immense, ranging from significant time savings on document creation and data analysis to improved accuracy in presentations and more efficient meeting management. You'll learn to craft compelling prompts that yield precise and relevant AI-generated outputs, ensuring you harness Copilot's full potential responsibly and ethically. This course equips you with the skills to elevate your professional output, making you a more efficient, innovative, and valuable asset to any organization navigating the future of work.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft 365 Copilot and Generative AI

- Understanding Generative AI and Large Language Models (LLMs)
- What is Microsoft 365 Copilot?
- Key capabilities and benefits of Copilot
- How Copilot integrates with Microsoft 365 applications
- Setting up and accessing Copilot

02 Module 2: Boosting Productivity with Copilot in Word & Outlook

- Drafting documents and creating content in Word with Copilot
- Summarizing long documents and extracting key information
- Crafting professional emails and replies in Outlook
- Summarizing email threads and managing your inbox more effectively
- Scheduling meetings and managing calendars with AI assistance

03 Module 3: Data Analysis and Presentation with Copilot in Excel & PowerPoint

- Analyzing data and generating insights in Excel
- Asking questions about data and getting instant answers
- Creating professional presentations from outlines or data in PowerPoint
- Refining slides, adding visuals, and suggesting talking points
- Understanding data visualization suggestions from Copilot

04 Module 4: Enhanced Collaboration with Copilot in Teams & Loop

- Summarizing meeting discussions and generating action items in Teams
- Drafting meeting agendas and preparing for calls
- Leveraging Copilot for real-time collaboration in Teams chats
- Using Microsoft Loop with Copilot for collaborative content creation
- Managing project tasks and tracking progress with AI assistance

05 Module 5: Best Practices, Prompts, and Responsible AI

- Developing effective prompts for optimal Copilot results
- Understanding prompt engineering principles
- Data privacy and security considerations with Copilot
- Ethical use of AI and responsible content generation
- Tips for maximizing Copilot's potential and overcoming limitations

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **AI-Enhanced Productivity Specialist**
- > **Digital Transformation Facilitator (utilizing AI tools)**
- > **Advanced Business Operations Analyst**

FREQUENTLY ASKED QUESTIONS

Q: What specific skills will I gain that are immediately applicable in my current role after completing this 'Introduction To Microsoft 365 Copilot Course'?

Upon completing this course, you will gain practical skills in leveraging AI for various tasks. You'll be proficient in using Copilot to draft and summarize documents in Word, compose and manage emails in Outlook, analyze data and generate insights in Excel, create dynamic presentations in PowerPoint, and streamline meetings and collaboration in Teams. These abilities will directly enhance your daily productivity, allowing you to automate routine tasks and focus on more strategic work.

Q: What are the recommended prerequisites or existing Microsoft 365 knowledge I should have before enrolling in this intermediate-level course?

While there are no strict technical prerequisites, this course is designed for an intermediate level. We recommend that participants have a foundational working knowledge of the core Microsoft 365 applications, specifically Word, Excel, PowerPoint, Outlook, and Teams. Familiarity with basic functions within these applications will allow you to better grasp how Copilot integrates and enhances your existing workflows.

Q: How does mastering Microsoft 365 Copilot uniquely position me for career growth compared to professionals without AI proficiency?

Mastering Microsoft 365 Copilot uniquely positions you as an innovator capable of harnessing AI for enhanced efficiency and creativity. You will stand out as a professional who can drive productivity gains, make data-driven decisions faster, and streamline communication across teams. This proficiency is crucial in roles requiring high levels of productivity, data analysis, content creation, and project management, making you an invaluable asset in organizations prioritizing digital transformation and AI adoption.

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.

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