



MICROSOFT TRAINING

Microsoft 365 Copilot Online

Learn to harness Microsoft 365 Copilot. Boost productivity and automate tasks by integrating AI across your M365 applications.

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 a new era of productivity and innovation with the Microsoft 365 Copilot Online course. This intensive 2-hour intermediate-level training is designed to equip professionals with the essential skills to leverage Microsoft's revolutionary AI-powered assistant, Copilot, across the core Microsoft 365 applications. You will delve into the intricacies of Generative AI and understand how Copilot seamlessly integrates with Word, Excel, PowerPoint, Outlook, and Teams to transform your daily workflows.

This course is meticulously crafted to empower you to enhance efficiency, foster creativity, and streamline collaboration within your organization. By mastering Copilot, you will learn to automate mundane tasks, generate insightful content, analyze data with unprecedented speed, and communicate more effectively. The professional benefits extend beyond individual productivity, enabling you to contribute to a more agile and innovative work environment, ultimately staying ahead in the rapidly evolving digital landscape driven by artificial intelligence.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Unlocking Microsoft 365 Copilot – Introduction & Fundamentals

- What is Microsoft 365 Copilot and Generative AI?
- Understanding Copilot's integration across Microsoft 365 applications
- Key features and capabilities of Microsoft 365 Copilot
- Ethical considerations and responsible AI usage with Copilot

02 Module 2: Supercharging Productivity with Copilot in Core Apps

- Enhancing document creation, summarization, and rewriting in Word
- Accelerating data analysis, formula generation, and insights in Excel
- Crafting compelling presentations and design suggestions faster in PowerPoint

03 Module 3: Streamlining Communication & Collaboration with Copilot

- Drafting effective emails, summarizing threads, and managing inboxes with Outlook Copilot
- Boosting meeting efficiency, generating summaries, and tracking action items in Teams
- Best practices for effective prompting and maximizing Copilot's potential

04 Module 4: Implementing and Maximizing Copilot's Business Impact

- Real-world scenarios and practical use cases for immediate impact
- Troubleshooting common issues and optimizing Copilot performance
- Integrating Copilot into existing workflows for organizational benefits
- Staying updated with Copilot features and the future of AI in the workplace

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > Digital Productivity Specialist
- > AI-Enhanced Business Analyst
- > Modern Workplace Administrator

FREQUENTLY ASKED QUESTIONS

Q: What practical skills will I gain immediately after completing this 2-hour Microsoft 365 Copilot Online course?

Upon completing this course, you will be able to confidently use Copilot to draft professional documents in Word, generate data insights in Excel, create dynamic presentations in PowerPoint, manage your email communications in Outlook, and streamline meetings in Teams. You'll master effective prompting techniques to maximize Copilot's assistance, directly boosting your daily productivity and efficiency across core Microsoft 365 applications.

Q: Is prior experience with Microsoft 365 or AI necessary to effectively learn and utilize Copilot through this course?

While this is an intermediate-level course, a foundational understanding of using Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, Teams) is beneficial. No prior in-depth knowledge of Artificial Intelligence or Copilot specifically is required, as the course is designed to introduce you to Copilot's functionalities and guide you through its practical application within the M365 ecosystem.

Q: How can mastering Microsoft 365 Copilot specifically elevate my role in areas like content creation, data analysis, or project management?

Mastering Microsoft 365 Copilot will significantly elevate your role by transforming how you approach tasks. For content creation, you can generate drafts, summaries, and revisions in moments. In data analysis, Copilot assists with complex formulas, chart creation, and extracting insights from large datasets. For project management, you can quickly summarize meeting notes, track action items, and generate project updates in Teams and Outlook, freeing up time for strategic decision-making and enhancing overall project efficiency.

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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