



MICROSOFT TRAINING

Microsoft 365 Copilot Super User Course

Master Microsoft 365 Copilot to supercharge your productivity. Learn to effectively integrate AI into Word, Excel, PowerPoint, and Teams.

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 full potential of artificial intelligence within your daily workflow with our Microsoft 365 Copilot Super User Course. This comprehensive, intermediate-level program is meticulously designed for professionals eager to transform their productivity, creativity, and analytical capabilities using Microsoft's revolutionary AI assistant. You will dive deep into leveraging Copilot across the entire Microsoft 365 suite, including Word, Excel, PowerPoint, Outlook, and Teams, learning how to command AI to draft documents, analyze data, generate presentations, summarize communications, and streamline collaborative efforts. This course will turn you into an M365 AI champion, equipping you with the skills to automate routine tasks, accelerate content creation, and derive insights faster than ever before. You will not just use Copilot; you will master it, becoming a pivotal asset in any AI-driven modern workplace. Upon completion, you'll be adept at crafting sophisticated prompts, integrating Copilot seamlessly into complex workflows, and understanding the ethical implications of AI usage in business. The benefits extend far beyond individual efficiency, enabling you to significantly boost team productivity, enhance decision-making through AI-powered insights, and elevate the quality of your professional output. Position yourself at the forefront of digital transformation and embrace the future of work by becoming a Microsoft 365 Copilot Super User, capable of leading your organization into a new era of intelligent productivity.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Getting Started with Microsoft 365 Copilot

- Understanding Generative AI and Large Language Models (LLMs)
- Introduction to Microsoft 365 Copilot: Architecture and Capabilities
- Accessing and Activating Copilot within M365 Apps
- Responsible AI Principles and Ethical Considerations in Copilot Usage

02 Module 2: Mastering Copilot in Word and Outlook

- Drafting, Summarizing, and Rewriting Documents in Word with AI
- Generating Ideas and Content Creation Strategies in Word
- Crafting Professional Emails and Summarizing Threads in Outlook
- Managing Calendars and Scheduling Meetings with Copilot Assistance

03 Module 3: Leveraging Copilot in Excel and PowerPoint

- Analyzing Data and Generating Insights in Excel using Natural Language
- Formulating Formulas, Charts, and Visualizations with Copilot in Excel
- Creating Compelling Presentations from Raw Data in PowerPoint
- Enhancing Slide Design, Storytelling, and Content Generation with Copilot

04 Module 4: Collaborative Power with Copilot in Teams and Loop

- Summarizing Meetings, Identifying Action Items, and Generating Recaps in Teams
- Streamlining Team Communications and Project Management with AI
- Utilizing Copilot for Collaborative Content Creation in Loop Workspaces
- Integrating Copilot across M365 applications for seamless workflows

05 Module 5: Advanced Prompt Engineering & Customization

- Principles of Effective Prompt Writing for Optimal Copilot Outputs
- Crafting Multi-Turn Conversations and Refined Prompts for Specific Tasks
- Customizing Copilot's Behavior and Outputs for Industry-Specific Needs
- Troubleshooting Common Copilot Interactions and Refining Results

06 Module 6: Security, Compliance & Future of Copilot

- Data Privacy and Security Considerations when Using Copilot
- Understanding Compliance Frameworks and IT Governance for AI Tools
- Best Practices for Responsible and Secure AI Usage in the Enterprise
- Exploring the Future Roadmap and Advanced Features of M365 Copilot

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **AI-Enhanced Productivity Specialist**
- > **Intelligent Document & Communication Manager**
- > **Data Synthesis & Reporting Analyst (with Copilot)**

FREQUENTLY ASKED QUESTIONS

Q: What foundational Microsoft 365 skills are recommended before taking this Copilot Super User course?

While this course is designed to elevate your M365 proficiency with AI, a solid working knowledge of core Microsoft 365 applications like Word, Excel, Outlook, and Teams is highly recommended. Familiarity with navigating the M365 ecosystem will allow you to maximize your learning and quickly apply Copilot's features to existing workflows, transitioning smoothly into advanced usage scenarios.

Q: Beyond basic text generation, what advanced productivity gains can I expect to achieve with Copilot after completing this course?

This course moves far beyond basic prompts, enabling you to orchestrate complex, cross-application tasks. You'll learn to synthesize information across multiple M365 apps, transform raw data into presentation-ready insights, automate meeting summaries with actionable items, and generate entire document drafts or presentations in minutes. Expect to significantly cut down task completion time, enhance decision-making, and free up valuable time for higher-value strategic work.

Q: How does this 'Super User' course differentiate itself from introductory Copilot overviews, particularly in a professional context?

This 'Super User' course is specifically engineered for in-depth application and strategic utilization, not just feature awareness. We focus on advanced prompt engineering techniques, cross-application integration, ethical considerations, and real-world scenarios to transform you into an organizational AI champion. You'll gain the expertise to not only use Copilot effectively yourself but also to guide and optimize its adoption within your team or department for measurable business impact and competitive advantage.

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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