



MICROSOFT TRAINING

Microsoft Copilot 365 End Users Course

Unlock productivity with Microsoft Copilot 365. Learn to leverage AI for efficient document creation, data analysis, and communication.

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 the Microsoft Copilot 365 End Users Course. Designed for professionals seeking to dramatically enhance their productivity, this intermediate-level course dives deep into leveraging Microsoft Copilot across the Microsoft 365 suite. You'll learn to harness AI-driven assistance for tasks ranging from drafting documents and emails to analyzing data and generating presentations, transforming how you interact with familiar applications like Word, Excel, PowerPoint, Outlook, and Teams. This course focuses on practical application, effective prompting techniques, and understanding the core capabilities of Copilot as your intelligent assistant.

By completing this 2-hour intensive course, you will gain a competitive edge in today's AI-driven workplace. The benefits extend beyond mere efficiency; you'll develop critical skills in AI interaction, content generation, and intelligent data manipulation, positioning yourself as a forward-thinking professional. This training empowers you to streamline routine tasks, focus on strategic initiatives, and produce higher-quality output faster, ultimately boosting your individual performance and contributing significantly to organizational productivity. Elevate your digital literacy and become an early adopter of next-generation productivity tools.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Copilot 365

- What is Microsoft Copilot and Generative AI?
- Understanding Copilot's integration with Microsoft 365 apps
- Key benefits of using Copilot for end-users
- Setting up and accessing Copilot features

02 Module 2: Enhancing Communication with Copilot in Outlook and Teams

- Drafting professional emails with Copilot in Outlook
- Summarizing email threads and generating reply options
- Using Copilot for meeting summaries and action items in Teams
- Generating conversation starters and ideas in Teams chat

03 Module 3: Content Creation and Refinement with Copilot in Word and PowerPoint

- Generating document drafts and outlines in Word
- Rewriting, summarizing, and refining text with Copilot
- Creating presentation outlines and slides in PowerPoint
- Enhancing slide content and design suggestions

04 Module 4: Data Insights and Management with Copilot in Excel and OneNote

- Asking questions and generating formulas in Excel with Copilot (basics)
- Analyzing data trends and insights from Excel tables
- Organizing notes and generating summaries in OneNote
- Using Copilot to brainstorm and organize ideas in notebooks

05 Module 5: Mastering Prompts and Best Practices for Copilot

- Crafting effective prompts for optimal Copilot results
- Techniques for refining and iterating on Copilot's outputs
- Understanding ethical considerations and data privacy with AI tools
- Tips for maximizing productivity and avoiding common pitfalls

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Workplace Specialist**
- > **Business Productivity Analyst**
- > **Executive Assistant / Administrative Professional with AI Acumen**

FREQUENTLY ASKED QUESTIONS

Q: What specific Microsoft 365 applications will I learn to use Copilot with in this course?

This course provides hands-on training for integrating Microsoft Copilot across key Microsoft 365 applications, including Word, Excel (basic data interaction), PowerPoint, Outlook, Teams, and OneNote. You will learn practical techniques to leverage AI assistance within each of these widely used tools to enhance your daily tasks.

Q: Are there any prerequisites for enrolling in the Microsoft Copilot 365 End Users Course?

While there are no formal prerequisites, participants should have a foundational working knowledge of the Microsoft 365 environment and basic proficiency in using applications like Word, Excel, and Outlook. This course focuses on integrating Copilot into existing workflows, so familiarity with these applications will ensure the most effective learning experience.

Q: How will mastering Copilot skills from this course directly impact my career growth?

Mastering Microsoft Copilot skills positions you at the forefront of modern digital productivity. You will significantly boost your efficiency, reduce time spent on routine tasks, and produce higher-quality content faster. This capability is highly valued across various industries, making you a more competitive and valuable asset in roles requiring advanced digital literacy, content creation, data interpretation, and streamlined communication within a Microsoft 365 ecosystem.

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+

10,000+

50+

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READY TO ENROL?

Take the next step in your technology career.

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