



MICROSOFT TRAINING

Microsoft Copilot Bootcamp

Gain hands-on expertise with Microsoft Copilot. Master AI-powered assistance to boost productivity and streamline tasks across Microsoft 365.

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 transformative power of artificial intelligence with our intensive Microsoft Copilot Bootcamp. This intermediate-level course is meticulously designed for professionals eager to harness AI to supercharge their productivity and creativity within the Microsoft 365 ecosystem. You will gain hands-on expertise in leveraging Copilot across essential applications like Word, Excel, PowerPoint, Outlook, and Teams, learning to generate compelling content, analyze data with unprecedented speed, and streamline complex workflows.

This bootcamp goes beyond theoretical understanding, focusing on practical application and prompt engineering mastery. By the end of this 2-hour immersive experience, you'll be adept at crafting effective prompts, interpreting AI-generated outputs, and integrating Copilot seamlessly into your daily tasks to maximize efficiency and innovation. Elevate your professional capabilities and position yourself at the forefront of the AI-driven workplace.

Mastering Microsoft Copilot will not only enhance your individual output but also contribute significantly to organizational efficiency. This course equips you with the crucial skills to navigate the evolving digital landscape, turning challenging tasks into manageable, AI-assisted projects and freeing up valuable time for more strategic initiatives.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introducing Microsoft Copilot – Your AI Assistant

- What is Microsoft Copilot and its core capabilities
- Understanding Generative AI and Large Language Models (LLMs)
- Ethical considerations and responsible AI usage
- Setting up and accessing Copilot in Microsoft 365

02 Module 2: Copilot in Microsoft 365 Core Applications

- Boosting creativity and drafting in Word with Copilot
- Data analysis and insights generation in Excel
- Designing impactful presentations with Copilot in PowerPoint
- Streamlining email and calendar management in Outlook

03 Module 3: Mastering Prompt Engineering for Optimal Results

- Fundamentals of effective prompt design
- Crafting clear, concise, and specific prompts
- Iterative prompting and refining AI outputs
- Techniques for overcoming common prompt challenges

04 Module 4: Collaboration and Advanced Productivity with Copilot

- Meeting summaries and action item generation in Microsoft Teams
- Leveraging Copilot for project planning and task management
- Integrating Copilot into cross-application workflows
- Customizing Copilot settings and preferences

Module 5: Best Practices, Security & Future Trends

- 05**
- Maximizing productivity with Copilot: tips and tricks
 - Understanding data privacy and security with Copilot
 - Troubleshooting common issues
 - The evolving landscape of AI in the workplace and continuous learning

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **AI-Enhanced Business Analyst**
- > **Digital Productivity Consultant**
- > **Advanced Content & Communications Specialist**

FREQUENTLY ASKED QUESTIONS

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

This bootcamp provides hands-on training with Microsoft Copilot integrated into key Microsoft 365 applications including Word for content creation, Excel for data analysis, PowerPoint for presentation design, Outlook for email and calendar management, and Microsoft Teams for meeting summaries and collaboration. You will learn practical techniques to leverage Copilot's AI capabilities across all these essential tools.

Q: How will mastering Microsoft Copilot enhance my daily productivity and problem-solving skills in my current role?

Mastering Microsoft Copilot will significantly boost your daily productivity by automating repetitive tasks, generating content drafts, summarizing lengthy documents, and assisting with complex data analysis. It enhances problem-solving by providing quick insights, suggesting creative solutions, and streamlining information retrieval, allowing you to focus on higher-value, strategic work and make more informed decisions faster.

Q: Are there any prerequisite technical skills or prior AI knowledge required to successfully complete this Microsoft Copilot Bootcamp?

This bootcamp is designed for an intermediate level. While no prior AI development experience is required, participants should have a working knowledge of the Microsoft 365 environment and be familiar with basic operations in applications like Word, Excel, and PowerPoint. A willingness to engage with new technologies and a curiosity for AI tools will be beneficial for a successful learning experience.

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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