



MICROSOFT TRAINING

Microsoft Copilot Course Online

Learn to leverage Microsoft Copilot's AI capabilities across M365 apps to boost productivity and automate tasks efficiently.

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 the Microsoft Copilot Course Online, a concise yet comprehensive program designed for professionals eager to revolutionize their daily workflows. This course dives deep into Microsoft Copilot's capabilities, showcasing how this innovative AI assistant seamlessly integrates with your existing Microsoft 365 applications like Word, Excel, Outlook, PowerPoint, and Teams. You'll gain hands-on expertise in leveraging large language models (LLMs) to automate tasks, generate content, analyze data, and streamline communication, fundamentally changing how you interact with your digital workspace. This intermediate-level course, delivered over 2 focused hours, is crafted to provide immediate, actionable skills, ensuring you can apply Copilot's benefits to boost your personal and organizational productivity right away. From drafting emails and summarizing complex documents to crafting engaging presentations and extracting critical insights from spreadsheets, you'll master the art of working smarter, not harder. By completing this certification, you're not just learning a tool; you're adopting a strategic advantage that fosters efficiency, fuels creativity, and empowers more informed decision-making across all facets of your professional life. Future-proof your skillset and lead the charge in AI-driven productivity.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Copilot and AI Productivity

- What is Microsoft Copilot? Understanding its core functionalities
- The role of Generative AI and Large Language Models (LLMs) in Copilot
- Seamless integration of Copilot across Microsoft 365 applications
- Ethical considerations and best practices for AI-powered work

02 Module 2: Copilot in Action: Enhancing Core Microsoft 365 Applications

- Boosting content creation with Copilot in Microsoft Word
- Streamlining email communication and management with Copilot in Outlook
- Leveraging Copilot for data analysis and insights in Microsoft Excel
- Designing dynamic presentations rapidly with Copilot in Microsoft PowerPoint

03 Module 3: Advanced Copilot Techniques and Strategic Application

- Mastering prompt engineering for optimal Copilot results
- Utilizing Copilot for meeting summaries, agenda creation, and action items in Microsoft Teams
- Customizing Copilot's assistance for specific industry tasks and roles
- Troubleshooting common challenges and maximizing Copilot's efficiency

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Productivity & Workflow Optimization Specialist**
- > **Digital Transformation & AI Adoption Lead**

> Advanced Executive Assistant / Administrative Professional

FREQUENTLY ASKED QUESTIONS

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

This course focuses on practical integration of Microsoft Copilot across key Microsoft 365 applications, including Word for content creation, Outlook for email management, Excel for data analysis, PowerPoint for presentations, and Teams for meeting summaries and collaboration. You'll gain hands-on experience in leveraging Copilot's capabilities within each of these essential tools.

Q: Are there any prerequisites for this Microsoft Copilot course, especially regarding AI knowledge or Microsoft 365 expertise?

While no prior AI expertise is required, a foundational understanding and working knowledge of Microsoft 365 applications (Word, Excel, Outlook, PowerPoint, Teams) is highly recommended to maximize your learning. The course is designed to introduce Copilot's AI capabilities, so basic computer literacy and familiarity with the Microsoft 365 environment are sufficient for successful completion.

Q: How will mastering Microsoft Copilot through this course specifically enhance my efficiency and decision-making in my current role?

By completing this course, you will learn to automate routine tasks, generate content rapidly, summarize lengthy documents and emails, and extract insights from data far more quickly than traditional methods. This direct application of AI will significantly reduce time spent on administrative and creative tasks, allowing you to focus on strategic initiatives and make data-informed decisions faster, ultimately boosting your overall productivity and strategic impact within your role.

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.

Location

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