



MICROSOFT TRAINING

Microsoft Copilot End Users Ai Productivity Course

Master Microsoft Copilot to supercharge your productivity. Learn to use AI for intelligent content creation and task automation.

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 to revolutionize your daily productivity with the Microsoft Copilot End Users AI Productivity Course. This intermediate-level, 2-hour program is meticulously designed for professionals eager to harness the power of Microsoft Copilot, an AI-powered assistant seamlessly integrated across the Microsoft 365 ecosystem. You will learn to leverage Copilot's advanced capabilities to automate routine tasks, generate content, analyze data, and enhance collaboration, fundamentally transforming how you interact with essential applications like Word, Excel, PowerPoint, Outlook, and Teams.

This course delves into the core technologies underpinning Copilot, focusing on practical application rather than complex technical details. Participants will master effective prompt engineering techniques to elicit optimal results from the AI, ensuring they can craft compelling documents, insightful presentations, data-driven reports, and streamlined communications with unprecedented speed and accuracy. By the end of this training, you will be equipped to significantly boost your personal and team productivity, reduce time spent on mundane tasks, and free up capacity for more strategic and creative work, thereby gaining a competitive edge in today's fast-evolving digital workplace.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Copilot and AI Productivity

- Understanding Generative AI and Large Language Models
- What is Microsoft Copilot? Overview and Core Capabilities
- Integrating Copilot into the Microsoft 365 Ecosystem
- Setting up and Accessing Copilot Features

02 Module 2: Supercharging Communication with Copilot in Word & Outlook

- Drafting and Refining Documents in Word with Copilot
- Summarizing Long Documents and Research Papers
- Composing Professional Emails and Replies in Outlook
- Managing and Summarizing Email Threads with AI

03 Module 3: Enhancing Data Analysis and Presentations with Copilot in Excel & PowerPoint

- Generating Formulas and Insights in Excel with Copilot
- Summarizing Data and Identifying Trends in Spreadsheets
- Creating and Refining Presentation Slides in PowerPoint
- Transforming Documents into Presentations Automatically

04 Module 4: Streamlining Collaboration in Microsoft Teams & Loop

- Summarizing Meetings and Action Items in Teams
- Drafting Meeting Agendas and Follow-ups
- Using Copilot in Microsoft Loop for Collaborative Content Creation
- AI-Powered Brainstorming and Idea Generation

05 Module 5: Mastering Prompt Engineering and Responsible AI Use

- Principles of Effective Prompt Engineering for Copilot
- Crafting Clear, Concise, and Contextual Prompts
- Understanding AI Limitations and Best Practices for Review
- Ethical Considerations and Data Privacy with Copilot
- Future Trends and Advanced Copilot Features

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **AI-Powered Executive Assistant**
- > **Productivity-Enhanced Project Coordinator**
- > **AI-Assisted Digital Content Creator**

FREQUENTLY ASKED QUESTIONS

Q: How will proficiency in Microsoft Copilot specifically enhance my daily workflow and productivity?

This course will equip you to dramatically reduce the time spent on repetitive tasks by leveraging Copilot to draft emails, summarize lengthy documents, generate presentation slides from notes, and even analyze data in Excel to uncover insights. You'll learn to automate content creation, streamline communication, and make data-driven decisions faster, allowing you to focus on more strategic and creative aspects of your role.

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

While no advanced technical skills are required, an intermediate working knowledge of core Microsoft 365 applications such as Word, Excel, PowerPoint, and Outlook is highly beneficial. The course focuses on how to use Copilot within these applications, so familiarity with their basic interfaces and functionalities will allow you to maximize your learning and immediate application of Copilot's features.

Q: Beyond individual productivity, what impact can mastering Microsoft Copilot have on my professional growth and career advancement?

Developing expertise in Microsoft Copilot positions you as an early adopter of cutting-edge AI tools, making you a highly valuable asset in any organization. This skill demonstrates your ability to leverage technology for efficiency, innovation, and strategic problem-solving. It can lead to opportunities in roles requiring advanced digital literacy, project management, content creation, and executive support, showcasing your readiness to embrace the future of work and drive organizational productivity.

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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