



MICROSOFT TRAINING

Microsoft Copilot Online

Unlock AI power with Microsoft Copilot. Master smart document creation and data analysis to boost your productivity.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

This intermediate-level Microsoft Copilot Online course is designed to equip professionals with the essential skills to harness the power of generative AI within their daily workflows. You will gain a comprehensive understanding of Microsoft Copilot's capabilities, learning how this cutting-edge tool integrates seamlessly across the Microsoft 365 ecosystem. The curriculum focuses on practical application, enabling you to automate routine tasks, enhance content creation, accelerate data analysis, and streamline communication through intuitive AI assistance.

By mastering Microsoft Copilot, you will unlock significant productivity gains, transforming how you interact with applications like Word, Excel, PowerPoint, Outlook, and Teams. This course not only covers the technical aspects of prompt engineering and effective utilization but also delves into best practices for data security, privacy, and responsible AI. Completing this certification will position you as an innovative professional capable of leveraging AI to drive efficiency, foster creativity, and make more informed decisions in a rapidly evolving digital workplace.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Copilot and Generative AI

- Understanding Generative AI and Large Language Models (LLMs)
- What is Microsoft Copilot? Its Architecture and Core Principles
- The Vision: AI-powered Productivity for Microsoft 365
- Key Features and Benefits of Copilot Integration

02 Module 2: Copilot in Microsoft 365 Applications - Mastering the Basics

- Leveraging Copilot in Word for Document Creation and Editing
- Using Copilot in Excel for Data Analysis, Formulas, and Insights
- Crafting Presentations with Copilot in PowerPoint
- Streamlining Communication with Copilot in Outlook and Teams
- Navigating Copilot across the M365 Ecosystem

03 Module 3: Advanced Prompt Engineering and Customization

- Principles of Effective Prompt Design for Copilot
- Techniques for Contextual and Iterative Prompting
- Refining Outputs: Editing and Fact-Checking AI-Generated Content
- Basic Personalization and Settings for Copilot Experience
- Troubleshooting Common Copilot Interactions

04 Module 4: Data Security, Privacy, and Ethical AI with Copilot

- Understanding Microsoft's Responsible AI Principles
- Data Handling and Privacy Considerations in Copilot
- Security Features and Compliance within Microsoft 365
- Ethical Use Cases and Mitigating Bias in AI Interactions
- Best Practices for Sensitive Information with Copilot

Module 5: Integrating Copilot into Workflow and Future Trends

- 05**
- Developing Strategies for Integrating Copilot into Daily Tasks
 - Measuring Productivity Gains and ROI from Copilot Adoption
 - Collaborative Workflows Enhanced by Copilot
 - Staying Updated: Future Developments and the AI Landscape
 - Preparing for Advanced AI Tools in the Workplace

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Transformation Specialist**
- > **Business Process Automation Analyst**
- > **AI-Powered Productivity Consultant**

FREQUENTLY ASKED QUESTIONS

Q: What prior experience or technical skills are recommended to get the most out of this Microsoft Copilot Online course?

This intermediate-level course assumes a foundational familiarity with the Microsoft 365 suite, including applications like Word, Excel, PowerPoint, Outlook, and Teams. While no prior AI expertise is required, a basic understanding of using these applications in a professional context will allow you to grasp Copilot's integrations and benefits more effectively.

Q: How will mastering Microsoft Copilot specifically enhance my value proposition in my current or future career role?

Proficiency in Microsoft Copilot positions you at the forefront of AI-driven productivity. You will be able to demonstrate tangible skills in automating tasks, generating high-quality content faster, extracting deeper insights from data, and fostering more efficient collaboration. This directly translates to increased efficiency, innovation, and strategic impact, making you an invaluable asset in roles focused on digital transformation, business intelligence, and advanced project management.

Q: Will this course cover how to integrate Microsoft Copilot with specific line-of-business applications beyond the core Microsoft 365 suite?

While the primary focus of this course is on leveraging Copilot within the core Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, Teams), we will touch upon the broader extensibility of Copilot through Graph connectors and plugins. The course will provide a conceptual understanding of how Copilot can eventually interact with other data sources and applications, preparing you for future custom integrations without diving into specific third-party configurations.

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+

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READY TO ENROL?

Take the next step in your technology career.

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