



MICROSOFT TRAINING

Microsoft Copilot Training Course

Unlock peak productivity with Microsoft Copilot. Master AI-driven content creation, data analysis, and intelligent workflows 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 future of productivity with Computer Pride's Microsoft Copilot Training Course. This intermediate-level, 2-hour intensive program is meticulously designed to equip professionals with the essential skills to leverage Microsoft Copilot, the groundbreaking AI-powered assistant integrated across the Microsoft 365 ecosystem. You will dive deep into understanding how Copilot enhances efficiency, creativity, and collaboration by automating routine tasks, generating insightful content, and streamlining workflows in applications like Word, Excel, PowerPoint, Outlook, and Teams. This course focuses on practical application, ensuring you gain hands-on experience in prompt engineering and strategic use cases.

Mastering Microsoft Copilot transforms how you work, providing a significant competitive advantage in today's fast-evolving digital landscape. By the end of this training, you will be proficient in utilizing AI to accelerate document creation, analyze data more effectively, craft compelling presentations, and manage communications with unprecedented ease. The professional benefits extend to increased personal and team productivity, improved decision-making through AI-driven insights, and the ability to focus on high-value strategic tasks rather than administrative overhead. This certification will position you as an innovative, AI-powered professional ready to drive efficiency and innovation within any organization.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Copilot and AI Fundamentals

- Understanding Microsoft Copilot: Vision and Capabilities
- Key Differentiators and Benefits of AI in Microsoft 365
- Setting Up and Accessing Copilot Features
- Ethical AI and Responsible Use Guidelines

02 Module 2: Boosting Productivity in Word and PowerPoint

- Generating Drafts, Summaries, and Rewrites in Microsoft Word with Copilot
- Transforming Documents into Presentations with Copilot in PowerPoint
- Crafting Visuals and Storytelling with AI-Assisted Design
- Advanced Prompting for Content Creation and Refinement

03 Module 3: Data Analysis and Insights with Copilot in Excel

- Using Copilot for Formula Generation and Data Manipulation
- Asking Natural Language Questions for Data Insights and Summaries
- Creating Charts and Visualizations from Data with AI Assistance
- Identifying Trends and Patterns with Copilot's Analytical Capabilities

04 Module 4: Enhancing Communication and Collaboration with Outlook and Teams

- Drafting and Summarizing Emails in Outlook with Copilot
- Generating Meeting Agendas and Summaries in Microsoft Teams
- Streamlining Communication and Task Management within Teams
- Leveraging Copilot for Project Planning and Brainstorming Sessions

Module 5: Advanced Prompting and Future Outlook

- 05**
- Techniques for Effective Prompt Engineering to Maximize Copilot's Output
 - Customizing Copilot's Responses for Specific Workflows
 - Integrating Copilot into Daily Routines and Best Practices
 - The Future of AI in Microsoft 365 and Continuous Learning

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **AI-Enhanced Business Analyst**
- > **Modern Workplace Productivity Consultant**
- > **Digital Transformation Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What are the prerequisites or recommended software versions needed to fully participate in this Microsoft Copilot training course?

To get the most out of this course, participants should have a foundational understanding of Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, Teams) and an active Microsoft 365 Business Standard or Enterprise subscription that includes Copilot access. While the course provides an overview of Copilot's features, hands-on practice requires a compatible environment.

Q: How will mastering Microsoft Copilot skills through this course directly impact my career progression or make me more marketable in the job market?

Mastering Microsoft Copilot skills will significantly enhance your marketability by positioning you as an early adopter of cutting-edge AI technology. Employers are increasingly seeking professionals who can leverage AI tools for efficiency and innovation. This course will equip you with the ability to dramatically boost productivity, automate tasks, and derive insights faster, making you an invaluable asset in roles requiring data analysis, content creation, project management, and strategic communication.

Q: Beyond basic commands, what specific advanced AI prompting techniques will I learn to maximize Copilot's potential in my daily professional tasks?

This course goes beyond basic commands, teaching you advanced prompt engineering techniques. You will learn to craft precise, multi-part prompts to guide Copilot in generating highly specific content, performing complex data analyses, and summarizing lengthy documents with particular focuses. We will cover iterative prompting, context-aware prompting, and how to fine-tune Copilot's output for specific professional contexts, ensuring you can consistently achieve desired results for any task.

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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