



MICROSOFT TRAINING

Microsoft Copilot Workshop

Unlock AI productivity with Microsoft Copilot. Learn to integrate AI into your daily tasks and enhance workflow efficiency.

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 power of artificial intelligence within your daily workflow with the Microsoft Copilot Workshop, an intermediate-level course designed for professionals looking to revolutionize their productivity. This intensive 2-hour session delves into the practical applications of Microsoft Copilot across the Microsoft 365 ecosystem. You will gain hands-on experience leveraging AI capabilities in key applications like Word, Excel, PowerPoint, and Outlook, learning how to generate content, analyze data, create presentations, and manage communications with unprecedented efficiency.

This workshop goes beyond theoretical understanding, focusing on actionable strategies and best practices for interacting with Copilot. Participants will discover how to craft effective prompts, understand Copilot's contextual intelligence, and seamlessly integrate its features into their existing routines. By mastering Microsoft Copilot, you'll not only enhance your personal output but also contribute to a more innovative and efficient work environment, positioning yourself as an early adopter of cutting-edge AI tools in the workplace. Elevate your digital literacy and transform the way you work, ensuring you stay ahead in an AI-driven professional landscape.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Copilot & AI in Microsoft 365

- Understanding Generative AI and Large Language Models
- What is Microsoft Copilot? Core Capabilities and Vision
- Integrating Copilot Across the Microsoft 365 Suite
- Ethical AI and Responsible Use of Copilot

02 Module 2: Boosting Productivity with Copilot in Word & Outlook

- Generating Drafts and Summaries in Word
- Refining Text and Rewriting Content
- Drafting Emails and Summarizing Threads in Outlook
- Managing Calendar and Task Suggestions with Copilot

03 Module 3: Data Insights and Presentation Creation with Copilot

- Analyzing Data and Generating Formulas in Excel (Overview)
- Creating PowerPoint Presentations from Outlines/Documents
- Designing Slides and Enhancing Visuals
- Transforming Information Across M365 Apps

04 Module 4: Advanced Prompt Engineering & Best Practices

- Crafting Effective Prompts for Optimal Results
- Iterative Prompting and Refining Outputs
- Security, Privacy, and Data Handling with Copilot
- Tips, Tricks, and Troubleshooting Common Scenarios

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Transformation Specialist**
- > **Productivity & Workflow Optimizer**
- > **Modern Workplace Administrator**

FREQUENTLY ASKED QUESTIONS

Q: What specific hands-on skills will I gain that I can immediately apply in my role after completing this workshop?

Upon completion, you will be proficient in using Copilot to generate first drafts of documents in Word, compose professional emails and summarize lengthy threads in Outlook, and create compelling presentations in PowerPoint from existing content. You'll also learn the crucial skill of prompt engineering, enabling you to get precise and relevant outputs from Copilot across all integrated Microsoft 365 applications, directly enhancing your daily productivity and content creation workflows.

Q: Are there any specific prerequisites for attending this Microsoft Copilot Workshop, particularly regarding Microsoft 365 proficiency?

Yes, this workshop is designed for an intermediate level. While no prior AI experience is required, participants should have a working knowledge and regular experience with core Microsoft 365 applications such as Word, Excel, PowerPoint, and Outlook. Familiarity with the basic functionalities of these apps will allow you to maximize your learning and seamlessly integrate Copilot's features into your existing workflow.

Q: How will mastering Microsoft Copilot through this workshop differentiate me in the job market or enhance my career trajectory?

Mastering Microsoft Copilot positions you as an early adopter and proficient user of cutting-edge AI tools, a highly sought-after skill in today's rapidly evolving digital workplace. This workshop will enable you to demonstrate significant productivity gains, innovate in content creation and data analysis, and lead digital transformation initiatives within your organization. This expertise can open doors to roles focused on efficiency, digital strategy, and AI integration, making you a more valuable asset to any forward-thinking employer.

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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