



MICROSOFT TRAINING

# Microsoft Office Copilot

*Unlock the power of Microsoft Office Copilot to automate tasks and enhance productivity across Word, Excel, and PowerPoint.*

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DURATION

**2 hours**

LEVEL

**Intermediate**

FORMAT

**Instructor-Led**

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- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | [www.computer-pride.co.ke](http://www.computer-pride.co.ke)

## COURSE OVERVIEW

Unlock the transformative power of artificial intelligence within your everyday workflow with Computer Pride's Microsoft Office Copilot course. This intermediate-level, 2-hour intensive program is designed to equip professionals with the essential skills to effectively leverage Microsoft Copilot across the Microsoft 365 suite. You'll delve into the core technologies that power Copilot, understanding how generative AI seamlessly integrates with applications like Word, Excel, PowerPoint, Outlook, and Teams to revolutionize productivity and creativity.

This course goes beyond basic introductions, providing practical, hands-on experience in using Copilot to draft compelling documents, analyze complex data, create dynamic presentations, summarize lengthy meetings, and streamline communications. By mastering Microsoft Office Copilot, you will significantly enhance your efficiency, reduce repetitive tasks, and free up valuable time for more strategic initiatives. You'll gain a competitive edge in today's rapidly evolving digital landscape, demonstrating proficiency in cutting-edge AI-powered tools that are quickly becoming indispensable across all industries.

Invest in your professional future by becoming an early adopter and skilled practitioner of this groundbreaking AI assistant. This certification will not only boost your individual productivity but also position you as a valuable asset within any organization seeking to harness the full potential of its Microsoft 365 investment.

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|-----------------|--------------|
| <b>Duration</b> | 2 hours      |
| <b>Level</b>    | Intermediate |
| <b>Vendor</b>   | Microsoft    |

## COURSE CURRICULUM

### 01 Module 1: Introduction to Microsoft Copilot

- What is Microsoft Copilot and its core capabilities
- Understanding AI, Machine Learning, and Large Language Models (LLMs)
- The Copilot experience across Microsoft 365
- Ethical AI considerations and responsible use
- Setting up and accessing Copilot

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

- Drafting, summarizing, and refining documents in Word
- Generating content ideas and outlines for reports and proposals
- Crafting professional emails and quick replies in Outlook
- Summarizing email threads and managing your inbox with AI
- Using Copilot for meeting preparation and follow-ups

### 03 Module 3: Data Analysis & Presentation with Copilot in Excel & PowerPoint

- Analyzing data and generating insights from spreadsheets in Excel
- Creating formulas and charts using natural language prompts
- Designing compelling presentations from outlines or existing documents
- Summarizing slides, generating speaker notes, and refining visuals in PowerPoint
- Transforming raw data into visual narratives

### 04 Module 4: Collaborative Efficiency with Copilot in Teams & Loop

- Summarizing meeting discussions and action items in Microsoft Teams
- Drafting meeting agendas and follow-up communications
- Enhancing collaboration in Teams chats and channels
- Leveraging Copilot in Microsoft Loop for flexible co-creation
- Streamlining project updates and team communication

## 05 Module 5: Advanced Techniques, Best Practices & Security

- Mastering prompt engineering for optimal Copilot results
- Understanding data privacy and security considerations with Copilot
- Customizing Copilot for personal and team workflows
- Integrating Copilot into daily habits for sustained productivity
- Troubleshooting common Copilot challenges

## CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Administrative Professional / Executive Assistant**
- > **Business Analyst / Data Reporting Specialist**
- > **Marketing & Communications Specialist**

## FREQUENTLY ASKED QUESTIONS

### Q: What specific Microsoft 365 applications will I learn to leverage with Copilot in this course?

This course provides comprehensive training on integrating Microsoft Copilot across key Microsoft 365 applications, including Word, Excel, PowerPoint, Outlook, and Teams. You will learn practical techniques to use Copilot for content creation, data analysis, presentation design, email management, and collaborative communication within each of these widely used tools.

### Q: Do I need prior AI or programming experience to succeed in this Microsoft Office Copilot course?

No, prior AI or programming experience is not required. This course is designed for intermediate users of Microsoft Office applications who wish to enhance their productivity with AI. We focus on practical application and prompt engineering, enabling you to effectively use Copilot's features without needing a deep technical background in AI development.

### Q: How will mastering Microsoft Office Copilot contribute to my professional growth and career advancement?

Mastering Microsoft Office Copilot will significantly elevate your professional profile by positioning you as an early adopter and skilled user of cutting-edge AI tools. This proficiency demonstrates a forward-thinking approach to productivity, efficiency, and innovation, making you a more valuable asset in any role requiring extensive use of Microsoft 365. It equips you to automate routine tasks, generate insights faster, and create high-quality content more efficiently, freeing up time for strategic work and enabling you to take on more complex responsibilities.

## 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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