

Copilot for Beginners

Course Outline

This course introduces Microsoft 365 Copilot. It provides an understanding of how Copilot works, how it integrates with Microsoft 365 applications and how it can be applied to everyday working life and business. The course looks at the fundamentals of artificial intelligence through Copilot.

The integration with Copilot, includes Excel, Word, PowerPoint and Outlook.

Prerequisites

Attendees will be familiar with PCs and have experience browsing the internet. They will have beginners' level skills in Microsoft 365 Office Applications and be able to use Zoom.

No experience with Copilot or AI is necessary.

Technical Requirements

It is recommended attendees utilise two screens on the day of training; one for the facilitator's presentation and one to complete the exercises.

A computer or laptop with Microsoft 365 Copilot installed and an internet connection is required. Zoom will need to be installed; the free version of Zoom is sufficient.

Objectives

This course aims to provide instruction on how to apply Microsoft Copilot effectively in the workplace.

At the completion of this course attendees will be able to:

- Understand Microsoft Copilot and apply it in everyday tasks
- use Copilot with applications in the Microsoft Suite
- create prompts to provide accurate instructions to Copilot
- have Copilot assist in writing more effective emails and documents
- improve data analysis, communication and meeting productivity using Copilot
- confidently use Copilot to enhance their daily administrative tasks
- create content and generate images

Course Duration

This is a half-day, 3½ hour course.

Delivery Mode

The course is hands-on, facilitator led, online or onsite. Participants are stepped through a blend of AI concepts, practical ideas, and real-world solutions. The course combines interactive presentations, demonstrations and activities.

Course material and exercise files will be provided.

Contents

Artificial Intelligence Fundamentals

- AI Terminology and Concepts
- What is General AI and Generative AI
- Machine Learning and Natural Language

Microsoft 365 Copilot

- What is Copilot and what does it do
- How it integrates with Microsoft 365
- The connection to ChatGPT
- How Copilot benefits Admin

Prompts

- How to write Prompts
- Techniques and Tips
- Natural Language
- What to Avoid

Copilot and Microsoft Word

- Creating content
- Improving text and content
- Create a Publication
- Translations
- Document Formatting

Copilot and Microsoft Excel

- Data Analysis
- Generate Formulas and Functions
- Natural language
- Conditional Formatting
- Pivot Tables

Copilot and PowerPoint

- Create Presentations from a Topic
- Create Presentations from a Document
- Designing Slides and Formatting
- Designing Layouts and Visuals

Copilot in Outlook

- Drafting emails
- Summarizing Emails
- Email Template

Best Practice

- Quality Control and Responsibility
- Transparency
- Acknowledgement