

GETTING STARTED WITH MICROSOFT 365 COPILOT

Work smarter. Write better prompts.
Get more done with AI.

Learn how to use Microsoft 365 Copilot to draft content, summarize information, organize ideas, create Copilot Pages, and work more efficiently across Microsoft 365 applications.



DELIVERY

Live Virtual
Instructor-Led



RESOURCES

Learning Guide
+ Guided Exercises



LANGUAGE

English or French



OVERVIEW

This practical workshop introduces Microsoft 365 Copilot and demonstrates how AI can support everyday work. Participants learn how to write effective prompts, improve Copilot results, organize content with Copilot Pages, and use Copilot in Microsoft 365 apps.



WHO THIS COURSE IS FOR

- ✓ Employees, managers, administrators, trainers, analysts, and knowledge workers.
- ✓ Microsoft 365 users looking to improve productivity with AI.
- ✓ Teams adopting Microsoft 365 Copilot across the organization.



EXPECTED OUTCOMES

Participants will confidently use Microsoft 365 Copilot to create content, improve prompts, organize information, and support everyday work tasks.



Write effective prompts.



Create and refine content.



Organize with Copilot Pages.



Use Copilot in Microsoft 365 apps.



Boost productivity with AI.

COURSE TOPICS

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| 01

Access Copilot
Navigate and understand Copilot. | 02

Better Prompts
Write effective prompts using goal, context, constraints, and sources. | 03

Working with Results
Refine, reuse, and improve responses. | 04

Copilot Pages
Create, edit, organize, and share pages. | 05

Copilot in Outlook
Draft, summarize, and improve emails. | 06

Copilot in Word
Create and improve documents. | 07

Copilot in Excel
Analyze and summarize data. | 08

Copilot in PowerPoint
Create and improve presentations. | 09

Copilot in OneNote
Organize, summarize, and manage notes. |
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GUIDED PRACTICE

Practise Microsoft 365 Copilot skills in realistic workplace scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world Microsoft 365 Copilot examples.



IMMEDIATE IMPACT

Apply your new skills immediately.

