

# Microsoft Copilot Training

(4 Hours)

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## Prerequisites:

To ensure a smooth learning experience, participants should have:

- ✓ Basic familiarity with Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, and Teams)
- ✓ Microsoft 365 Business or Enterprise License with Copilot enabled (confirm access before training)
- ✓ An active internet connection for cloud-based Copilot functionalities
- ✓ Basic knowledge of AI-driven tools (recommended but not mandatory)
- ✓ Hands-on experience with document editing, email communication, and data handling in Excel

## Module 1: Introduction to MS Copilot & AI in Microsoft 365

- Understanding MS Copilot: What it is and how it works
- Role of AI in Microsoft 365 applications

## Module 2: Copilot in Word – Smart Document Creation

- AI-powered document drafting and formatting
- Generating summaries and insights
- Automating repetitive writing tasks
- Hands-on exercises:
  - Create reports and proposals using Copilot
  - Edit and refine content with AI suggestions

## Module 3: Copilot in Excel – Data Analysis & Insights

- Generating formulas and functions using AI
- Data cleaning, sorting, and summarization
- Automating PivotTables and charts with Copilot
- Scenario-based practice:
  - Analyzing sales data
  - Creating dashboards and reports

## Module 4: Copilot in PowerPoint – AI-Powered Presentations

- Designing professional slides using Copilot
- Auto-generating presentations from text
- Enhancing slide content with AI-based recommendations
- Hands-on practice:

- Creating a business presentation from a document

### **Module 5: Copilot in Outlook – Smarter Communication**

- AI-generated email drafting and replies
- Summarizing long email threads
- Scenario-based exercises:
  - Drafting professional emails and meeting summaries

### **Module 6: Copilot in Teams – Enhancing Collaboration**

- Summarizing chats & meetings
- Generating action items & meeting notes
- Hands-on practice:
  - Drafting professional messages

### **Module 7: Q&A and Final Hands-on Challenge**

- Recap of key learning points
- Best Practices for Using Copilot Efficiently
- Q&A Session & Feedback Collection