

MS Copilot: Word, Excel, Outlook & Teams

Learn to use MS Copilot across Word, Outlook, Excel, Power Automate and Teams to support everyday tasks.

3

MODULES

9

TOPICS

2.5 to 3-hour session

COURSE OVERVIEW

This course introduces MS Copilot, covering what it is and the role of AI within Microsoft tools. It then examines the key features of Copilot and how they enhance productivity across applications. Finally, it looks at how Copilot is used within Word for document creation and editing, Outlook for email drafting and communication, Excel for data analysis and insights, Power Automate for task and workflow automation, and Teams for collaboration.

WHO THIS COURSE IS FOR

Office Employees

Administrative Assistants

Business Analysts

Team Collaborators

Knowledge Workers

LEARNING OBJECTIVES

- Explain what MS Copilot is and its purpose
- Describe the role of AI in Microsoft tools
- Identify key features of MS Copilot
- Explain how Copilot enhances productivity across applications
- Apply Copilot in Word for document creation and editing
- Apply Copilot in Outlook for email drafting and communication
- Apply Copilot in Excel for data analysis and insights
- Apply Copilot in Power Automate for workflow automation

TRAINING APPROACH

This should fit within a 2.5 to 3-hour session, focusing on awareness with the potential for deeper training later.

3 Modules, 9 Topics

01

30 minutes

Introduction to MS Copilot

TOPICS

What is MS Copilot? · Importance of AI in Microsoft tools

02

45 minutes

Overview of Copilot Features

TOPICS

- Key features of MS Copilot
- How it enhances productivity across applications

03

1 hour 30 minutes

MS Copilot in Office Applications

TOPICS

Word: Document creation and editing · **Outlook:** Email drafting and communication · **Excel:** Data analysis and insights · **Power Automate:** Task and workflow automation · **Teams:** Enhancing collaboration and teamwork

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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✉ info@koenig-solutions.com