

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft 365 Copilot for Everyday Work

6

MODULES

29

TOPICS

LEARNING OBJECTIVES

- Explain how Microsoft 365 Copilot works and its core components
- Describe Microsoft's approach to responsible AI
- Summarise information using Copilot across Office apps
- Draft content such as emails, agendas and reports with Copilot
- Edit and transform content using Copilot across Office apps
- Analyse data and content using Copilot in Excel and OneNote
- Identify how Copilot uses and limits access to organisational data
- Assess permissions and auditing controls with Microsoft Purview

6 Modules, 29 Topics

01

Introduction to Microsoft 365 Copilot

TOPICS

- Introduction
- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

02

Summarize and Simplify Information with Microsoft 365 Copilot

TOPICS

- Simplify and extract key information with Copilot in Word
- Identify key information and summarize with Copilot in PowerPoint
- Spot trends and visualize data with Copilot in Excel
- Highlight key decisions and actions from Teams meetings
- Catch up and prepare for the week with Copilot in Outlook
- Summarize information on a topic with Microsoft 365 Business Chat

03

Create and Draft with Microsoft 365 Copilot

TOPICS

- Draft cover letters, marketing plans, and outlines with Microsoft 365 Copilot in Word
- Build new slides, agendas, and to-do lists with Microsoft 365 Copilot in PowerPoint
- Draft emails, replies, and meeting agendas with Microsoft 365 Copilot in Outlook
- Brainstorm new ideas, lists, and reports with Microsoft 365 Business Chat

04

Edit and Transform Content with Microsoft 365 Copilot

TOPICS

- Write, organize, and transform content using Microsoft 365 Copilot in Word
- Add images, slides, and organize your presentation using Microsoft 365 Copilot in PowerPoint
- Format, sort, filter, and highlight data using Microsoft 365 Copilot in Excel
- Rewrite messages and replies for tone using Microsoft 365 Copilot in Outlook

05

Ask Questions and Analyze Content with Microsoft 365 Copilot

TOPICS

- Ask Microsoft 365 Copilot in Word for help and recommendations
- Get design and organization tips with Microsoft 365 Copilot in PowerPoint
- Analyze and work with tables using Microsoft 365 Copilot in Excel
- Ask questions about your notes using Microsoft 365 Copilot in OneNote
- Ask about your meetings and messages with Microsoft 365 Copilot in Teams

06

Data Handling and Compliance

TOPICS

- Understanding how Copilot uses (and doesn't use) your data
- Limiting who can interact with which data sources (e.g., SharePoint, Outlook, Excel)
- How to audit Copilot activity with Microsoft Purview
- Encouraging accountability and ethical AI usage
- Managing permissions for high-sensitivity content

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.

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

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