

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Copilot in 4 Hours for MSOffice

Learn to use Microsoft Copilot across Word, Excel, PowerPoint, Outlook and Teams to speed up everyday Office tasks.

4 Hours

DURATION

7

MODULES

17

TOPICS

7

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course introduces Microsoft Copilot and the role of AI within Microsoft 365 applications. It then examines how Copilot supports document creation in Word, data analysis in Excel, presentation design in PowerPoint, email communication in Outlook, and collaboration in Teams. Hands-on exercises and scenario-based practice accompany each application, covering tasks such as drafting reports, building PivotTables, generating slides, summarising email threads, and capturing meeting action items. The course closes with a recap of key points, best practices, and a final hands-on challenge.

WHO THIS COURSE IS FOR

Office Workers

Business Analysts

Administrative Professionals

Team Leads

Content Creators

Project Coordinators

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

LEARNING OBJECTIVES

- Explain what Microsoft Copilot is and how it works
- Describe the role of AI in Microsoft 365 applications
- Apply Copilot to draft and format documents in Word
- Generate summaries, formulas, and PivotTables in Excel with Copilot
- Build presentations from text using Copilot in PowerPoint
- Draft and summarise emails using Copilot in Outlook
- Summarise chats and generate action items in Teams
- Identify best practices for using Copilot efficiently

7 Modules, 17 Topics

01

Introduction to MS Copilot & AI in Microsoft 365

TOPICS

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

02

2 Hands-on exercises

Copilot in Word - Smart Document Creation

TOPICS

AI-powered document drafting and formatting · Generating summaries and insights · Automating repetitive writing tasks

03

2 Scenario-based practices

Copilot in Excel - Data Analysis & Insights

TOPICS

- Generating formulas and functions using AI
- Data cleaning, sorting, and summarization
- Automating PivotTables and charts with Copilot

04

Hands-on practice

Copilot in PowerPoint - AI-Powered Presentations

TOPICS

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

05

Scenario-based exercise

Copilot in Outlook - Smarter Communication

TOPICS

AI-generated email drafting and replies · Summarizing long email threads

06

Hands-on practice

Copilot in Teams - Enhancing Collaboration

TOPICS

Summarizing chats & meetings · Generating action items & meeting notes

07

Q&A and Final Hands-on Challenge

TOPICS

Recap of key learning points · Best Practices for Using Copilot Efficiently

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
02	Copilot in Word - Smart Document Creation	HANDS-ON EXERCISES - Create reports and proposals using Copilot - Edit and refine content with AI suggestions
03	Copilot in Excel - Data Analysis & Insights	SCENARIO-BASED PRACTICE - Analyzing sales data - Creating dashboards and reports
04	Copilot in PowerPoint - AI-Powered Presentations	Hands-on practice: Creating a business presentation from a document
05	Copilot in Outlook - Smarter Communication	Scenario-based exercises: Drafting professional emails and meeting summaries
06	Copilot in Teams - Enhancing Collaboration	Hands-on practice: Drafting professional messages

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

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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