



Microsoft Co-Pilot Training for Beginners

COURSE DESCRIPTION

Welcome to our Microsoft Co-Pilot training program for beginners. This course provides a comprehensive introduction to Microsoft Copilot, an AI-powered assistant designed to enhance productivity across Microsoft 365 applications. Participants will learn how to leverage Copilot's features to streamline tasks, improve document creation, and enhance data analysis. The course includes hands-on practice, real-world scenarios, and interactive Q&A sessions to ensure a thorough understanding of Copilot's capabilities.

WHO SHOULD JOIN?

This course is ideal for:

- Beginners who are new to Microsoft Copilot and want to learn how to use it effectively.
- Office Professionals looking to enhance their productivity and efficiency with AI tools.
- Students and Educators interested in leveraging AI for academic and administrative tasks.
- Small Business Owners and Entrepreneurs seeking to streamline their operations.
- IT Professionals and Tech Enthusiasts wanting to stay updated with the latest AI advancements in Microsoft 365.

LEARNING OBJECTIVES:


On completion of this program, you will be able to:

- Understand the fundamental concepts and benefits of Microsoft Copilot.
- Navigate and utilize Copilot within various Microsoft 365 applications.
- Create and edit documents in Word using Copilot's content suggestions.
- Manage data and perform analysis in Excel with Copilot's assistance.
- Design and enhance presentations in PowerPoint using AI-driven features.
- Automate routine tasks and manage communications in Outlook with Copilot.
- Integrate Copilot across multiple Microsoft 365 apps to streamline workflows.
- Apply best practices for maximizing productivity and ensuring security.
- Troubleshoot common issues and customize Copilot settings for advanced use.
- Utilize effective prompting techniques to get the best results from Copilot.

PRE-REQUISITES

- Basic knowledge of Microsoft 365 applications (Word, Excel, PowerPoint, Outlook).
- Familiarity with general computer operations and internet usage.
- No prior experience with AI tools is required.

CONTACT US FOR MORE INFO

 +60-397724044

 info@softech360.com

 www.Softech360.com



Microsoft Co-Pilot Training for Beginners

COURSE CONTENT

Module 1: Introduction to MS Copilot (1 hour)

- Overview of Microsoft Copilot
- Benefits and use cases
- Understanding AI and its role in Copilot

Example: Discuss how Copilot can help draft emails, generate reports, and automate repetitive tasks.

Module 2: Getting Started with Copilot (1.5 hours)

- Setting up Microsoft Copilot
- Navigating the Copilot interface
- Basic functionalities and features

Example: Walk through the initial setup process, including connecting Copilot to your Microsoft 365 account and exploring the dashboard.

Module 3: Prompting Techniques (1.5 hours)

- What Are Basic Prompting Techniques?
- Text Insertion
- Question and Answer
- Text Classification
- Information Extraction
- Text Summarization
- Reasoning
- Translation
- Assignment Introduction: Basic Prompting Techniques
- Working with Core Prompting Techniques
- Assignment Instructor Solution: Basic Prompting Techniques

Example: Practice creating prompts for generating summaries of long documents, extracting key information from emails, and translating text between languages.

Module 4: Copilot in MS Word (1.5 hours)

- Creating and editing documents
- Using Copilot for content suggestions
- Formatting and styling with Copilot

Example: Demonstrate how to use Copilot to draft a business proposal, including generating content ideas and formatting the document.

Module 5: Copilot in Microsoft Excel (2 hours)

- Data entry and management
- Generating formulas and functions
- Data visualization and analysis


Example: Show how Copilot can help create a budget spreadsheet, including entering data, generating formulas for calculations, and creating charts for data visualization.

Module 6: Copilot in MS PowerPoint (1.5 hours)

- Designing presentations
- Enhancing slides with AI suggestions
- Creating engaging visuals

Example: Use Copilot to design a marketing presentation, including slide layout suggestions, adding visuals, and enhancing the overall design

CONTACT US FOR MORE INFO

 +60-397724044

 info@softech360.com

 www.Softech360.com



Microsoft Co-Pilot Training for Beginners

COURSE CONTENT

Module 7: Copilot in MS Outlook (1.5 hours)

- Managing emails and calendar
- Automating routine tasks
- Enhancing communication with AI

Example: Automate email responses, schedule meetings, and organize your calendar using Copilot's features.

Module 8: Cross-Application Capabilities (1 hour)

- Integrating Copilot across Microsoft 365 apps
- Streamlining workflows
- Collaborative features

Example: Demonstrate how to use Copilot to create a project plan in Excel, draft a project update in Word, and share it via Outlook.

Module 9: Best Practices and Tips (1 hour)

- Maximizing productivity with Copilot
- Security and privacy considerations
- Troubleshooting common issues

Example: Discuss best practices for using Copilot securely, such as managing permissions and protecting sensitive information.

Module 10: Advanced Features (Optional) (1 hour)

- Customizing Copilot settings
- Using plugins and extensions
- Exploring advanced AI capabilities

Example: Explore advanced customization options, such as integrating third-party plugins to extend Copilot's functionality.

Module 11: Financial Use Case (1.5 hours)

- Streamlining Financial Reporting: Learn how to use Copilot to automate financial reporting tasks. This includes pulling and reconciling data, detecting variances, and generating accurate financial reports with ease. Participants will practice creating financial summaries and visualizations in Excel and learn how to integrate these reports into PowerPoint presentations for stakeholder meetings.


Example: Create a monthly financial report, including data reconciliation, variance analysis, and presentation of findings.

Module 12: Q&A and Hands-On Practice (2 hours)

- Interactive Q&A session
- Practical exercises and real-world scenarios
- Feedback and course wrap-up

Example: Participants will work on a capstone project that integrates all the skills learned throughout the course, followed by a Q&A session to address any remaining questions.

CONTACT US FOR MORE INFO

 +60-397724044

 info@softech360.com

 www.Softech360.com