

MS Copilot 365 - Introduction level (CPD Certified)

Course Objectives

This course is suitable for absolute beginners to MS Copilot. We assume learners will already be familiar with using a keyboard, mouse, computer and assistive technology. This Introduction course shows you how to



- Get started with Chatting with Copilot via your Microsoft 365 login (free version) and
- How to take advantage of using Copilot in Word, Excel, PowerPoint, Outlook, Teams and Excel using the free and paid for versions.

Estimated course duration is 2 - 3 hours. Each lesson takes on average 3-5 minutes to complete.

Getting Started with the free version

- Introduction to Copilot
- Summarising Content
- Edit In Pages
- Uploading files
- Creating Content
- Using pre-built Agents
- Creating Agents
- Editing Agents
- Security Considerations

Using Copilot in MS Word

- Creative Content Generation
- Advanced Writing Assistance
- Dynamic Data Integration
- Summarising & Interpreting Content
- Proactive Suggestions

Using Copilot in MS PowerPoint

- Quick Content Generation
- Enhancing Visuals
- Presentation Improvements
- Summarising Text
- Speech Preparation

Using Copilot in MS Excel

- Formula Creation
- Data Charts & Insights
- Conditional Formatting
- Error Explanation & Fixes
- Data Cleaning

Using Copilot in MS Outlook

- Organising the Inbox
- Email Content Creation
- Smart Replies
- Email Summarisation
- Calendar Management

Using Copilot in MS Teams

- Meeting Insights
- Action Item Tracking
- Customised Responses
- Idea Generation
- Collaboration Tool