

Microsoft Copilot Basics – Introduction level

This three-hour virtual workshop, delivered through Microsoft Teams, provides an introduction to Microsoft Copilot Chat and the Copilot experiences available with eligible Microsoft 365 subscriptions. The session explains how Copilot can support everyday tasks and demonstrates relevant features in Copilot Chat, Teams, Word, Outlook, Excel, SharePoint, OneDrive and PowerPoint. Delegates do not require a Copilot Premium licence to attend. The exact features available during the workshop may vary according to organisational settings and licensing.

The workshop is recorded and made available to participants for 30 days. It accommodates up to 10 delegates. Delegates also receive complimentary one-month access to a Bite Size online learning membership, which includes an online Copilot course, assessment, and interactive game as well as 2 AI Personal Development courses on A Managers guide to AI and Demystifying AI.

By the end of this course, participants will be able to:

- Understand the main Microsoft Copilot experiences and how licensing affects the features available.
- Use Microsoft Copilot Chat confidently to research, draft, summarise and refine content.
- Create, refine and reuse prompts that include a clear goal, context, source and expectations.

Introduction to Microsoft Copilot Basic • What is Microsoft Copilot Basic/Chat? • How Copilot fits into everyday work • Overview of licensing options • Why choosing the correct version matters for security and productivity • Accessing Copilot Basic Chat Using the Chat window • Creating, Editing and Saving Prompts • Adding files • Dictating in the Chat Window • Deep Thinking and Quick Response • Sharing Copilot Chat • Edit in Pages • Revise and Re-iterate • Do's and Don'ts • Personalising Prompts • Accessing the Prompt Lab Security Matters • Claude and Chat GPT explained • Clearing Copilot Chat History • Naming Chats • Searching for Chats Agents • Understanding Agents • Creating and Using Agents	Using Copilot Chat in Outlook • Summarising emails • Re-wording emails • Regenerating emails • Critiquing emails Using Copilot Chat in Word • Drafting reports / documents • Summarising documents • Spelling and grammar Using Copilot Chat in PowerPoint • Creating presentations • Adding themes and images • Gaining feedback Using Copilot Chat in Excel • Creating formulas • Data analysis and Visualisation Using Chat in Teams Using the Create option Quick reference Card Demo of Bite Size online Learning Library
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