

Microsoft Copilot Essentials

Work Smarter with AI Across Outlook, Teams, Word, PowerPoint and Excel

4-Hour Unlock the Full Potential of Microsoft 365 Copilot

Artificial Intelligence is redefining productivity in the modern workplace. Microsoft 365 Copilot empowers employees to spend less time creating content, managing information, and searching for answers, and more time focused on strategic, high-value work.

Integrated directly into Microsoft Outlook, Teams, Word, PowerPoint, Excel, and Microsoft 365 Chat, Copilot helps users draft communications, analyse information, summarise meetings, create presentations, generate insights, and streamline everyday tasks.

Microsoft Copilot Essentials is a practical, hands-on workshop designed to help business users confidently use Copilot across Microsoft 365. Participants will learn how to write effective prompts, understand Copilot's capabilities and limitations, and apply AI-powered productivity techniques in real-world business scenarios.

Business Outcomes

Organisations investing in Microsoft Copilot are seeking measurable improvements in productivity, collaboration, communication, and decision-making.

This programme helps participants:

- Save time creating documents, emails, presentations, and reports
- Reduce manual effort when analysing information
- Improve the quality and consistency of business communications
- Capture meeting outcomes, decisions, and actions more effectively
- Gain insights from business data faster
- Improve collaboration across teams
- Develop confidence using AI responsibly and effectively
- Maximise the value of Microsoft 365 Copilot investments

Target Audience

This programme is designed for professionals who use Microsoft 365 as part of their everyday work, including:

- Managers and Team Leaders
- Executive Assistants
- Administrators
- Project Managers
- HR Professionals

- Finance Teams
- Business Analysts
- Sales Professionals
- Marketing Teams
- Customer Service Teams

Prerequisites

Participants should have a basic working knowledge of Microsoft Outlook, Teams, Word, PowerPoint, and Excel.

Program Objectives

By the end of this programme participants will be able to:

- Understand how Microsoft 365 Copilot works across Microsoft applications.
- Write effective prompts that generate better results.
- Draft, summarise, and manage email communications more efficiently.
- Capture meeting outcomes, actions, and decisions with greater ease.
- Create and enhance documents using AI-assisted drafting.
- Build professional presentations in a fraction of the time.
- Analyse data and uncover insights using Copilot in Excel.
- Apply best practices when reviewing AI-generated content.

Program Content

Getting Started with Microsoft 365 Copilot

Build a foundation for understanding how Copilot works across Microsoft 365.

Key Topics

- What is Microsoft 365 Copilot?
- Copilot Chat versus Copilot within applications
- Enterprise Data Protection (EDP)
- Understanding organisational context
- Responsible AI principles
- Reviewing and validating AI-generated content

Business Outcome

Explore Copilot Chat and discover how Copilot accesses business information securely.

Prompting Essentials

Learn the critical skill behind successful AI interactions.

Key Topics

- What makes an effective prompt?
- Creating context-rich requests
- Defining desired outcomes
- Specifying format and audience
- Refining and improving outputs
- Prompt frameworks and templates

Business Outcome

Create prompts for reports, emails, presentations, and business analysis.

Copilot in Outlook

Transform email management and communication.

Key Topics

- Drafting emails with Copilot
- Responding to email conversations
- Adjusting tone and style
- Coaching by Copilot
- Summarising lengthy email threads
- Catch-up and insight prompts
- Accessing Copilot Chat from Outlook

Business Outcome

Generate executive emails, summarise complex correspondence, and create responses from email summaries.

Business Benefits

- Faster email processing
- Improved communication quality
- Reduced administrative effort

Copilot in Teams

Improve collaboration and meeting effectiveness.

Key Topics

- Summarising meetings
- Capturing key decisions
- Tracking action items
- Summarising chat conversations
- Drafting Teams messages
- Identifying unresolved issues
- Meeting recap and follow-up support

Business Outcome

Use Copilot to generate meeting summaries, action lists, and stakeholder updates.

Business Benefits

- Improved meeting outcomes
 - Better accountability
 - Faster access to information
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Copilot in Word

Accelerate document creation and editing.

Key Topics

- Drafting reports, proposals, and business documents
- Rewriting content for different audiences
- Summarising documents
- Comparing documents
- Improving existing content
- Editing with Copilot

Business Outcome

Create a business report and refine it for an executive audience.

Business Benefits

- Faster content creation
- More consistent communications
- Reduced time spent editing

Copilot in PowerPoint

Create compelling presentations faster.

Key Topics

- Creating presentations from prompts
- Building presentations from Word documents
- Generating speaker notes
- Summarising slide decks
- Enhancing existing presentations
- Editing and refining presentation content

Business Outcome

Create a management presentation using Copilot and customise it for stakeholder audiences.

Business Benefits

- Faster presentation development
- Improved presentation quality
- Enhanced executive communication

Copilot in Excel

Turn data into insight.

Key Topics

- Creating formulas using natural language
- Explaining complex formulas
- Analysing data
- Generating charts and PivotTables

- Discovering trends and patterns
- Text Insights for survey and feedback analysis
- Learning Excel with Copilot

Business Outcome

Analyse business data, generate insights, and create visual reports using Copilot.

Business Benefits

- Faster analysis
- Improved decision support
- Greater confidence working with data

Connected Productivity Across Microsoft 365

Bring together Outlook, Teams, Word, PowerPoint, Excel, and Copilot Chat into a connected workflow.

Key Topics

- Cross-application productivity
- Moving information between applications
- End-to-end Copilot workflows
- Best practices for daily usage
- Maximising value across Microsoft 365

Business Outcome

Complete a business scenario that combines multiple Microsoft 365 applications into a single Copilot-powered workflow.

Learning Approach

This workshop combines:

- Instructor-led demonstrations of Copilot across Microsoft 365
- Guided, hands-on exercises in Outlook, Teams, Word, PowerPoint, and Excel
- Real-world business scenarios and practical examples
- Prompt-writing practice, refinement, and feedback
- Discussion of responsible AI use, limitations, and content validation
- Reusable templates and techniques for immediate workplace application

Included with the Program

Participants receive:

- Comprehensive course workbook
- Copilot Prompt Library
- Microsoft Copilot Quick Reference Guide
- Business Prompt Templates
- Business Outcomes and Sample Files
- AI Best Practice Checklist
- Certificate of Completion

Delivery Options

Course: Microsoft Copilot Essentials

Duration: 4 Hours

Cost: \$450+GST per person

Delivery: Classroom or Virtual Instructor-Led Training

Level: Beginner to Intermediate

Audience: All Microsoft 365 Users

2027 Dates (9am to 1pm):

- Friday, 5 February 2027
- Thursday, 11 March 2027
- Thursday, 15 April 2027
- Wednesday, 19 May 2027
- Tuesday, 22 June 2027
- Tuesday, 27 July 2027
- Friday, 27 August 2027
- Thursday, 30 September 2027
- Wednesday, 3 November 2027
- Tuesday, 7 December 2027

Business Benefits

Organisations investing in this programme can expect employees to:

- Increase productivity across Microsoft 365
- Improve communication and collaboration
- Reduce time spent creating content
- Generate higher-quality reports and presentations
- Enhance decision-making with AI-assisted insights

- Adopt Copilot more confidently and effectively
- Realise greater return on Microsoft 365 investments

Software Solutions

Empowering Employees to Work Faster, Communicate Better, and Achieve More with Microsoft 365 Copilot.

Practical Microsoft Copilot training designed to help organisations accelerate productivity, improve collaboration, and unlock the full value of AI across Microsoft 365.