

Copilot – Essential skills for business

Training course outline

Copilot is the AI assistant built into Microsoft 365 and Office 365.

This short course proves a thorough grounding, teaching how to use Copilot to save time, streamline tasks and boost productivity, making your workday more efficient.



Course summary

Through practical, worked examples, you'll learn how to use Copilot when carrying out everyday tasks in the key Office 365 apps:

- Outlook: draft, edit and improve emails.
- Teams: summarise meetings, chats and documents.
- PowerPoint: create and edit presentations in.
- Word: draft, refine and reformat documents.
- Excel: analyse, clean and interpret data.

Throughout the course you'll be advised on:

- Techniques for asking clear, effective questions to maximise the potential Copilot brings.
- Best practice for safe and effective use of AI in the workplace.

Duration

One day.

Who should attend?

This course is ideal for

- Professionals who want to boost productivity using Microsoft 365.
- Teams already working in Microsoft Office who want to use Copilot effectively.
- Managers who need better tools for meetings, reports and communication.

Live online or on-site

You can participate in Copilot training live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

You'll need a Microsoft 365 account with a Copilot license.

We can also come to your site to provide a 'closed course' for your group.

Copilot version

Training is based on the version of Copilot incorporated into Microsoft 365/Office 365. Many of the techniques taught can't be carried out using the version of Copilot available in Windows.

Prerequisites

As a minimum, you should have a working knowledge of the key Microsoft 365 apps: Outlook, Teams, PowerPoint, Word and Excel.

General information

Courses are hosted by highly experienced AI experts.

Whilst attending training at our centres, you'll have the use of a computer running licensed software to practice the techniques taught.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations. An option to 'buy now, pay later' is available for private bookings.

Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

After course support

Following Copilot training, you're entitled to 30 days' email support from your trainer.

Further information

See armada.co.uk/course/copilot.

Course syllabus

See over.

| Topics | Sub-topics |
|-------------------------------------|--|
| Introduction to Copilot | <ul style="list-style-type: none"> What Copilot is and where to find it Copilot on web, desktop and mobile Latest updates and features |
| Asking Questions Effectively | <ul style="list-style-type: none"> Writing clear and specific prompts Using context and follow-up questions Tips and tricks for better results |
| Using Copilot Chat | <ul style="list-style-type: none"> Pinning Copilot to Microsoft 365 apps Summarising documents and emails Drafting content and generating ideas Visual content creation (images, infographics) |
| Copilot in MS Teams | <ul style="list-style-type: none"> Scheduling and preparing meetings Real-time note-taking and meeting summaries Summarising chat threads and channels Locating information quickly |
| Copilot in Outlook | <ul style="list-style-type: none"> Drafting and refining emails Coaching for clarity, tone and sentiment Summarising long email threads Replying with presets or custom prompts |

| Topics | Sub-topics |
|---|--|
| Copilot in PowerPoint | <ul style="list-style-type: none"> Creating a presentation from scratch or Word documents Using templates and corporate branding Editing slides, speaker notes and layouts Generating images and extra slides |
| Copilot in Word | <ul style="list-style-type: none"> Drafting business proposals and reports Refining and rewriting content Visualising information as tables Summarising long documents |
| Copilot in Excel | <ul style="list-style-type: none"> Formatting data as tables for Copilot use Creating formulas and running calculations Summarising sales, reviews or customer data Generating insights, charts and visualisations |
| Performance Feedback and Best Practice | <ul style="list-style-type: none"> Giving feedback to improve Copilot Common issues and how to solve them Best practice for safe, responsible AI use |