

MICROSOFT COPILOT FOR EVERYDAY WORK



Corporate IT Course

LEARNING OUTCOMES

- Understand how Microsoft Copilot enhances everyday work, supporting productivity, clarity and efficiency across Microsoft 365.
- Confidently incorporate AI into daily workflows, recognising how Copilot complements existing tools and processes.
- Improve communication and email management, using Copilot to streamline drafting, summarising and prioritising tasks.
- Enhance meeting preparation and follow-up, using AI-generated summaries, actions and insights to stay organised and informed.
- Create stronger documents, presentations and data insights, leveraging Copilot to support writing, formatting, analysis and visual design.
- Apply effective prompting and best practices, using Copilot responsibly while understanding its limitations and security considerations.

COURSE OVERVIEW

This course offers a practical, hands-on introduction to Microsoft Copilot and how it can transform everyday work across Microsoft 365. Participants will learn how to use AI to streamline communication, enhance meeting preparation, create stronger documents and presentations, and make data-driven tasks faster and easier. Through real examples and guided practice, the session builds confidence in using Copilot effectively, responsibly and securely. By the end, learners will understand how to integrate Copilot into their daily workflow to save time, reduce effort and significantly boost productivity.

TOPICS COVERED IN THIS COURSE

Introduction to Microsoft Copilot and AI

Gain a foundational understanding of AI within Microsoft 365 and discover how Copilot enhances productivity, automation and everyday workflows.

What Copilot Is and How It Differs from ChatGPT

Learn how Copilot operates within your Microsoft environment, how it compares to standalone AI tools like ChatGPT, and what makes it uniquely powerful for workplace tasks.

Copilot Across Microsoft 365 Applications

Explore how Copilot integrates with Word, Excel, Outlook, Teams and PowerPoint to streamline document creation, data analysis, email management and collaboration.

How AI Is Transforming the Modern Workplace

Examine real-world examples and key insights showing how organisations are using Copilot to boost efficiency, accuracy and output.

Email and Communication Support with Copilot

Discover how Copilot helps manage inboxes, summarise threads, draft emails and automate responses to reduce communication overload.

Meeting Preparation, Notes and Follow-Up with Copilot

Learn how Copilot assists with preparing for meetings, generating real-time and post-meeting summaries, and capturing actions to keep projects moving.

Document, Data and Presentation Creation with Copilot

See how Copilot can draft reports, analyse data in Excel, create presentations from text and enhance slide design—all with minimal manual effort.

Hands-On Practice and Copilot Best Practices

Apply your learning through interactive exercises and gain practical guidance on writing effective prompts, understanding limitations and ensuring data privacy.