

Microsoft Copilot Course Outline

Course Outline: Using Copilot in Microsoft Word, Excel, PowerPoint, and Outlook

A practical productivity course for learning how to use Microsoft Copilot across core Microsoft 365 apps.

Course Overview

This course teaches learners how to use Microsoft Copilot inside Word, Excel, PowerPoint, and Outlook to draft content, analyze information, create presentations, summarize communication, and improve everyday productivity. The course is designed for business users, administrators, educators, and professionals who want hands-on familiarity with Copilot in Microsoft 365 apps.

Learning Objectives

- Understand what Copilot can do in Word, Excel, PowerPoint, and Outlook.
- Write clear prompts that produce useful drafts, summaries, insights, and recommendations.
- Use Copilot in Word to draft, summarize, rewrite, and refine documents.
- Use Copilot in Excel to analyze tables, identify trends, generate formulas, and explain data.
- Use Copilot in PowerPoint to create, structure, and improve presentations.
- Use Copilot in Outlook to draft emails, summarize long threads, and manage communication more efficiently.
- Review, validate, and refine Copilot-generated content before sharing.

Course Structure

Module 1: Introduction to Copilot in Microsoft 365

- What Copilot is and how it supports work in Microsoft 365 apps.
- Where to find Copilot in Word, Excel, PowerPoint, and Outlook.
- Prompting basics: goal, context, source, and expected output.
- Responsible use: checking accuracy, protecting sensitive information, and reviewing outputs before sharing.

Module 2: Copilot in Microsoft Word

- Drafting documents from a short prompt or outline.
- Rewriting text for clarity, tone, and length.
- Summarizing long documents into key points.
- Creating structured content such as proposals, reports, SOPs, and meeting briefs.
- Using Copilot to brainstorm headings, introductions, conclusions, and action items.

Hands-on activity: Ask Copilot to draft a one-page project update, then refine it for executive tone and reduce it to a short summary.

Module 3: Copilot in Microsoft Excel

- Asking Copilot questions about data in a table.
- Identifying trends, outliers, and patterns.
- Generating formula suggestions using natural language.
- Creating summaries and explanations of spreadsheet data.
- Building basic charts, insights, and recommendations from business data.

Hands-on activity: Use Copilot to analyze a sample sales table, identify top-performing products, explain monthly trends, and suggest next actions.

Module 4: Copilot in Microsoft PowerPoint

- Creating a presentation from a prompt, outline, or existing document.
- Organizing slide flow for a clear story.
- Improving slide titles, speaker notes, and transitions.
- Using Copilot to adjust tone, structure, and audience focus.
- Reviewing AI-generated slides for accuracy and brand fit.

Hands-on activity: Create a five-slide presentation from a business update and ask Copilot to add speaker notes and improve the slide flow.

Module 5: Copilot in Microsoft Outlook

- Drafting professional emails from short instructions.
- Changing email tone to concise, formal, friendly, or action-oriented.
- Summarizing long email threads.
- Identifying decisions, deadlines, and action items from messages.
- Preparing meeting follow-up emails and status updates.

Hands-on activity: Summarize a long email thread, draft a response, and create a follow-up email with action items and deadlines.

Recommended Prompt Practice

App	Sample Prompt
Word	Draft a one-page project proposal with objectives, benefits, timeline, and next steps.
Excel	Analyze this table and identify the top three trends, outliers, and recommended actions.
PowerPoint	Create a five-slide presentation for leadership based on this outline, with speaker notes.
Outlook	Summarize this email thread and draft a concise response with action items.

Above is our standard course outline, please suggest if you would like to include also few topics during the training to make sure it covers all your requirements and make this course a customized course.