



Microsoft Copilot Course

A 5 Star Rated course from the Training Experts



Microsoft 365 Copilot Training

Join this 1-day course to use Microsoft Copilot to save time, streamline tasks, and create documents, presentations and insights faster; directly in the apps you use every day.

Introduction

Microsoft Copilot is transforming the way we create, collaborate, and get work done.

This course shows you practical ways to use Copilot to streamline everyday tasks, generate content, and uncover insights quickly.

Through guided exercises and real-world examples, you'll learn skills you can apply immediately.

Who should attend?

- Professionals looking to save time and simplify workflows
- Managers coordinating teams, projects, and communications
- Content creators, marketers, and analysts

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and Online from £590. Please email or call us with your preferred venue, number of delegates and any requests

- Anyone aiming to integrate AI-powered tools safely and effectively

In House Classroom & Online Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run at our premises or at yours anywhere in the UK.

Our online courses are held on Zoom and are available for people anywhere in the world with internet access.

You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Small Class Sizes

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Materials

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

“An excellent course with content relevant to our daily roles. A great presenter who shared a lot.”

Catherine
NCC Group



MS365 Copilot

Course Outline

Introduction to AI & Copilot

- Understanding AI in simple terms
- Copilot across Word, Excel, Outlook, Teams
- ChatGPT vs Copilot explained
- Where Copilot helps daily tasks
- Common Copilot myths debunked

Getting Started with Copilot

- Accessing Copilot Chat everywhere
- Navigating the interface and tools
- Writing clear, effective prompts
- Refining prompts for better results
- Generating text, ideas, and summaries

Prompt Techniques

- Structuring prompts for clarity
- Using voice, style, and role prompts
- Creating repeatable prompt templates
- Working with files and live docs
- Avoiding common prompting mistakes

Copilot Chat: Tools & Features

- Agents – automate multi-step tasks
- Notebooks – explore topics step-by-step
- Create – content, reports, summaries
- Planning tools – research and decisions
- Integrating Chat with Microsoft 365

Copilot in Microsoft Word

- Drafting documents, emails, and reports
- Expanding, shortening, improving text
- Summarising long documents instantly
- Creating outlines and templates
- Enhancing tone, clarity, and style

Copilot in Microsoft Excel

- Analysing spreadsheets with natural language
- Creating charts and quick summaries
- Writing and explaining formulas
- Sorting, filtering, transforming data
- Supporting data visualisation

Google

5.0 ★★★★★

“The courses were really informative! I started the courses as a novice and they have taught me all the skills I need to really progress.”

Amina
Marketing Manager

For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.



MS365 Copilot

Course Outline

Copilot in PowerPoint

- Turn documents into slides
- Create full presentations from scratch
- Redesign slides and layouts
- Choose visual styles
- Add summaries and speaker notes

Copilot in Outlook

- Summarising email threads
- Drafting responses in your tone
- Extracting actions and deadlines
- Scheduling and admin tasks
- Prioritising your day with Copilot

Copilot in Teams

- Summarising meetings and actions
- Run meetings efficiently
- Create tasks and follow-ups
- Recap missed meetings
- Use Copilot in chats and channels

Copilot in Microsoft Edge

- Research and fact-finding
- Summarise articles and PDFs
- Extract key points from webpages
- Support comparisons and analysis
- Enable quick decision-making

Real World Scenarios

- Draft reports from meeting notes
- Summarise documents and actions
- Create presentations from briefs
- Analyse spreadsheets and insights
- Write sales proposals and plans
- Organise a chaotic inbox

Your AI Action Plan

- Identify time-saving Copilot tasks
- Top 3 workflows to implement
- Stay safe and compliant with AI
- Guidance for best practices



5.0 ★★★★★

“I would highly recommend M Training courses due to the high value content and for the fact they were tailored to our website. The trainer was very knowledgeable and friendly! I would definitely use M Training for any future courses, Thanks”

Jodie
Ascot Mortgages Ltd

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MS365 Copilot Course

Why Choose M Training's Copilot Training Course

- Run by an experience IT trainer with over 10 years experience
- Personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Tailored Content to your requirements
- Can be held In-House, at our premises or online
- Detailed course notes provided
- Lunch & refreshments provided*
- Certificate of completion

Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course and from £590 for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to Book

Simply send us an email or give us as call.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

"Personal, practical and clear approach. I have found it really helpful.

I am leaving feeling a lot more confident. Thank you."

Lauren
Manchester Cares

