Goskills

Copilot for Microsoft 365 Applications (2026)

GoSkills online course syllabus

Skill level
Beginner

Lessons
40

Accredited by
CPD

Pre-requisites
No prior experience needed

Versions supported
Microsoft 365

Video duration
2h 43m

Instructor
Deborah Ashby

Get Started

1 Course Introduction

An introduction to the course and your instructor.

2 AI Best Practices and Limitations

Learn how to use Copilot within best practice guidelines and understand the limitations.

3 Examples of Copilot Usage

Explore real-world uses of Microsoft 365 Copilot to analyse data, create content, and automate tasks across Microsoft 365.

4 What is Generative AI?

Learn what generative AI is, how it creates text, images, and more, and where it's used in everyday tools and workflows.

5 Prompt Like a Pro

Write clear, effective prompts to get better AI results - improve accuracy, speed, and output quality with simple techniques.

6 Add Custom Instructions

Set custom instructions to tailor AI responses - ensure consistent tone, format, and outputs that match your workflow and needs.

7 Practice Exercise: Get Started

Practice some of the skills you've learnt in this section of the course

Copilot in Microsoft Excel 365

8 Get Data Insights

Use Copilot in Excel to uncover trends, summaries, and insights instantly from your data.

9 Sort and Filter Data Quickly

Use Copilot in Excel to Sort and Filter data quickly using simple prompts.

10 Apply and Manage Conditional Formatting Rules

Apply and manage Conditional Formatting Rules in Excel using Copilot with simple, natural language prompts.

11 Clean Messy Datasets Fast

Clean messy data in Excel using Copilot to fix errors, remove duplicates, and standardize data.

12 Formula Wizardry

Build, debug, and optimize formulas in Excel using Copilot with prompts and clear explanations.

13 Dashboards Made Simple

Build a dynamic dashboard in Excel using Copilot to visualize and track key metrics.

14 Practice Exercise: Excel

Practice some of the skills you've learnt in this section of the course

Copilot in Microsoft PowerPoint 365

15 Create Presentations from Scratch

Create presentations from scratch in PowerPoint using Copilot to generate slides, content, and visuals fast.

16 Work with Company Templates and Copilot

Use Copilot in PowerPoint to apply company templates and create on-brand slides fast.

17 Edit Presentations - Text, Images and Notes

Edit slides in PowerPoint using Copilot - refine text, images, and speaker notes quickly.

18 Turn Documents and PDFs into Decks

Turn documents and PDFs into decks in PowerPoint using Copilot to generate slides fast.

19 Present Better with Copilot Tips

Get real-time coaching in PowerPoint using Copilot to improve tone, clarity, and delivery.

20 Practice Exercise: PowerPoint

Practice some of the skills you've learnt in this section of the course

Copilot in Microsoft Word 365

21 Draft a Document

Draft documents in Word using Copilot to create clear, structured content fast.

22 Convert PDFs and Slide Decks to Documents

Convert PDFs and slides to editable docs in Word using Copilot quickly.

23 Turn Lists into Tables Instantly

Turn lists into structured Word tables instantly using Copilot with simple prompts.

24 Ask Questions and Get Answers

Ask questions of documents in Word using Copilot to extract insights fast.

25 Practice Exercise: Word

Practice some of the skills you've learnt in this section of the course

Copilot in Microsoft Teams and OneNote

26 Recap Live Meetings

Recap meetings in Teams using Copilot to get summaries, actions, and decisions fast.

27 Post Meeting AI Summaries and Reports

Create post-meeting summaries and reports in Teams using Copilot to capture key actions and insights.

28 Create a OneNote Copilot Notebook

Create a Copilot Notebook in OneNote to organize content, capture ideas, and use Copilot for summaries and insights.

29 Practice Exercise: Teams and OneNote

Practice some of the skills you've learnt in this section of the course

Copilot in Microsoft Outlook

30 Write Better Emails

Write clearer emails in Outlook using Copilot to draft, refine tone, and improve clarity fast.

31 Summarize and Reply to Emails

Summarize long Outlook emails and reply faster using Copilot to draft clear, professional responses.

32 Create Inbox Rules Fast

Use Copilot to automate the creation of Outlook inbox rules.

33 Write Smarter Emails with Copilot Coach

Write smarter emails in Outlook using Copilot Coach to refine tone, clarity, and impact.

34 Practice Exercise: Outlook

Practice some of the skills you've learnt in this section of the course

Copilot Cowork

35 What is Copilot Cowork?

Discover what Copilot Cowork is and how it can be helpful to streamline multi-step tasks.

36 Cowork Example 1: Analyze Excel Data

Use Copilot Cowork to execute multiple steps in a workflow to analyze Excel data.

37 Cowork Example 2: Deep Research

Use Copilot Cowork inbuilt templates to conduct deep research on an organization.

38 Cowork Example 3: Create Presentations

Use Cowork to execute a multi-step process that builds an effective PowerPoint presentation and emails it to colleagues.

39 Practice Exercise: Copilot Cowork

Practice some of the skills you've learnt in this section of the course

Course Close

40 Course Close and Instructor Sign Off

Wrap up the course with key takeaways, next steps, and a final sign-off from your instructor.

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