

# Copilot for Microsoft 365 Applications

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

40

**Accredited by**

Verified by GoSkills

**Pre-requisites**

No prior experience needed

**Versions supported**

Microsoft 365

**Video duration**

2h 43m

**Instructor**

Deborah Ashby

## Get Started

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- 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

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- 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**

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- 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**

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**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**

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**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

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## 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

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## 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.

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## Practice Exercise: Copilot Cowork

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

## Course Close

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## 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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