

# Copilot for Microsoft 365

GoSkills online course syllabus

Monday, September 15, 2025

<b>Skill level</b>	<b>Lessons</b>	<b>Accredited by</b>
Beginner	25	CPD
<b>Pre-requisites</b>	<b>Versions supported</b>	<b>Video duration</b>
None	Microsoft 365	1h 37m
<b>Estimated study time</b>	<b>Instructor</b>	
12h for all materials	Deborah Ashby	

## Introduction

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- 1** **Introducing Copilot - Your Helpful AI Assistant**  
An introduction to Copilot, Copilot Pro, and Copilot for Microsoft 365 applications.
- 2** **Copilot and Copilot Pro vs Copilot for Microsoft 365 Apps**  
Understand the difference between Copilot, Copilot Pro, and Copilot for Microsoft 365 Apps.
- 3** **Adoption Center Resource Library**  
Learn how to access the Copilot Adoption Center Resource Library.

## Copilot in Excel

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- 4** **Get Setup for Copilot**  
Ensure that you have completed these key steps prior to attempting to access Copilot.
- 5** **Format Columns, Rows, and Cells**  
Use Copilot to reformat columns, rows, and cells in an Excel table.
- 6** **Add Formula Columns**  
Learn how to perform calculations using formula columns with Copilot in Excel.
- 7** **Apply Conditional Formatting**  
Apply conditional formatting rules to columns in a table using Copilot.

## 8 Sort and Filter Data

Ask Copilot to organize information in a table using sort and filter options.

## 9 Create Pivot Tables and Pivot Charts

Use Copilot's analyze data prompts to create Pivot Tables and Pivot Charts.

## 10 Data Insights

Gain insight into the story of your data by asking questions and using the 'Show Insights' prompt to create dashboard-style charts.

# Copilot in PowerPoint

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## 11 Create a New Presentation with Copilot and Designer

Create a PowerPoint presentation from scratch using Copilot and Designer.

## 12 Modify and Organize Presentations

Use Copilot to change and organize a presentation.

## 13 Create a Presentation from an Existing File

Create a presentation based on an existing Word document.

## 14 Create a Presentation Using Branded Templates

Create company branded presentations using Copilot.

# Copilot in Word

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## 15 Draft Documents with Copilot

Learn how to use Copilot to draft a document in Word.

## 16 Rewrite and Edit Documents

Use Copilot to rewrite and edit paragraphs in a document.

## 17 Summarize and Ask Questions

Use Copilot to take the hard work out of reading long documents by creating a summary and interrogate the text by asking questions.

# Copilot in Outlook

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**18** Switch to New Outlook  
Learn how to switch to New Outlook to access Copilot's full range of capabilities.

**19** Draft a New Message  
Use Copilot to draft a new message from scratch.

**20** Summarize and Draft Replies  
Ask Copilot to summarize conversations and draft email replies.

**21** Coach by Copilot - Write Better Emails  
Use the Copilot Coach in Outlook to write better emails, check for tone, emotion and clarity.

## The Best of the Rest

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**22** Work with Copilot in Microsoft Teams  
Learn about some of the Copilot functionality available in Teams to assist with meetings and conversations.

**23** Brainstorm Ideas with Copilot in OneNote  
Use Copilot in a OneNote notebook to brainstorm ideas and create to-do lists.

**24** Work with Copilot and Loop Components  
Use Copilot inside Microsoft Loop to generate information, rewrite drafts, apply formatting, and reuse loop components.

## Course Close

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**25** Course Close  
Course close and instructor good bye.

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