

Course No. 1181

Microsoft Copilot Training Course

**GENERATIVE AI
ARTIFICIAL INTELLIGENCE & APPLICATIONS**

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Microsoft Copilot Training Course is a comprehensive professional development program designed to equip executives, managers, specialists, and business professionals with the knowledge and practical skills required to effectively use Microsoft Copilot across the Microsoft 365 ecosystem. As Artificial Intelligence becomes an integral part of the modern digital workplace, Microsoft Copilot is transforming how organizations create documents, analyze data, manage communications, automate repetitive tasks, and improve decision-making. This course enables participants to maximize the business value of AI-powered productivity while maintaining security, governance, and responsible use.

Government entities, ministries, public sector organizations, banks and financial institutions, oil and gas companies, healthcare organizations, educational institutions, manufacturing enterprises, and multinational corporations are increasingly integrating Microsoft Copilot into daily operations to improve efficiency, optimize workflows, enhance collaboration, accelerate document creation, simplify data analysis, automate reporting, and strengthen knowledge management. Organizations that successfully adopt Microsoft Copilot gain measurable improvements in employee productivity, operational effectiveness, and digital transformation readiness.

This course provides participants with a practical understanding of Microsoft Copilot capabilities across Microsoft Word, Excel, PowerPoint, Outlook, Teams, and other Microsoft 365 applications. Participants will learn how to write effective prompts, generate professional documents, summarize meetings, analyze business data, create presentations, automate routine administrative tasks, support project management, improve communication, and leverage AI-powered assistance while protecting organizational data and complying with governance requirements. The program also explores responsible AI, cybersecurity, privacy, compliance, and enterprise implementation strategies.

The Microsoft Copilot Training Course combines hands-on workshops, real-world business scenarios, practical demonstrations, and internationally recognized best practices to help participants confidently integrate Microsoft Copilot into their daily work. By the end of the program, participants will be able to enhance productivity, improve collaboration, reduce repetitive work, support informed decision-making, and contribute to enterprise-wide AI adoption that drives operational excellence, innovation, and sustainable organizational performance.

Objectives

- Analyze the capabilities and business value of Microsoft Copilot within Microsoft 365.
- Develop practical skills for using Microsoft Copilot across business applications.
- Evaluate opportunities to integrate Microsoft Copilot into organizational workflows.
- Apply prompt engineering techniques to generate accurate and effective business outputs.
- Design AI-assisted productivity workflows using Microsoft Copilot.
- Improve document creation, communication, reporting, and data analysis through AI assistance.
- Strengthen understanding of responsible AI, governance, cybersecurity, and data privacy.
- Implement best practices for validating and improving AI-generated content.
- Assess organizational readiness for Microsoft Copilot adoption.
- Align Microsoft Copilot implementation with digital transformation, productivity improvement, and strategic business objectives.

Who Should Attend

This course is designed for executives, senior managers, department managers, digital transformation leaders, project managers, operations managers, IT managers, business analysts, consultants, administrative professionals, communication specialists, HR professionals, finance professionals, marketing managers, customer service leaders, learning and development specialists, and decision-makers seeking to improve organizational productivity using Microsoft Copilot.

The program is equally valuable for professionals working in government entities, ministries, public sector organizations, banks and financial institutions, oil and gas organizations, healthcare providers, manufacturing companies, educational institutions, telecommunications companies, consulting firms, and multinational corporations implementing Microsoft 365 and AI-enabled workplace transformation.

Business professionals responsible for strategy, operations, finance, procurement, legal services, governance, compliance, internal audit, quality management, enterprise transformation, project delivery, customer experience, and knowledge management will benefit from the practical implementation frameworks presented throughout the course.

Learning Outcomes

- By the end of this course, participants will be able to:
- Explain Microsoft Copilot capabilities across Microsoft 365 applications.
- Apply effective prompt engineering techniques to improve AI-generated results.
- Use Microsoft Copilot to create professional documents, reports, emails, and presentations.
- Analyze business data using AI-assisted features within Microsoft Excel.
- Improve collaboration and meeting productivity through Microsoft Teams and Outlook integration.
- Evaluate AI-generated outputs for quality, relevance, and accuracy.
- Apply responsible AI principles while protecting confidential organizational information.
- Integrate Microsoft Copilot into business workflows to improve operational efficiency.
- Support enterprise adoption of Microsoft Copilot using structured implementation practices.
- Contribute to digital transformation initiatives through effective AI-powered workplace productivity.

Course Outline

DAY 01

Introduction to Microsoft Copilot

- Introduction to Microsoft Copilot and Generative AI
- Microsoft 365 AI ecosystem
- Business capabilities and organizational benefits
- Enterprise use cases across industries

PRACTICAL

Practical workshop on identifying Microsoft Copilot opportunities

DAY 02

Productivity with Microsoft Copilot

- Prompt engineering fundamentals
- Microsoft Copilot in Word
- Microsoft Copilot in PowerPoint

DAY 02 — CONTINUED

- Microsoft Copilot in Outlook and Teams

PRACTICAL EXERCISE

Practical exercise on creating business content using Copilot

DAY 03

Data Analysis and Business Decision Support

- Microsoft Copilot in Excel
- AI-assisted business analysis
- Report generation and dashboard support
- Responsible AI, governance, privacy, and cybersecurity

WORKSHOP ON EVALUATING ENTERPRISE BUSINESS SCENARIOS

DAY 04

Enterprise Implementation and Best Practices

- Organizational readiness assessment
- Workflow automation using Microsoft Copilot
- Change management and workforce adoption
- Measuring productivity improvements and business value

PRACTICAL

Practical workshop on designing a Microsoft Copilot implementation roadmap

DAY 05

Building an AI-Powered Digital Workplace

- Future developments in Microsoft Copilot
- Scaling AI across Microsoft 365 environments

DAY 05 — CONTINUED

- International best practices for enterprise AI adoption
- Continuous improvement through AI-enabled productivity

FINAL WORKSHOP

Final workshop involving the development of a comprehensive Microsoft Copilot implementation strategy integrating prompt engineering, workflow optimization, Microsoft 365 productivity, governance, responsible AI, cybersecurity, data protection, organizational readiness, change management, performance measurement, and enterprise-wide adoption to maximize operational efficiency, digital transformation, collaboration, innovation, and sustainable business performance.

Register or Request More Information

Course page: <https://quest-training.com/courses/microsoft-copilot-training-course>

Website: <https://quest-training.com>

Email: info@quest-training.com

Phone: +905016771440