COMPUTER SOFTWARE TRAINING.com
VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

MICROSOFT COPILOT AI
WEBINAR+VIDEO+ONSITE | ALL VERSIONS
REVOLUTIONIZE PRODUCTIVITY & PERFORMANCE

COMPUTER SOFTWARE TRAINING.com
VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

Master Microsoft Copilot with this live, instructor-led course designed to turn plain-language prompts into powerful, precision results across Microsoft 365—without touching a line of code. We start by showing you how to define your goals and desired outcomes before you ever type a prompt, ensuring every request you make is clear, actionable, and aligned to your needs. You'll learn proven frameworks for structuring prompts—setting roles, tone, context, and data requirements—so Copilot delivers consistent, high-quality outputs. Working directly in Excel, Word, Outlook, and Teams, you'll see how to generate polished documents, automated emails, advanced formulas, custom macros, and cross-app workflows that cut hours from your day. We'll go beyond single requests into chaining prompts for complex, multi-step processes, refining outputs for accuracy, and building automation-ready workflows that keep delivering value long after class ends. Real-world scenarios—like sales forecasting, HR data cleanup, project tracking, and meeting note summarization—are woven throughout, giving you ready-to-use examples you can drop straight into your work. By the end, you'll have a repeatable Copilot playbook for creating everything from strategic reports to dynamic dashboards, plus the skills to streamline communications, organize information, and automate tasks across your Microsoft 365 environment with confidence.

COPILOT FUNDAMENTALS & BUSINESS POSSIBILITIES

- Understand what Copilot is, where it lives in Microsoft 365, and how it transforms productivity
- Identify high-value use cases for communication, planning, automation, and analysis
- Access Copilot in desktop, web, and mobile apps for on-the-go results

PROMPT ENGINEERING FOR NON-CODERS

- Define your goals and outcomes before you start typing
- Structure prompts with roles, tone, context, and data requirements
- Refine and re-prompt for cleaner, more accurate, and reusable results

CONTENT CREATION & COMMUNICATION

- Draft, edit, and summarize reports, proposals, and training materials
- Adjust tone, clarity, and length to fit different audiences and purposes
- Automate professional, on-brand replies in Outlook without losing your voice

EXCEL POWER PROMPTS & DATA ANALYSIS

- Describe desired layouts and outcomes to generate instant formulas
- Build arithmetic, logical, and conditional calculations with ease
- Create nested functions for KPIs, dashboards, and reporting
- Apply formatting prompts to keep workbooks consistent and clean

PRODUCTIVITY TRANSFORMATION PLAYBOOK

- Access a ready-to-use library of prompts, macros, and workflows
- Deploy cross-app workflow templates for fast implementation
- Use the "Daily 10-Minute Copilot Routine" to reclaim hours each week
- Build your own AI-powered business process blueprint

BUSINESS-READY MACROS BEYOND EXCEL'S LIMITS

- Generate VBA macros that automate repetitive workflows
- Build tools for sales forecasting, HR data cleanup, or finance summaries
- Assign macros to buttons, menus, or shortcut keys for quick execution

USER-DEFINED FUNCTIONS (UDFs) WITH COPILOT

- Prompt Copilot to create reusable custom functions
- Extend Excel's capabilities with logic tailored to your work
- Maintain a personal or shared library of specialized functions

CROSS-APP WORKFLOWS

- Chain prompts to connect Excel, Word, Outlook, and Teams
- Turn Teams meeting notes into Word summaries and Excel insights
- Eliminate manual copy/paste through integrated, prompt-driven actions

TEAMS, LOOP & ONENOTE FOR COLLABORATION

- Summarize meetings, create action lists, and distribute instantly
- Use Loop and OneNote for structured brainstorming and planning
- Co-author content in real time with Copilot-assisted suggestions

PROMPT DEBUGGING & ITERATION

- Identify why an output missed the mark and fix it fast
- Layer context and break tasks into smaller steps for better precision
- Apply chaining techniques for multi-stage, complex workflows

LIMITATIONS, PRIVACY & TRUST-BUILDING

- Recognize accuracy gaps, hallucinations, and security boundaries
- Add human oversight where it matters most
- Apply responsible AI practices for professional environments