COPILOT DEEP DIVE

GET REAL VALUE FROM MICROSOFT COPILOT ACROSS THE TOOLS YOU USE EVERY DAY

1 DAY

A full-day, practical training designed to help participants move beyond simply “trying” Copilot to using it confidently as part of their everyday work. Participants explore how Copilot can save time, improve productivity and reduce repetitive tasks across Word, Excel, PowerPoint, Outlook and Teams.

Through hands-on exercises based on real workplace scenarios, participants learn how to give Copilot better instructions, refine its responses and use it as a practical assistant for writing, analysing, summarising, preparing and communicating.

Who should attend:

- Organisations that have, or are considering, Microsoft Copilot licences
- Staff who have access to Copilot but are not yet using it to its full potential
- Managers, administrators and professionals looking to reduce repetitive work and save time
- Teams wanting practical guidance on where Copilot adds real value and where human judgement is still essential

What the course broadly covers:

- Using Copilot effectively across Word, Excel, PowerPoint, Outlook and Teams
- Writing better prompts and learning how to refine, follow up and improve Copilot responses
- Drafting, rewriting, summarising and extracting information from documents
- Using Copilot in Excel to explore, analyse and make sense of workplace data
- Creating and improving presentations with Copilot in PowerPoint
- Summarising email threads and drafting responses in Outlook
- Preparing for, capturing and following up on meetings in Teams
- Turning meeting discussions into summaries, decisions and action items
- Working across documents, emails and other workplace information more efficiently
- Practical tips, shortcuts and Copilot features many users overlook
- Understanding what Copilot can and cannot do, including when to check its output
- Using Copilot responsibly and safely when working with company information

Practical outcome:
Participants leave with practical techniques, prompt examples and workplace use cases they can start applying immediately, helping them work faster and smarter with Copilot rather than simply adding another AI tool to their day.

More Info: info@globalbusiness.co.za

All courses are subject to minimum delegate numbers