

Microsoft Copilot for Business Beginners Course Outline

Duration: 1 Day

This [Microsoft Copilot for Business](#) course introduces both the Copilot 365 app and the free voice-chat version of Copilot. You'll discover how to use Copilot to save time, draft professional content, analyse data, and manage communication more effectively.

What You'll Learn

- How to use the Copilot 365 app to create pages, tables, and team updates
- How the paid Microsoft Copilot for Business compares with the free voice chat version
- How to draft, rewrite, and summarise text in Word
- How to analyse data and generate charts in Excel
- How to summarise threads and draft replies in Outlook
- How to produce meeting recaps and next steps in Teams
- How to turn text into presentations with PowerPoint
- Best practices for prompts and responsible use of Copilot in business

Course Prerequisites

- You should be comfortable using Microsoft 365 apps such as Outlook, Word, Excel, Teams, and PowerPoint for everyday work tasks.
- You'll also need access to a Microsoft 365 work account and a willingness to apply Copilot to real tasks you already do at work

Full Course Outline

Introduction to Microsoft Copilot for Business

Overview of paid and free versions

Where to access Copilot across Microsoft 365

Demonstration comparing the Copilot 365 app with free voice chat Copilot

Getting Started with the Copilot 365 App

Navigate the Copilot 365 app with confidence

Create Pages and tables for business tasks

Share updates directly into Outlook and Teams

Hands-on activity: build a Weekly Team Update using Copilot 365

Copilot in Word and Excel

- Draft and rewrite business reports
- Summarise text into clear bullet points
- Generate formulas, charts, and PivotTables in Excel
- Hands-on activity: analyse sales data with Copilot in Excel

Copilot in Outlook and Teams

- Draft professional email replies with Copilot
- Summarise long email threads into action points
- Recap meetings with clear next steps
- Hands-on activity: simulate a meeting and generate the minutes

Copilot in PowerPoint

- Turn notes into professional slides
- Enhance slide design and adjust tone automatically
- Add speaker notes with Copilot
- Hands-on activity: create a 5-slide presentation from a Word document

Comparing Free Voice Chat Copilot with Paid Copilot 365

- Experiment with voice prompts for quick answers
- Compare results with Microsoft Copilot for Business
- Hands-on activity: draft a task list with free voice chat, then refine it in Copilot 365

Best Practices and Wrap-Up

- Write clear and effective prompts
- Check AI outputs for accuracy
- Use Copilot responsibly with business data
- Final challenge: apply Copilot to one of your real work tasks

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.