

# 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.