Microsoft 365 Copilot

2 day training course







Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Copilot licensing

- Who can do what, when
- Why is my Copilot button missing?

Copilot within Outlook

- Summarising emails and threads
- Drafting emails and replies

Using in OneDrive

- Summarising files
- Comparing documents

Working with Teams

- Summarising meetings
- What have I missed?
- Extracting actions

Getting help in Excel

- Creating and explaining formulae
- Analysing your Excel data
- Summarising and charting data

Working with Forms

- Drafting surveys
- Improving question wording

Helping search

- Finding information across 365
- Understanding search limitations

Saving and sharing pages

- Saving responses as pages
- Sharing pages

Using Notebooks

- Creating scoped workspaces
- Adding sources
- Using to speed up search

Creating Copilot agents

- Creating agents
- Training your agent
- Ways to share agents
- When to move to Copilot Studio

Creating SharePoint agents

- What is a SharePoint agent?
- Ready-made vs custom agents
- Creating SharePoint agents

Pre-requisites for Microsoft 365 Copilot course

This course is aimed at people who work regularly with 365 applications. If you're just looking to improve the way you write prompts within Copilot you should probably attend our one-day Prompt Engineering in AI Tools course instead.

Prices

Venue	Address	Price per place
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,425 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,050 per person + VAT
Online	Your home or office!	£875 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Thu/Fri 28-29 January 2027	Online	09:30-16:30	£875 + VAT	Book this
Mon/Tue 01-02 March 2027	Manchester	09:30-16:30	£1,050 + VAT	Book this
Thu/Fri 18-19 March 2027	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 13-14 May 2027	Online	09:30-16:30	£875 + VAT	Book this
Mon/Tue 07-08 June 2027	Manchester	09:30-16:30	£1,050 + VAT	Book this

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.