

Introduction to Microsoft Copilot

Work faster and smarter with AI



In this training, we introduce the main ways to use Microsoft 365 Copilot Chat, Outlook, Teams, Excel and Word. Practical exercises focus on Copilot features that participants can already use with the free version of Microsoft 365 Copilot.

No previous experience with Copilot is required. The training is designed for beginners who want to understand what Copilot can do today and what additional value a paid Microsoft 365 Copilot licence can provide.

Training format

Duration: 2.5 hours, including a break

Format: live on-site (up to 40 people) or online training

Method: overview of Microsoft Copilot features + practical exercises with the free version of Copilot

Materials: digital exercise files

Recording: the training is recorded for later viewing

Price

Up to 15 participants

€1,700

16–25 participants

€1,900

26+ participants

€2,400

*Trainer's travel expenses will be added outside of Tallinn.

What participants will learn

By the end of the training, participants will know how to:

- create clear and effective prompts for work-related tasks;
- use Microsoft 365 Copilot Chat for everyday writing, summarising, idea generation and file analysis;
- understand which Copilot features are available without a paid Microsoft 365 Copilot licence and which require a paid licence;
- use Copilot features in Outlook and Teams workflows, depending on the organisation's licences;
- identify where AI can help save time and improve work quality.

Suitable for companies that want to

- help employees take their first steps with Copilot;
- understand what can be done with the free version;
- introduce AI in a practical and secure way.

Would you like to understand how Microsoft Copilot can support your team's everyday work?

Contact us and we will agree on a suitable training time: sales@primend.com

Training content

The training focuses on practical working methods that participants can apply in their everyday work. Participants will learn how to use Microsoft 365 Copilot in Word, Excel, Outlook and Teams to save time, create better texts, summarize information, analyse data and simplify repetitive tasks.

Generative AI basics • How AI and language models work • Which work tasks AI can genuinely support • Limitations and risks of using AI	Microsoft Copilot • How Copilot differs from other AI tools • How to use Copilot securely • Main Copilot features
Prompting • What makes a good prompt • How to create a strong prompt • Practical tips for advanced users	Excel • Creating overviews from data and trends • Processing and analysing data
Word • Creating quick drafts • Editing, improving and structuring texts with the help of agent	Outlook • Managing the inbox more efficiently • Getting quick overviews and summaries of emails • Drafting emails directly in Outlook
Teams • Creating memos from transcribed text • Automatic meeting notes and summaries with paid licence • Getting quick information and interim summaries during meetings	Copilot agents • Overview of Microsoft agents • How to create simple task-based agents • SharePoint agents with paid licence or pay-as-you-go payment model.

Would you like to understand how Microsoft Copilot can make everyday work easier in your company?

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