

# Microsoft Copilot Training

Work faster and smarter with AI



Microsoft Copilot training helps employees use AI in everyday work in a practical, secure and effective way. The training is designed for companies that want to make better use of Microsoft 365 tools, save time and simplify repetitive tasks.

The training is suitable for managers, specialists and teams who use Microsoft 365 applications such as Word, Excel, Outlook and Teams in their daily work.

<b>Training format</b> <b>Duration:</b> 2.5 hours, including a break <b>Format:</b> live online training <b>Method:</b> practical training <b>Materials:</b> workbook and exercise files <b>Recording:</b> the training is recorded for later viewing	<b>Price</b> <b>For up to 25 participants</b> <b>1 100 €</b>  <b>For more than 26 participants</b> <b>1 700 €</b>
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## What participants will learn

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

- create effective prompts;
- use Copilot in Excel, Word, Outlook and Teams;
- create drafts, summaries and action plans faster;
- analyse data and identify useful insights;
- automate repetitive tasks;
- save time in everyday work.

## Suitable for companies that want to?

- improve employees' AI skills;
- make Microsoft 365 usage more efficient;
- save time in daily work processes;
- reduce manual work in repetitive tasks;
- start using AI in a practical and secure way.

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

Contact us and we will agree on a suitable training time

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## 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.

<b>Generative AI basics</b> <ul style="list-style-type: none"> <li>• How AI and language models work</li> <li>• Which work tasks AI can genuinely support</li> <li>• Limitations and risks of using AI</li> </ul>	<b>Microsoft Copilot</b> <ul style="list-style-type: none"> <li>• How Copilot differs from other AI tools</li> <li>• How to use Copilot securely</li> <li>• Main Copilot features in Microsoft 365</li> </ul>
<b>Prompting</b> <ul style="list-style-type: none"> <li>• What makes a good prompt</li> <li>• How to create a clear and effective prompt</li> <li>• Practical tips for advanced users</li> </ul>	<b>Excel</b> <ul style="list-style-type: none"> <li>• Creating overviews from data and trends</li> <li>• Processing and analysing data</li> <li>• Identifying and correcting errors</li> </ul>
<b>Word</b> <ul style="list-style-type: none"> <li>• Creating quick drafts</li> <li>• Editing, improving and structuring texts</li> <li>• Summarizing long documents</li> </ul>	<b>Outlook</b> <ul style="list-style-type: none"> <li>• Managing the inbox more efficiently</li> <li>• Creating quick overviews and summaries of emails</li> <li>• Drafting and improving emails</li> </ul>
<b>Teams</b> <ul style="list-style-type: none"> <li>• Getting quick information and interim summaries during meetings</li> <li>• Preparing memos, summaries and action plans</li> <li>• Managing follow-up tasks more clearly</li> </ul>	<b>Copilot agents</b> <ul style="list-style-type: none"> <li>• Overview of Microsoft agents</li> <li>• How to create simple task-based agents</li> <li>• Where agents can create value in company workflows</li> </ul>

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