

# WSQ ENHANCING PRODUCTIVITY WITH COPILOT



 COURSE DURATION  
**8 Hrs**

 COURSE REFERENCE NO.  
**TGS-2024048192**

 MODE OF TRAINING  
**Classroom**

 FUNDING VALIDITY  
**Till 30 July 2026**

Master Microsoft Copilot in this practical course, designed to enhance your proficiency across Excel, Word, and PowerPoint. Learn to configure and optimise Copilot, utilising natural language prompts for automating tasks and refining workflows. From creating complex formulas and data visualisations in Excel to drafting and editing documents in Word, and designing impactful presentations in PowerPoint, this course will equip you with the skills to leverage AI for efficiency and accuracy in everyday tasks.

## Course Objectives

By the end of this course, learners will be able to

- Explain the purpose and functionalities of Microsoft Copilot.
- Set up and configure Copilot for use in Excel, Word, and PowerPoint.
- Utilise natural language prompts to execute common tasks in Excel, including creating formulas, sorting and filtering data, and generating data visualizations.
- Harness CoPilot's advanced features in Excel for data analysis, predictive modelling, and custom formula creation.
- Troubleshoot any issues encountered with Copilot and refine prompts for optimal results.
- Leverage CoPilot's capabilities in Word to draft content, edit and rewrite existing documents, create outlines and summaries, and generate ideas for research based on context.
- Employ interactive features like voice commands to further enhance your workflow with Copilot in Word.
- Utilise Copilot in PowerPoint to create presentations from prompts, improve slide design and layout, generate speaker notes, collaborate with others, and finalize presentations for delivery.

## Who Is This Course For

- This training is relevant to administrative professionals, general office workers and anyone who needs to work faster and smarter in Excel, Word, and PowerPoint can leverage CoPilot's automation and time-saving features

FULL FEE

**\$500**

(Subject to 9% GST)

NETT FEE AFTER FUNDING

**\$195.00**

SME OR Singaporean age 40 and above (including GST)

*70% Course Fee Funded*

**\$295.00**

Non-SME OR Singaporean age 21 to 39 OR Singapore PR

(Including GST)

*50% Course Fee Funded*

Subsidies Available  
Individual

SkillsFuture Credit  
UTAP  
PSEA



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Our Website

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## Course Content Learning

### Unit 1: Introduction to CoPilot and AI

- What is AI & GPT? Where are they deployed?
- The GPT race, competing products
- What is in Copilot?
- Installing and using Copilot

### Learning Unit 2: Word with CoPilot

- Using prompts to create drafts, outlines, and structured documents.
- Learning how to use Copilot to edit and enhance written content, including adjusting tone and style.
- Transforming text into tables and summarizing long documents.
- Utilising Copilot to generate ideas and conduct research based on document context.
- Exploring voice commands and other interactive ways to work with Copilot in Word.

### Learning Unit 3: Excel with CoPilot

- Understanding what Copilot can do in Excel
- How to access Copilot and prepare your Excel
- Use natural language prompts to perform tasks like adding formula columns, sorting and filtering data
- Using Copilot to analyse data and gain insights, create graphs, and pivot tables
- Further Analysis and Copilot's Limitations

### Learning Unit 4: PowerPoint with CoPilot

- Understanding how Copilot can transform presentations.
- Learning to use Copilot to create slides from prompts or documents.
- Using Copilot and Microsoft Designer to improve slide aesthetics and layouts.
- Generating speaker notes and using Copilot to practice presentations.
- Collaborating on presentations and sharing them with Copilot's assistance.
- Refining presentations and preparing them for delivery with Copilot's help.



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