JAMES COOK INSTITUTE

Elevating Teamwork with Microsoft CoPilot

COURSE DURATION
8 Hrs

COURSE REFERENCE NO.
TGS-202055126

MODE OF TRAINING
Classroom

FUNDING VALIDITY
Till 18 May 2027

This course is designed to equip learners with the skills and knowledge necessary to effectively leverage Copilot for Microsoft SharePoint, Teams, and Outlook. Participants will explore the core functionalities of these powerful tools, learn how to collaborate seamlessly, manage tasks efficiently, and harness the potential of Copilot to boost productivity across SharePoint, Outlook, and Teams, including exploring solutions with Copilot Agent.

Who Is This Course For

• Admin, operational, and managerial staff who want to use Copilot to improve their team's productivity and who desire more after attending JCI's "Enhancing Productivity with Copilot" class.

Course Objectives

By the end of this course, learners will be able to:
- Identify Copilot's functionalities in SharePoint and OneDrive for querying, summarisingand comparing documents.
- Utilise prompts in Outlook to summarise emails, draft replies, provide coaching andorganise emails that require follow-up actions.
- Utilise Copilot in Teams to take notes, prepare transcripts and write meeting minutes.
- Utilise Pages with Copilot to boost productivity for team collaboration.
- Create own Copilot Agent via Copilot Studio.

FULL FEE
$450
(Subject to 9% GST)

NETT FEE AFTER FUNDING

$175.50
SME OR Singaporean age 40 and above (Subject to 9% GST)
70% Course Fee Funded

$265.50
Non-SME OR Singaporean age 21 to 39 OR Singapore PR
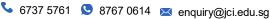(Subject to 9% GST)
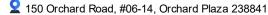*50% Course Fee Funded*

Subsidies Available Individual

SkillsFuture Credit

Visit Our Website

📞 6737 5761   💬 8767 0614   ✉ enquiry@jci.edu.sg
📍 150 Orchard Road, #06-14, Orchard Plaza 238841

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Course Content

Learning Unit 1: Copilot in SharePoint and OneDrive
- Checking document contents without opening each document
- How to get a summary of each document in SharePoint and OneDrive
- How to create FAQ based on document
- Ask question about contents of documents
- Compare two documents
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Learning Unit 2: Copilot in Outlook
- Drafting, coaching email and replies
- Summarising email threads
- Finding relevant emails with key words
- Tabulate follow up actions from threads of emails

Learning Unit 3: Copilot in Microsoft Teams
- Summarise chats to list down key points
- Meeting assistance
- Take meeting notes and produce transcript
- Draft minutes of meeting
- Tabulate action plan and datelines

Learning Unit 4: Leveraging Microsoft Pages with Copilot
- Introduction to Pages
- Compare Pages, Loop and Words
- Create and edit Pages
- Collaborating with team members using Pages

Learning Unit 5: Introduction to the Copilot Agent
- What is Copilot Agent
- Introduction to Copilot Studio
- Create Copilot Agent via Copilot Studio
- Test Copilot Agent

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