

# Elevating Teamwork with Microsoft Copilot

## SOA: Technology Application

### Description

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, summarizing and comparing documents.
- Utilise prompts in Outlook to summarise emails, draft replies, provide coaching and organise 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.

### Course Duration

**8 Hours**

### Course Reference No.

**TGS-2025055126**

### Mode of Training

**Classroom**

### Funding Validity

**Till 18 May 2027**

**Full Fee \$450**

(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
SME OR SINGAPOREAN AGE 40 AND ABOVE	70%	\$175.50
NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR	50%	\$265.50
Subsidies available: SFC, SFEC, UTAP		

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.



# 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

## Learning Unit 2: Copilot in Outlook

- Drafting, coaching email and replies
- Summarizing 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

