

Enhancing Productivity with Copilot

Description

This course will equip you with the skills to leverage the power of Microsoft Copilot, an AI assistant that streamlines your workflow in Excel, Word, and PowerPoint. Through a combination of lectures, demonstrations, and hands-on exercises, you'll unlock CoPilot's capabilities to automate tasks, improve accuracy, and enhance your creativity across these essential Microsoft applications.

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.

Course Objectives

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

- Understand what Artificial Intelligence (AI) is and how they have evolved.
- Utilize natural language prompts to execute common tasks in Excel, including creating formulas, sorting and filtering data, and generating data visualizations.
- 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.
- Use Copilot to formulate data, create charts, and analyze data in Excel.
- Utilize Copilot in PowerPoint to create presentations from prompts, improve slide design and layout, generate speaker notes, collaborate with others, and finalize presentations for delivery.

Course Duration

8 Hours

Course Reference No.

TGS-2024048192

Mode of Training

Classroom

Funding Validity

Till 7 Aug 2026

Full Fee \$500

(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
SME OR SINGAPOREAN AGE 40 AND ABOVE	70%	\$195.00
NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR	50%	\$295.00

Subsidies available: SFC, SFEC, UTAP & PSEA



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.

