INDIGO
www.eliteindigo.com





# MICROSOFT 365 COPILOT FOR REAL WORK

## BY ELITE INDIGO

***Supercharge your daily workflow and maximize workplace efficiency by transforming raw prompts into powerful, automated output across the entire Microsoft 365 application suite.***

REGISTERED HRD CORP TRAINING PROVIDER

HRD CORP CLAIMABLE

www.eliteindigo.com

khenghuat.koay@eliteindigo.com

100% HRDF CLaimable

INDIGO
www.eliteindigo.com

# Microsoft 365 Copilot for Real Work

## Program Overview

This hands-on course helps participants use Microsoft 365 Copilot for real workplace tasks without going into heavy AI theory. The focus is on practical daily productivity: writing better emails, summarising information, improving documents, preparing presentations, understanding simple data, and using Copilot Chat or app-based Copilot correctly.

Participants will learn by doing. Each module starts with a workplace task, followed by guided Copilot practice, prompt improvement, and real-work application. The course is designed for beginners and users who want to become more confident using the Copilot tools available in their Microsoft 365 environment.

By the end of the course, participants will be able to use Copilot more confidently, write better prompts, choose the right Copilot tool for the task, and build a simple personal prompt toolkit for daily work.

## Learning Objectives

By the end of the course, participants will be able to:

- Identify the Copilot tools available in their Microsoft 365 environment.
- Use Copilot Chat and Copilot inside Microsoft 365 apps for common workplace tasks.
- Improve weak prompts into clearer prompts that generate better results.
- Apply Copilot to emails, documents, notes, presentations, and simple data tasks.
- Create a reusable personal prompt toolkit for daily work productivity.

## Pre-requisites

Participants should have:

- Basic working knowledge of Microsoft 365 apps such as Outlook, Word, PowerPoint, Excel, and Teams.
- Access to Microsoft 365 Copilot, Copilot Chat, or Copilot apps within the organisation's Microsoft 365 environment.
- A willingness to practise using Copilot with workplace-style activities.

No prior AI, automation, programming, or advanced technical knowledge is required.

## Duration

Two (2) Full-Day Workshop

# Microsoft 365 Copilot for Real Work

## Course Schedule (Day 1)

| DAY/TIME | DESCRIPTION |
|---|---|
| 30 Minutes | **Opening, Expectations & Copilot First Access Check** |
| 1 Hour 15 Minutes | **Module 1: Copilot First Run – What Can I Use Today?**<br>• Getting started with Microsoft 365 Copilot<br>• Exploring Copilot Chat<br>• Finding Copilot inside Microsoft 365 apps<br>• Understanding what participants can use without Copilot Pro<br>• What to do when a Copilot feature is not available<br>• Safe and responsible use of Copilot at work |
| 1 Hour 45 Minutes | **Module 2: Prompt Fix Lab – Turning Weak Prompts into Useful Results**<br>• What makes a prompt weak or unclear<br>• Why Copilot output changes based on prompt quality<br>• How to improve prompts using:<br>  ◦ Clear task instruction<br>  ◦ Context<br>  ◦ Audience<br>  ◦ Output format<br>  ◦ Expected result<br>• Using follow-up prompts to improve Copilot's first answer |
| 1 Hour | **Lunch** |
| 2 Hours 15 Minutes | **Module 3: Chat or App? Choosing the Right Copilot for the Job**<br>• When to use Copilot Chat<br>• When to use Copilot inside Word, Outlook, PowerPoint, Excel, and Teams<br>• How Copilot Chat prompts are different from app-based prompts<br>• Why app-based Copilot can use the current document, email, slide, meeting, or data context<br>• How to use Copilot Chat as a backup when app-based Copilot is not available<br>• Choosing the right Copilot tool for the right task |
| 1 Hour 15 Minutes | **Module 4: Email & Message Makeover with Copilot**<br>• Drafting professional emails with Copilot<br>• Rewriting rough messages into clearer communication<br>• Adjusting tone for different audiences:<br>  ◦ Manager<br>  ◦ Client<br>  ◦ Colleague<br>  ◦ Team<br>  ◦ Vendor<br>• Summarizing long email threads<br>• Extracting key points and action items |
| | **Summary and End of Day 1** |

# Microsoft 365 Copilot for Real Work

## Course Schedule (Day 2)

| DAY/TIME | DESCRIPTION |
|---|---|
| 30 Minutes | **Recap of Day 1** |
| 1 Hour 15 Minutes | **Module 5: From Messy Notes to Clear Documents**<br>• Turning rough notes into structured documents<br>• Summarizing long content into key points<br>• Creating executive summaries<br>• Improving document clarity and flow<br>• Rewriting content for readability<br>• Converting meeting notes into minutes and action items<br>• Improving short reports and workplace updates |
| 1 Hour 45 Minutes | **Module 6: Faster Slides and Management Updates with Copilot**<br>• Turning reports or notes into presentation outlines<br>• Creating clearer slide titles and key messages<br>• Generating speaker notes<br>• Preparing short management updates<br>• Simplifying complex information for presentation<br>• Converting bullet points into talking points |
| 1 Hour | **Lunch** |
| 2 Hours 15 Minutes | **Module 7: Ask Your Data – Simple Insights with Copilot**<br>• Asking natural-language questions about data<br>• Summarizing trends and key observations<br>• Identifying unusual points, risks, or concerns<br>• Asking follow-up questions about data<br>• Turning data findings into simple explanations<br>• Preparing short decision-support summaries<br>• Checking Copilot's answers before using them |
| 1 Hour 15 Minutes | **Module 8: Copilot Quick Wins – Small Prompts, Big Improvements**<br>• How small prompts can improve everyday work<br>• Quick ways to make content clearer, shorter, and more professional<br>• Using Copilot to improve tone and structure<br>• Turning rough notes into simple action points<br>• Using follow-up prompts to improve results quickly<br>• Choosing one Copilot quick win to apply after training |
| | **Summary and End of Course** |

INDIGO

www.eliteindigo.com

## ABOUT ELITE INDIGO

We are dedicated to empowering businesses to achieve their full potential. With a team of seasoned professionals and a wealth of industry experience, we offer tailored consulting services to help organizations overcome challenges and seize opportunities.

## WHY CHOOSE US?

98% Customer Satisfaction based on Google Reviews




4.9 ★★★★★ 1,061 Google reviews

All our courses are 100% HRDF claimable and no PO needed.

### CONTACT US

For More 100% HRDF Claimable Courses

SCAN ME

## OUR COURSES

### ARTIFICIAL INTELLIGENCE (AI)

Dive into the cutting-edge world of AI, exploring algorithms, data analysis and more.

### TECHNICAL SKILL

Sharpen your technical prowess from programming, software and more.

### SOFT SKILL

Develop essential interpersonal skills to excel in any professional setting.

### LEADERSHIP SKILL

Unleash your leadership potential with our Leadership Skills course

### TEAMBUILDING

Understand the dynamics of teamwork, communication, and synergy



+60124001158

khenghuat.koay@eliteindigo.com