PROFESSIONAL DEVELOPMENT TRAINING

Microsoft 365 Copilot for Word - Online Instructor-led Training

09 884 0762

REQUEST QUOTE

0.5 DAY COURSE

"Copilot Business License is required."

Step into the next generation of document creation with Microsoft 365 Copilot for Word in this dynamic instructor-led online course. Designed for professionals and teams looking to boost productivity and write with greater impact, this course explores how to leverage Copilot's AI capabilities to streamline drafting, editing, formatting, and collaboration in Word.

Gain a deep understanding of what Copilot is, how to access and use it effectively, and how to craft prompts that produce intelligent results. Learn how to use Copilot to draft content, summarise documents, rewrite sections in different tones, and generate tables, lists, and reports effortlessly. You'll also discover how to format documents professionally, apply templates, and collaborate in real time with enhanced AI support.

Whether you're writing business reports, proposals, manuals, or marketing content, this course will help you work smarter, write better, and get more done in less time.

These courses are facilitated in English, and are open to people from different industries in all countries especially across Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Welcome to a new era of writing, powered by AI.

Microsoft 365 Copilot for Word represents a shift in how documents are created, edited, and delivered. No longer limited to manual formatting or endless revisions, you now have a smart assistant built right into Word - ready to help you ideate, draft, polish, and present your content with speed and precision.

This instructor-led course was designed to help you master the power of Copilot in Word. Whether you're drafting corporate reports, customer communications, or training materials, Copilot empowers you to express your ideas clearly, maintain consistency, and focus on what matters most - your message.

Through live, guided sessions, you'll learn not only how to use the tool but also how to think strategically about AI-assisted writing. By the end of the course, you'll be equipped with practical skills that elevate your work and transform your document workflows.

Let's take the next step together in reimagining how you write, edit, and create - smarter and faster with Copilot.

Outcomes

In this course, participants will Learn:

- What Microsoft Copilot is and how to activate it in Word
- How to Write Effective Prompts to Generate, Refine and Rework Content
- Drafting Reports, Letters and Summaries with AI Support
- Formatting text and Layouts using natural Language Commands
- Collaborating and Co-Authoring Documents more effeciently
- Using Copilot for Editing Tone, Grammar and Clarity
- Creating Professional Tables, Outlines and Templates with ease

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Modules

Lesson 1: What is Copilot

- Define
- Licensing
- Guides
- Prompt Structure
- Mobile App

Lesson 2: Exploring Copilot

- Settings Required
- Access Copilot
- Navigate Copilot Pane
- Prompt Gallery and Bookmarks

Lesson 3: Creating Using Copilot

- Generate
- Rewrite
- Adjust
- Summarise

Lesson 4: Editing wtih Copilot

- Tables
- Lists
- Format
- Layout

Lesson 5: Advanced Word Features

- Templates
- Quick Parts

Lesson 6: Integration

- Excel
- OneNote

- Track Changes

- PowerPoint
- Teams

Talk to our expert team

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