Copilot for Microsoft 365 for Business Users

Category: AI, Data & Analytics | **Vendor:** Microsoft

Duration: 4.00 hours (1 days) **3.3 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

About This Course

This half day course is designed to help business users understand the basics of Microsoft Copilot for Microsoft 365, a productivity tool that uses artificial intelligence to provide real-time intelligent assistance within Microsoft 365 productivity apps including Word, Excel, Powerpoint, Teams and Outlook. It is designed to transform productivity, creativity, collaboration for users, teams and organisations.

Who Should Attend

The course is beginner-friendly and requires no previous AI expertise.

Prerequisites & Entry Requirements

General Prerequisites:

Familiarity with Microsoft Word, PowerPoint, Excel, Outlook and Teams

Delegates will learn how to

Explore the intricacies of Microsoft Copilot for Microsoft 365, offering hands on learning and insights into its functionality, how it works and Microsoft's dedication to implementing AI responsibly and ethically whilst ensuring all business data is secure, compliant and respects privacy and copyright requirements

Detailed Course Outline

- Introducing Microsoft 365 Copilot
    - Microsoft 365 Copilot introduction
    - Copilot, Copilot, everywhere!
    - What is Microsoft 365 Copilot?
    - Microsoft Copilot for Microsoft 365 requirements
    - How does Microsoft 365 Copilot work?
    - What about copyright?
- Copilot in Word
    - Introduction to Copilot in Word
    - Creating content using Copilot
    - Editing with Copilot in Word
    - Generating content using existing files
- Copilot in PowerPoint

Introduction to Copilot in PowerPoint

- Creating a presentation with Copilot
- Editing presentation content with Copilot
- Using Designer
- Slide transitions and animations
- Using your organisation®s branding with Copilot
- Getting presentation information with Copilot

- Copilot in Excel
  - Introducing Copilot in Excel
  - Common data analysis using Copilot
  - Identifying relationships, trends, and outliers
  - Creating formulas with Copilot
  - Editing Excel workbooks using Copilot
  - Formatting Excel data

Copilot in Outlook

- Introducing Copilot in Outlook
- Drafting emails with Copilot
- Summarising email threads
- Coaching with Copilot

- Copilot in Teams
  - Introducing Copilot in Teams
  - Using Microsoft Copilot in Teams chats and channel conversations
  - Using Copilot in Teams for Meetings

- Microsoft Copilot with Graph grounded chat
  - What is Microsoft Copilot with Graph-grounded chat?
  - Accessing Microsoft 365 Chat
  - Using Microsoft Copilot with Graph-grounded chat

Microsoft Copilot with Graph-grounded chat and Bing

    - Chat history

- Microsoft 365 Copilot labs and prompt engineering

    - Tips for writing good prompts

    - Microsoft prompt resources

Additional Course Details

Nexus Humans Copilot for Microsoft 365 for Business Users training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Copilot for Microsoft 365 for Business Users course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Copilot for Microsoft 365 for Business Users?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Copilot for Microsoft 365 for Business Users course provides up to 3.3 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Copilot for Microsoft 365 for Business Users training?

The training takes place over 1 day(s), with each day lasting approximately 4.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Copilot for Microsoft 365 for Business Users?

Yes, we provide corporate training, dedicated training, and closed classes for Copilot for Microsoft 365 for Business Users. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Copilot for Microsoft 365 for Business Users?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Copilot for Microsoft 365 for Business Users training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 14/11/2026.