# Microsoft 365 Copilot Training Curriculum

This training curriculum is designed to help employees across the organization learn how to use Microsoft 365 Copilot to enhance productivity, creativity, and collaboration across Word, Excel, PowerPoint, Outlook, and Teams. It aligns with the feedback dataset scenario, reflecting a U.S.-based corporate environment focused on practical adoption.

## Program Overview

* Format: Instructor-led or virtual, with live demos and guided exercises.
* Duration: Six 90-minute modules, delivered over two weeks.
* Audience: Employees from Sales, Marketing, IT, Finance, Operations, and HR.
* Goal: Build confidence in using Microsoft 365 Copilot across daily workflows.

## Learning Objectives

* Understand how Microsoft 365 Copilot integrates into key productivity apps.
* Develop practical skills for crafting effective prompts.
* Use Copilot to automate and enhance tasks in Word, Excel, Outlook, PowerPoint, and Teams.
* Encourage responsible AI use aligned with organizational policies.
* Identify high-value use cases for Copilot in each department.

## Curriculum Modules

### Module 1: Microsoft 365 Copilot Essentials

* Learning Objectives:
* Overview of generative AI and Copilot capabilities.
* Understanding where data is processed and stored.
* Exploring examples of real-world business scenarios.
* Activities:
* Watch a demo of Copilot summarizing a Teams meeting.
* Discuss how Copilot could improve daily workflows.

### Module 2: Copilot for Word and Reports

* Learning Objectives:
* Generate and refine written content using Copilot prompts.
* Adjust tone and clarity for business reports.
* Activities:
* Practice rewriting a report with Copilot’s rephrase tool.
* Draft a project summary using natural language input.

### Module 3: Copilot for Excel Deep Dive

* Learning Objectives:
* Ask Copilot to explain complex datasets and identify trends.
* Create summaries and visualizations with natural language queries.
* Activities:
* Run prompts to find outliers and summarize results.
* Practice combining multiple datasets for executive summaries.

### Module 4: Copilot for PowerPoint

* Learning Objectives:
* Create presentations from existing content.
* Refine layouts, visuals, and speaker notes using Copilot.
* Activities:
* Generate slides from a Word report.
* Use Copilot to reframe slides for different audiences.

### Module 5: Copilot for Outlook and Teams

* Learning Objectives:
* Use Copilot to summarize threads, draft replies, and prepare meeting recaps.
* Automate follow-up tasks and action items.
* Activities:
* Draft an email with Copilot using an ambiguous customer request.
* Summarize a long Teams chat thread into action points.

### Module 6: Prompt Crafting and Responsible AI Use

* Learning Objectives:
* Learn prompt structures and refinement techniques.
* Discuss ethical use, bias, and responsible AI behavior.
* Identify real opportunities for Copilot in each role.
* Activities:
* Workshop: Rewrite weak prompts for stronger outcomes.
* Case study: Responsible AI decisions in real scenarios.

## Assessment and Certification

* End-of-module quizzes with scenario-based questions.
* Final hands-on task: Use Copilot to automate a real workflow.
* Certification issued for completing all six modules.

## Post-Training Resources

* Microsoft 365 Copilot Quick Reference Guide (PDF).
* Access to session recordings and demo materials.
* Internal Copilot learning community on Teams for continued Q&A.