

Getting Started with Copilot in Word

Course Duration: 1 Hour

Course Overview

This course introduces learners to Microsoft 365 Copilot in Word and demonstrates how AI-powered assistance can help create, summarize, refine, and structure documents more efficiently. Participants will explore where Copilot appears in Word, understand its core capabilities, and practice real-world use cases such as drafting business documents, summarizing content, and improving clarity and flow. By the end of the course, learners will be able to use Copilot in Word confidently while applying best practices for reviewing and refining AI-generated content.

Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Key features and capabilities
- Where Copilot appears in Word

Module 2: Getting Started with Copilot in Word

- Accessing Copilot in Word
- Overview of Copilot capabilities in Word
- Drafting content
- Summarizing documents
- Rewriting and tone adjustment
- Structuring and formatting content

Module 3: Practical Use Cases – Word + Copilot in Action

Scenario 1: Draft a Business Document with Copilot in Word

- Create a document from a prompt
- Expand bullet points into structured content
- Adjust tone and writing style

Scenario 2: Summarize and Refine Content with Copilot in Word

- Summarize long documents
- Extract key points and action items
- Improve clarity and readability

Scenario 3: Enhance and Structure Documents with Copilot in Word

- Reorganize content into sections

- Generate headings and outlines
- Improve overall document flow