

## **Responsible AI Usage & Productivity with Microsoft Copilot Training Course**

**Duration:** 8 Hours

**Audience:** Employees using Microsoft Copilot and Microsoft 365 applications

**Focus:** Responsible AI usage, productivity enhancement, and practical use of Microsoft Copilot across business applications.

---

### **Module 1 — Introduction to Generative AI & Microsoft Copilot**

- Introduction to Generative AI for workplace productivity
  - Overview of Microsoft Copilot ecosystem
  - Understanding Copilot within Edge and Microsoft 365 apps
  - Approved vs non-approved AI tools within the organization
  - Enterprise AI governance and compliance basics
- 

### **Module 2 — Responsible AI & Data Security**

- Corporate AI usage policies
  - Risks of uploading confidential or sensitive data
  - What information can and cannot be shared with Copilot
  - Responsible prompting practices
  - Preventing data leakage and misuse
  - Ethical and secure AI usage guidelines
- 

### **Module 3 — Effective Prompt Engineering**

- Understanding how Copilot interprets prompts
  - Structuring prompts for better outputs
  - Iterative prompting techniques
  - Prompt templates for common business tasks
  - Improving response quality using context and formatting
- 

### **Module 4 — Microsoft Copilot for Outlook**

- Drafting professional emails quickly
- Improving tone, clarity, and formatting
- Creating meeting follow-ups and responses

- Summarizing long email threads
  - Generating action items from conversations
- 

### **Module 5 — Microsoft Copilot for Word**

- Creating business documents using Copilot
  - Summarizing lengthy content
  - Rewriting and refining text professionally
  - Generating reports, proposals, and meeting notes
  - Improving grammar, tone, and readability
- 

### **Module 6 — Microsoft Copilot for Excel**

- Generating Excel formulas using Copilot
  - Understanding complex formulas and functions
  - Formula troubleshooting and debugging
  - Data summarization and quick insights
  - Creating basic analysis and visualizations
  - Optimizing spreadsheet productivity
- 

### **Module 7 — Microsoft Copilot for PowerPoint**

- Creating presentations using prompts
  - Generating slide content and speaker notes
  - Converting documents into presentations
  - Improving slide structure and storytelling
  - Creating visuals and presentation summaries
- 

### **Module 8 — Image Generation for Business**

- Generating images using prompts
- Creating visuals for presentations
- Generating diagrams and concept illustrations
- Using AI visuals for communication

---

## **Module 9 — Smart Search & AI Productivity Best Practices**

- Using Copilot for intelligent web search and research
- Summarizing information from multiple sources
- Improving daily productivity workflows
- Cross-application use cases with Copilot
- Best practices for effective AI adoption in business environments