



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Microsoft Copilot — Practical Application

A short, practical start with Copilot in Outlook, Word and Excel

Four-hour session

Duration: Four hours | **Applications:** Outlook, Word, Excel

The business problem

Staff have Copilot available but have had no structured introduction. They either avoid it or use it without understanding its limits.

You need this course if...

- Copilot is switched on but rarely used
- You need a short introduction for a large group
- Staff need to see Copilot in the applications they use every day

How this course solves it

A practical introduction to Microsoft Copilot within core Microsoft 365 applications. Because of time and group size, detailed or role-specific scenarios are not covered in full depth.

Who should attend?

- Employees with Microsoft 365 Copilot access
- Teams starting their Copilot rollout

Course content

1. Introduction to Microsoft Copilot in the Workplace

- What Copilot does within Microsoft 365
- Role of AI in Outlook, Word and Excel
- AI assists; humans remain responsible

2. Copilot in Outlook — Communication Workflows

- Drafting professional emails
- Rewriting and refining tone
- Summarising email threads

3. Copilot in Word — Document Drafting & Refinement

- Creating structured documents from prompts
- Editing, summarising and improving clarity
- Maintaining accuracy and intent

4. Copilot in Excel — Basic Reporting & Data Insights

- Understanding data with Copilot
- Generating summaries and identifying trends
- Importance of validating outputs

5. Practical Demonstration & Application

- Live "show and apply" examples
- Guided use cases across applications
- Reinforcing correct prompting

6. Limitations, Risks & Good Practice

- Common errors and misinterpretations
- Importance of structured data and clear input
- Human verification and accountability

7. Session Close & Key Takeaways

- Practical next steps for workplace use
- Recommendations for further training

After the course

Delegates will be able to:

- Use Copilot to draft and summarise in Outlook and Word
- Ask Copilot useful questions about Excel data
- Recognise Copilot limitations and check outputs

Training format

Duration: Four hours

Approach: Live demonstrations and guided use cases

Related courses

Microsoft 365 Copilot Training

Practical, responsible use of Copilot across Microsoft 365. [View course](#)

AI in the Workplace

Governance-led, practical AI use across ChatGPT, Microsoft Copilot and Claude. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/microsoft-copilot-training-south-africa/ | [What our clients say about us](#)

Regards

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