



Microsoft 365 with Copilot – The Human Advantage

BUILD THE FOUNDATIONS. DEVELOP THE JUDGEMENT. USE COPILOT WITH CONFIDENCE.

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Course Overview

Most Microsoft 365 training focuses on features. This course focuses on you — building the foundations that make everything work better, including Copilot.

The truth is, Copilot is only as good as the person using it. If you don't understand document structure, you won't know when Copilot's Word output needs fixing. If you've never set up a Slide Master, you can't direct Copilot to build a properly branded presentation. If you don't know what a good email sounds like, you can't judge whether Copilot's draft is right for your audience.

This course gives you both layers — the Microsoft 365 foundations that most people were never properly taught, and the Copilot skills that let you work faster, smarter and with genuine confidence. Every session pairs hands-on fundamentals with immediate Copilot application, so you can see exactly why the foundations matter and what becomes possible when they're in place.

The only Microsoft 365 course that teaches you the foundations AND the judgement to use Copilot well.

This Course Is for You If...

- You use Microsoft 365 every day but know there are things you've never been properly shown
- You want to use Copilot confidently — not just click buttons and hope for the best
- You've tried Copilot but weren't sure if the output was actually any good
- You want to work faster without sacrificing quality or your own voice
- You're an executive assistant, administrator, manager or knowledge worker who wants to get more done
- You're ready to invest in skills that will change how you work — not just for now, but as AI keeps evolving

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What You Will Be Able to Do by the End

BY THE END OF MICROSOFT 365 WITH COPILOT — THE HUMAN ADVANTAGE YOU WILL BE ABLE TO:

- Use Microsoft 365 with confidence — understanding why things work, not just which buttons to click
- Write effective prompts that get genuinely useful results from Copilot across all apps
- Review and judge Copilot output — knowing when to use it, when to refine it and when to rewrite it
- Produce well-structured, professionally formatted documents in Word using styles, templates and Copilot together
- Build and deliver branded, impactful presentations in PowerPoint using Slide Master and Copilot
- Manage your inbox and meetings more effectively using Copilot in Outlook and Teams
- Apply a consistent human judgement check to everything Copilot produces — so you stay in control



The Four Sessions

Session 1

Copilot in Action — Your Productivity Partner

UNDERSTAND THE ECOSYSTEM, MASTER PROMPTING AND SET THE FOUNDATION FOR EVERYTHING THAT FOLLOWS

What you will learn

- How Microsoft 365 works as a connected ecosystem and where Copilot fits within it
- The difference between Copilot Chat and in-app Copilot — and when to use each
- How Copilot works securely with your files, emails and meetings
- A clear, repeatable framework for writing effective prompts — with hands-on practice
- How to access Copilot across desktop, web and mobile
- Why your Microsoft 365 foundations directly affect the quality of your Copilot results
- How to review Copilot output responsibly — the human judgement layer

By the end of this session, you will ask yourself:

“Do I know enough about Microsoft 365 to get the best from Copilot — and to know when it needs correcting?”

Session 2

Word with Copilot — From Foundations to Impact

MASTER THE WORD SKILLS MOST PEOPLE WERE NEVER TAUGHT, THEN USE COPILOT TO GO FURTHER FASTER

What you will learn

- Styles, themes and document structure — why they matter and how to use them properly
- Why a well-structured document produces dramatically better Copilot results
- Templates and AutoText — building reusable, consistent, branded documents
- Using Copilot in Word to draft, rewrite, refine and summarise content
- How to use Copilot to populate a branded template intelligently
- When to use AutoText versus when to prompt Copilot — an honest comparison
- Reviewing Word output — does it sound like you and your organisation?

By the end of this session you will ask yourself:

“Copilot drafted this — but does it sound like me, reflect our brand, and say exactly what I mean?”



Session 3

PowerPoint with Copilot — Designing Impactful Presentations

BUILD THE POWERPOINT FOUNDATIONS THAT MAKE COPILOT'S PRESENTATIONS ACTUALLY LOOK LIKE YOURS

What you will learn

- Slide Master — what it is, why almost nobody uses it, and why that needs to change
- The difference between themes, templates and layouts — finally made clear
- How to set up your brand colours, fonts and layouts for consistent, professional results
- Why brand setup before prompting is the difference between a generic and a great presentation
- Using Copilot to create presentations from a prompt or from an existing file
- Improving individual slides with Copilot suggestions
- Generating images directly within PowerPoint using Copilot
- Prompting techniques for clear, well-designed presentations

By the end of this session you will ask yourself:

“Copilot built this presentation — but does it look like our brand, tell our story and say what I actually want it to say?”

Session 4

Copilot Cafe — Collaboration with Teams and Outlook

USE COPILOT TO COMMUNICATE MORE EFFECTIVELY — WITH THE JUDGEMENT TO KNOW WHEN IT NEEDS A HUMAN TOUCH

What you will learn

- What Copilot can never know about your relationships, tone and organisational culture — and why that matters
- Where Copilot appears in Outlook and Teams and why availability varies by organisation
- Copilot in Outlook — drafting emails, summarising threads and managing your inbox
- Draft versus Coach in Outlook — understanding the difference and when to use each
- Copilot in Teams — meeting recaps, action items and catching up on chats and channels
- How Copilot supports you before, during and after meetings
- Safety and review checks before you send or share anything Copilot has produced
- Pulling it all together — the human in the loop across every app

By the end of this session you will ask yourself:

“Copilot drafted this email and captured those meeting notes — but is the tone right, are the facts accurate, and would I be happy putting my name on it?”



What you need to know

Format and Delivery

Format	4 live online sessions of 2 hours each
Schedule	Weekly — giving you time to practise between sessions
Delivery Platform	Microsoft Teams — delivered live with screen sharing and interaction
Booking	Online booking
Group size	Small groups — so you get genuine attention and can ask questions
Who it suits	Anyone who uses Microsoft 365 at work, regardless of current skill level
Lifetime Access	All sessions are recorded and you have lifetime access to them via the online platform.

Cohort 4 — Dates and Pricing

Session 1	Tuesday 19 May 2026
Session 2	Tuesday 26 May 2026
Session 3	Tuesday 2 June 2026
Session 4	Tuesday 9 June 2026

Save £100 — Early Bird pricing ends 10 May 2026. Book now to secure your place at £267.