

Copilot for Microsoft 365

GoSkills online course syllabus

Wednesday, April 16, 2025

Skill level

Beginner

Lessons

25

Accredited by

CPD

Pre-requisites

None

Versions supported

Microsoft 365

Video duration

1h 37m

Estimated study time

12h for all materials

Instructor

Deborah Ashby

Introduction

1

Introducing Copilot - Your Helpful AI Assistant

An introduction to Copilot, Copilot Pro, and Copilot for Microsoft 365 applications.

2

Copilot and Copilot Pro vs Copilot for Microsoft 365 Apps

Understand the difference between Copilot, Copilot Pro, and Copilot for Microsoft 365 Apps.

3

Adoption Center Resource Library

Learn how to access the Copilot Adoption Center Resource Library.

Copilot in Excel

4

Get Setup for Copilot

Ensure that you have completed these key steps prior to attempting to access Copilot.

5

Format Columns, Rows, and Cells

Use Copilot to reformat columns, rows, and cells in an Excel table.

6

Add Formula Columns

Learn how to perform calculations using formula columns with Copilot in Excel.

7

Apply Conditional Formatting

Apply conditional formatting rules to columns in a table using Copilot.

8 Sort and Filter Data

Ask Copilot to organize information in a table using sort and filter options.

9 Create Pivot Tables and Pivot Charts

Use Copilot's analyze data prompts to create Pivot Tables and Pivot Charts.

10 Data Insights

Gain insight into the story of your data by asking questions and using the 'Show Insights' prompt to create dashboard-style charts.

Copilot in PowerPoint

11 Create a New Presentation with Copilot and Designer

Create a PowerPoint presentation from scratch using Copilot and Designer.

12 Modify and Organize Presentations

Use Copilot to change and organize a presentation.

13 Create a Presentation from an Existing File

Create a presentation based on an existing Word document.

14 Create a Presentation Using Branded Templates

Create company branded presentations using Copilot.

Copilot in Word

15 Draft Documents with Copilot

Learn how to use Copilot to draft a document in Word.

16 Rewrite and Edit Documents

Use Copilot to rewrite and edit paragraphs in a document.

17 Summarize and Ask Questions

Use Copilot to take the hard work out of reading long documents by creating a summary and interrogate the text by asking questions.

Copilot in Outlook

18 Switch to New Outlook
Learn how to switch to New Outlook to access Copilot's full range of capabilities.

19 Draft a New Message
Use Copilot to draft a new message from scratch.

20 Summarize and Draft Replies
Ask Copilot to summarize conversations and draft email replies.

21 Coach by Copilot - Write Better Emails
Use the Copilot Coach in Outlook to write better emails, check for tone, emotion and clarity.

The Best of the Rest

22 Work with Copilot in Microsoft Teams
Learn about some of the Copilot functionality available in Teams to assist with meetings and conversations.

23 Brainstorm Ideas with Copilot in OneNote
Use Copilot in a OneNote notebook to brainstorm ideas and create to-do lists.

24 Work with Copilot and Loop Components
Use Copilot inside Microsoft Loop to generate information, rewrite drafts, apply formatting, and reuse loop components.

Course Close

25 Course Close
Course close and instructor good bye.

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