Microsoft Copilot for Business

- 2 Days
- Lecture and Hands-on Labs

Course Overview

This course teaches business professionals how to use Microsoft Copilot effectively inside Microsoft 365 applications. Participants will learn how generative AI works at a practical level, how to design effective prompts, how to evaluate Copilot outputs, and how to integrate AI into daily workflows responsibly and productively.

Review this course online at https://www.alta3.com/courses/msoft-copilot-bus

Who Should Attend

- Managers and supervisors
- Business professionals
- Knowledge workers
- Administrative and operational staff

What You'll Learn

- Explain how generative AI systems operate practically.
- Design structured prompts to improve consistency and quality.
- Evaluate and refine AI-generated responses productively.
- Design AI-assisted business workflows responsibly.

Outline

Day 1 Foundations and Prompt Mastery

1. How Generative AI Works Without the Math
2. What Microsoft Copilot Is and Is Not
3. Anatomy of an Effective Prompt
4. Hands On Prompting in Microsoft Word
5. Hands On Copilot in Outlook and Teams
6. Evaluating AI Output
7. Advanced Prompt Patterns for Business Tasks #### Day 2 Advanced Applications and Governance
8. Hands On Copilot in Excel and PowerPoint
9. Designing AI Assisted Workflows
10. Governance Risk and Responsible Use
11. Practical Workshop Build Your Own AI Enhanced Workflow
12. AI Adoption and Productivity Strategy

Labs

- Take a weak vague prompt and improve it using the structured framework
- Add role context and output formatting requirements

- Compare results between unstructured and structured prompts
- Refine a prompt through three iterations to improve clarity and precision
- Create one reusable prompt template for their own job function

Prerequisites

- No coding or technical background required.