

Microsoft Copilot for M365 End Users

This Microsoft Copilot training teaches end users and professionals how to maximize their use of Copilot within the Microsoft 365 apps they use every day. Starting with the Quick Start module, which builds the baseline skills you need, the course covers Copilot best practices within Word, PowerPoint, Excel, and Outlook. You will also learn how to write better prompts, manage your chat history, and share AI-generated content with your team. The modules are designed so you can jump to the app you need most, or just complete the Quick Start if you just need an overview.

[CBT Nuggets course material](#) →

WEEK 1

Microsoft 365 Copilot Quick Start!

Find the M365 Copilot App

With or Without the Copilot License?

Use AI Responsibly

Your Challenge

Improve Prompts and Manage Chats

Prompting Best Practices

Dictation and Voice Chats

More Chat Options

Manage Chat History

Schedule and Save Prompts

Your Challenge

Share and Use Copilot Content

Introduction

Copy or Share Responses and Prompts

Copilot Create and Copilot Library

Create and Edit Copilot Pages

Share and Collaborate with Pages

Your Challenge

Use Copilot to Draft Content in Microsoft Word

Copy or Export Content to Word

Draft New Content with the Prompt Box

Create New Content with the Dynamic Action Button

Your Challenge

Enhance Word Documents with Copilot

Insert Images

Convert Text to Tables

Get Help with Formatting

Refine or Rewrite Text

Understand Document Content

Your Challenge

Explore Copilot in Microsoft Excel

Get Started with Copilot in Excel

Use Copilot Help with Formulas

Data Insights and Visualisations

Customise Copilot's Responses

Your Challenge

Try Copilot in Microsoft PowerPoint

Create a Brand-New Presentation from Scratch

Create a Presentation Based on a File

Use Your Company Branding

Edit Slides

Your Challenge

Use Copilot with Microsoft Outlook

Chat with Copilot

Write Better Emails (Classic Outlook)

Write Better Emails (New or Web Outlook)

Prioritise and Summarise Emails

Schedule and Prepare for Meetings

Your Challenge

Find Info in Microsoft Teams with Copilot

Copilot Chat

Teams Channels

Add Copilot to a Teams Chat

Teams Calls

Teams Meetings

Your Challenge

Get Started with Copilot Agents

What is an Agent?

Researcher

Analyst

Custom Agents Overview

SharePoint Agents

Agent Builder

Your Challenge