

# AI Essentials with Microsoft Copilot

Microsoft Copilot is built into the tools you use every day: Excel, Word, and PowerPoint. But to get real value, you need to know how to guide it. This training shows you how to create documents instantly with Microsoft Word AI, analyze data and formulas in Excel, and design complete presentations in PowerPoint. You'll also learn to use Copilot Chat for prompts and image generation, and avoid the common mistakes that waste time. With the right inputs, Copilot becomes an AI partner that helps you save hours, sharpen your work, and boost productivity across Microsoft 365.

[CBT Nuggets course material](#) →

## WEEK 1

### Explore AI and Its Different Types

What is AI?

Software 1.0

Software 2.0?

What is Software 3.0?

Challenge ☒

### Explore Prompt Engineering with Microsoft Copilot

Introduction

Getting Started with Copilot Chat for Prompt Engineering

Programming with English

Zero Shot Prompting with CRE

One Shot Prompting with CRE

Few Shot Prompting with CRE

Challenge ☒

### Create Documents Instantly with Copilot & Word

Introduction

From Naive Drafts to Structured Prompts in Word with Copilot

Refining Word Documents Using Prompt Engineering

Targeted Edits with Microsoft Copilot

Safety Lines with Microsoft Copilot

Challenge ☒

### Complete Presentations with Copilot & PowerPoint

Introduction

Building Slide Decks from Scratch

Building Slide Decks from Files

## WEEK 2

Structuring Pitch Decks with Microsoft Copilot

Finalizing a Pitch Deck with Microsoft Copilot

Challenge ☒

### **Leverage AI Formulas and More with Copilot & Excel**

Introduction

Explore the Starter Workbook

Exploratory Data Analysis (EDA) with Copilot

Data Integrity and Metrics with Copilot in Excel

Challenge ☒

### **Leverage Copilot with Create, Chat, Images & More**

Introduction

Creating Images with Microsoft Create

Creating Prompt Engineered Images with Copilot Chat

Creating an Infographic with Copilot Create

Challenge ☒