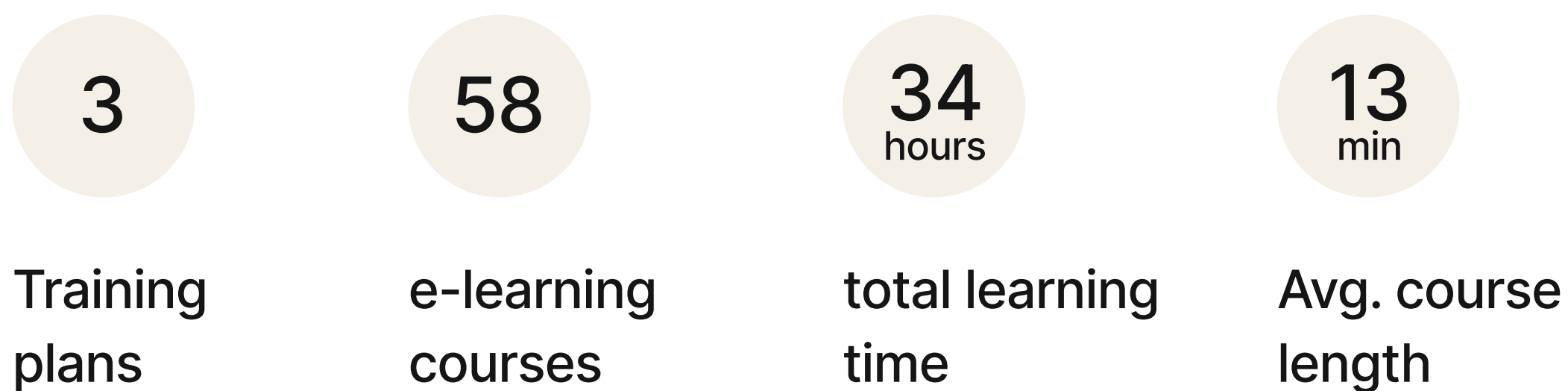


# Content365 x Microsoft Copilot Training

Many organizations invest in Microsoft Copilot, but employees often struggle to use it effectively. Without the right skills, value stalls and innovation slows. Content365 x Microsoft Copilot Training moves employees from awareness to confident daily use, helping organizations build AI skills that drive adoption, innovation and performance.

## At a glance



## WHY CONTENT365 X MICROSOFT COPILOT TRAINING?

- ✓ **Bite-sized learning**  
Most courses under 20 minutes, perfect for busy schedules
- ✓ **Effortless upskilling**  
Practical training learners can put into action to quickly build their skills
- ✓ **Progressive Learning Paths**  
Structured paths from beginner to advanced mastery
- ✓ **Faster Copilot adoption**  
Maximize the value from your Copilot investment

# Copilot Training Catalog

## COPILOT CONFIDENCE

~ 3 hours  
15 courses  
Beginner level

Discover how Copilot can save  
time each week

AI for Everyday Fun: Little Tricks, Big Smiles  
AI, Meet Your Copilot: A 10,000-ft Tour  
Blank Page, No Fear: Draft with Copilot in Word  
Calm the Chaos: Organize Outlook with Copilot  
Catch-Up Quick: Meeting & Chat Summaries  
Copilot: Your First 10 Minutes  
Ease up Emails: Draft with Confidence  
The Copilot Button: What Does It Do?

Find Anything Fast: Search in Teams  
From Call to Clarity: Instant Notes & Actions  
Instant Insight: Summarize & Compare PDFs with Copilot  
Meet the Agents: Your AI Teammates 101  
Prompting 101: Your First Great Ask  
Task Lists on Turbo: Excel + Copilot  
Use AI Right: Responsible Copilot Practices

## COPILOT IN ACTION

~ 5 hours  
24 courses  
Intermediate level

Elevate your work and make your  
day more efficient

Agenda in Minutes: Teams + Copilot  
Ask Smarter: Surveys & Quizzes with Copilot  
Brand Kits Made Easy: Personalize with Create  
Chat Keepers: Save Your Best to Pages  
Create that Captivates: Design with Copilot  
Excel + Copilot: What It Can (and Can't) Do  
Impactful Images: Spruce Up Your Work  
Instant Infographics: Create in Create  
Microsoft Agents: Your Expert Friends  
One Click to Decks: Presentations with Copilot  
OneNote + Copilot: Your Guided Start  
Presto: Magical Posters in Copilot Create  
Prompt Coach: Perfect Your Prompt  
Reality Check: Spot & Fix AI Hallucinations

Self-Discovery: Using Copilot to Write  
Your Self-Reflection  
Simplify Sending Summaries: Sum Up Excel Reports  
Slides to Cinema: Movies with Copilot Create  
Storytelling: Making Sense of Your Spreadsheets  
Tame Your Copilot: Temporary Chats  
Template Power: Reuse, Repeat, Win  
Unstuck: Spark Ideas with Copilot  
Visual Storycraft: Elevate Slides with Copilot  
Whiteboard Wonders: You Don't Have to Start from Scratch  
Word to Podcast: From Page to Play

## COPILOT MASTERY

~ 5 hours  
19 courses  
Advanced level

Take your Copilot use to the  
next level

Bias, Busted: Keeping Copilot Fair  
Clone the Know-How: Assume the Role  
Copilot Studio: Advanced Capabilities  
Cross-App Prompts: Seamless Workflows with Copilot  
Decide with Confidence: Copilot for Choices that Matter  
Flow State: Automate with Power Automate + Copilot  
From SOP to Skill: Training with Copilot  
Getting To Know You: Personalize Copilot  
HR Moments: Describe the Job with Copilot  
Your Team's New Best Friend: Building Expert Copilot Agents

HR Moments: HR Policy Summaries with Copilot  
HR Moments: Performance Conversations with Copilot  
Iterate to Great: Prompt Stacking That Works  
Keep On Schedule: Automate Your Prompts  
Look Ahead: Predictive Insights with Copilot  
Marketing Moments: Power Up Your Marketing with Copilot  
See the Signal: Trends & Forecasts in Excel  
Think Different(ly): Get a Different POV  
Unlocking Potential: Your Guide to Copilot Power Applications