COPILOT FUNDAMENTALS

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Short Description

This 1-week engagement helps your organisation adopt Microsoft 365 Copilot by equipping your teams with practical, tailored skills across Microsoft Word, Excel, Outlook and Teams. Cocentric's consultants provide hands-on training and scenario-based exercises that accelerate your ability to realise productivity gains from Microsoft 365.

Overview

Many organisations are unsure how to start with Microsoft Copilot. This one-week package gives single teams the fundamentals. Through workshops, hands-on labs, and a tailored prompt library, your staff learn how to use Copilot across Word, Excel, Outlook, Teams, and Edge – with scenarios aligned to grant-making and data research. A follow-up Q&A ensures adoption sticks.

This service ensures your organisation extends its use of Microsoft 365 by embedding Copilot into everyday workflows.
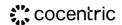
What you get

- Kick-off workshop (2 hrs) with demos and real scenarios
- Hands-on lab session (2 hrs) with guided exercises
- Custom prompt library with 10–15 pre-written use cases
- Follow-up Q&A (1 hr) to reinforce adoption
- Resource pack with slides, recordings (if virtual), and cheat sheet

Outcomes

- Staff confident using Copilot in daily workflows
- Practical skills for data collection, research, and reporting
- Tailored prompts ready for immediate use
- Clear foundation for wider adoption

With Cocentric's support, your teams build confidence in Microsoft 365 Copilot and achieve immediate productivity improvements.

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Timeline

- 1 week total
- Customer effort: 5–6 hours across participants

Why Cocentric

- Practical adoption experience across Microsoft 365
- Training aligned to real workflows

Keywords

Copilot, AI, training

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