



Microsoft 365 Copilot End-User Online Training Course



Step into the future with our online course on mastering Microsoft 365 Copilot. This course will teach your organisation to use this advanced AI assistant through practical, hands-on lessons that demonstrate how to enhance tasks like writing emails, searching, content creation, and presentations.

75% of knowledge workers are now incorporating AI into their daily tasks*. Yet, 60% of leaders believe their company lacks a clear vision and plan for implementation.**



Challenges

- Organisations looking to **improve operations** with AI-driven tools
- Knowledge workers seeking to automate **daily tasks**
- Users of **Microsoft Office applications** looking to leverage AI to enhance efficiency



Ideal solution

This course is available on-demand and can be completed at your own pace:

- **Timing:** 2 hours (approx.)
- **Format:** Online
- **Cost:** \$149 AUD per user



Deliverables

Our course is available as is or can be customised with industry specific examples.

- Training for **individuals**
- Training for specific **teams** or **organisations**
- **Customised** training for specific needs

[*Australian Government collaboration with Microsoft on Artificial Intelligence \(2023\)](#)

[**Microsoft and LinkedIn 2024 Work Trend Index on the state of AI at work \(2024\)](#)

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Address the challenges of unregulated AI use by providing consistent, reliable results, enhancing integration across departments, and offering support to scale AI solutions effectively.



Flexible online course

Complete the course online at your own convenience, fitting into your organisation's schedule.

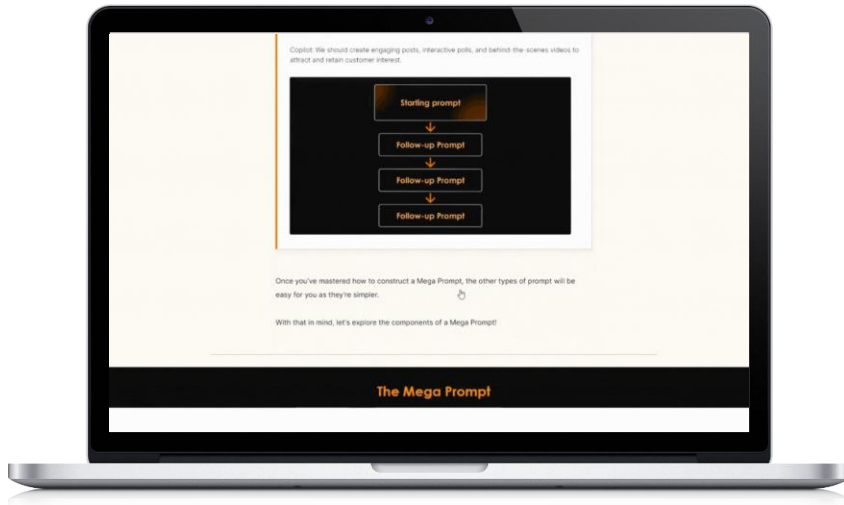
Interactive demos

Engage with interactive demos and hands-on activities to deepen your organisation's understanding and skills.

Certificate of completion

Earn a certificate upon completing the course, demonstrating the ability to apply your skills effectively.

What does this course cover?



1 Generative AI basics

Overview of GenAI
Examples of GenAI
Introduction to GPT and Copilot
Use cases

2 Art of prompt engineering

Copilot capabilities
The art of prompt engineering
Understanding prompt categories

3 Copilot demo

How to access Copilot
Effective prompting in Copilot
Copilot in Web Mode

4 Copilot in Microsoft 365 applications

Copilot in Teams, Word, PowerPoint,
Outlook and Excel

A man with short dark hair and a light beard is smiling slightly while holding a tablet. The image is overlaid with a semi-transparent pink filter. Large white quotation marks are positioned above the text.

“

“Our decision to engage with The Missing Link was driven by the importance to stay ahead of the curve and start getting the most out of tools like Copilot or ChatGPT. Their guidance has been pivotal in ensuring that we are not just current but leading in our adoption of AI-powered solutions.”

Australian Payments Plus

Step into the future with Microsoft 365 Copilot.

[Access the course here](#)

Call for more information: 1300 865 865

Ask a question via email: contactus@themissinglink.com.au

