

AI Fundamentals – Practical Skills for Everyday AI

A hands-on introduction to Microsoft 365 Copilot and Generative AI for everyday users

AI is already part of how we work - in Microsoft 365 apps such as Outlook, Teams, and Word. This course helps everyday users build confidence with tools like Microsoft 365 Copilot and ChatGPT, using simple, practical examples and clear language.

Course Overview

- Duration: 1 day (6 hours including breaks)
- Format: Instructor-led (in person or virtual)
- Attendees: up to 30 participants per session
- Includes:
 - Interactive demos inside Microsoft 365 Copilot
 - Simple practice exercises
 - Real examples from Australian workplaces
 - Guided “AI Playbook” activity to build role-specific use cases

Who it's for

- Business users new to AI or Microsoft 365 Copilot
- Teams looking to improve efficiency with existing Microsoft 365 tools
- Organisations seeking to build confidence and reduce AI-related risk
- No technical background required. If you can write an email, you can learn to use AI.

Why it's different

Unlike online tutorials or theory-based courses, *AI Fundamentals* focuses on **practical workplace use**:

- Hands-on experience with Microsoft 365 Copilot in Word, Excel, Outlook and Teams
- Real Australian examples - including how to use AI safely
- Simple language, real scenarios, and zero jargon

Outcomes for your organisation

- Save time on daily admin tasks
- Work confidently with Microsoft 365 Copilot
- Realise increased ROI on Microsoft 365 Copilot licenses
- Understand safe and ethical AI use
- Be ready for advanced AI programs like Prompt Master



Duration: 6 hours



Investment: AUD 5,000

ex GST

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Empowering people through practical AI and digital workplace skills