# Microsoft Copilot for Enterprise Productivity

**Total Duration:** 4.5 hours
**Delivery Mode:** Instructor-led with live Copilot demonstrations ("Pilot-driven")
**Audience:** Enterprise users, managers, analysts, educators, and knowledge workers using Microsoft 365

## Module 1 — Introduction & Background (30 minutes)

**(Adapted from Modules 1 & 2 – condensed for executive pace)**

SDTAIC001 - Intro to Copilot

### Learning Objectives

- Understand what Microsoft Copilot is (and is not)
- Clarify Copilot's role inside Microsoft 365
- Establish realistic expectations and value boundaries

### Topics

- What is Microsoft Copilot?
    - Evolution from OpenAI → Microsoft Copilot
    - Generative AI vs traditional automation
- Where Copilot lives:
    - Copilot in Microsoft 365 apps
    - Copilot in Windows / Edge (overview)
- Enterprise considerations:
    - Licensing and eligibility (high-level)
    - Data security, privacy, and tenant boundaries
- Instructor demo:
    - Identifying Copilot availability in a tenant
    - First-time Copilot interaction

### Outcome

Participants understand **why Copilot matters**, **where it operates**, and **how it fits enterprise workflows**.

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## Module 2 — Prompting & Prompt Engineering (30 minutes)

**(Condensed from Module 4 – enterprise-focused)**

SDTAIC001 - Intro to Copilot

### Learning Objectives

- Write effective prompts for business outcomes
- Control tone, structure, and output
- Reduce hallucinations and rework

### Topics

- Prompt structure fundamentals:
  - Role, context, task, constraints, output format
- Business-oriented prompting patterns:
  - Summarization
  - Analysis
  - Drafting
  - Comparison
- Prompt refinement techniques:
  - Iterative prompting
  - Follow-ups and corrections
- Live practice:
  - Weak prompt vs optimized prompt
  - Transforming vague requests into actionable prompts

### Outcome

Participants can **communicate clearly with Copilot** to obtain **usable, professional results**.

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## Module 3 — Microsoft 365 Integration Overview (1 hour)

**(Expanded adaptation of Modules 2 & 3)**

SDTAIC001 - Intro to Copilot

### Learning Objectives

- Understand Copilot's behavior across Microsoft 365
- Use Copilot contextually inside apps
- Apply Copilot safely in enterprise environments

### Topics

- How Copilot "reads" context:
  - Files, emails, meetings, chats
- Copilot inside core apps:
  - Word
  - Excel
  - PowerPoint
  - Outlook
  - Teams (overview)
- Permissions and data boundaries:
  - What Copilot can and cannot access
- Best practices:
  - When to trust Copilot output
  - When human review is mandatory
- Instructor-led walkthrough:
  - Cross-app Copilot usage scenario

### Outcome

Participants understand **Copilot as a cross-platform assistant**, not a standalone chatbot.

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## Module 4 — Excel + Copilot (1 hour)

**(New applied module built on standard objectives)**

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### Learning Objectives

- Use Copilot to analyze, summarize, and explain data
- Accelerate insights without advanced formulas
- Reduce manual reporting time

### Topics

- Copilot in Excel:
    - Data explanation in plain language
    - Trend identification
    - Outlier detection
- Prompting Excel Copilot effectively:
    - Asking business questions, not formulas
- Practical use cases:
    - Financial summaries
    - Operational metrics
    - Forecast explanations
- Live demo:
    - From raw data → executive summary
- Limitations and validation:
    - When formulas are still required
    - Verifying Copilot-generated insights

### Outcome

Participants can **use Copilot as a data analyst assistant**, not a replacement for Excel fundamentals.

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## Module 5 — PowerPoint + Copilot (1 hour)

**(Applied extension aligned to enterprise communication)**

SDTAIC001 - Intro to Copilot

### Learning Objectives

- Create presentations faster
- Improve clarity, structure, and messaging
- Adapt content for different audiences

### Topics

- Copilot-assisted presentation creation:
  - From Word / outline to slides
  - Slide structure and flow
- Refinement with Copilot:
  - Executive summaries
  - Simplifying technical content
  - Tone and audience adjustment
- Visual storytelling support:
  - Speaker notes
  - Slide consistency
- Live demo:
  - Building a presentation from a document
  - Revising slides with Copilot prompts
- Best practices:
  - Avoiding generic slide decks
  - Human review for accuracy and branding

### Outcome

Participants can **produce professional-grade presentations in a fraction of the time**.

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## Course Wrap-Up & Key Takeaways (5–10 minutes)

- Copilot strengths and limitations
- Ethical and responsible usage reminders
- Next steps for continued adoption

## Instructional Design Notes (Enterprise Quality)

- Pilot-driven demonstrations every module
- Real-world enterprise scenarios
- Emphasis on **productivity, governance, and trust**
- Designed for **high adoption with low technical friction**

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