



THE UNIVERSITY OF
SYDNEY

Microsoft Copilot Course: Your AI Virtual Assistant

*Centre for
Continuing Education*



Microsoft Copilot Course: Your AI Virtual Assistant

In this Microsoft Copilot: Your AI Virtual Assistant course, you'll learn how to effectively communicate with Microsoft Copilot to maximise its output and master its use to simplify complex tasks, create your own AI agent, and share work and data efficiently using AI. Through hands-on lessons, you will develop your digital research, collaboration, and content creation skills using Copilot.

We will explore the different versions of Copilot, highlighting their capabilities, advantages, and limitations. Utilising Copilot on the Web, you will gain insights to improve writing and communication by instructing the AI to be creative, balanced, or precise. The accuracy of Copilot's responses improves when you apply recommendations imparted from our expert instructors.

Increased productivity is achieved using Copilot 365 to analyse emails, PowerPoints, and files. The greatest benefits of Copilot 365 are realised when it is used to compose, analyse and summarise content within your applications such as: Word, Excel, Outlook, PowerPoint, Teams, and more.

Finally, we will teach you how to use Copilot to clean data, create functions, and leverage the innovative capabilities of the AI-driven app, Copilot Loop. You'll also learn to create and deploy your own AI specialist, known as a Copilot Agent.

Intended audience

Anyone interested in using Copilot to improve their productivity and communication would benefit from this course.



Course duration

1 session, 7.5 hours total



Time

9am – 4:30pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Prerequisites

This course assumes little or no knowledge of Copilot. However, you should have an understanding of Microsoft Office 365, personal computers and the Windows operating system environment. If you do not have these skills, we recommend attending Microsoft Office with 365: Essentials before attempting this course.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course aims to introduce you to Microsoft Copilot. You will learn how to use Copilot effectively in various situations and contexts, such as writing emails, creating reports, designing presentations, analysing spreadsheets, cleaning data and collaborating with colleagues. Additionally, we will show you how to use Copilot to create functions in Excel, leverage the capabilities of the new AI-driven app—Copilot Loop, and develop your own AI specialist, the Copilot Agent.



Learning outcomes

By the end of this course, you should be able to:

- understand the concept, features, benefits, and limitations of Microsoft Copilot
- communicate with Copilot on the Web to request tone and format, seek comparisons and summaries, and perform sentiment analysis, keyword prominence, and topic clustering
- harness the power of Copilot Loop for seamless collaboration and dynamic content updates
- use Copilot Notebook for advanced, tailored, and detailed prompts, ask questions, get help, and revise answers
- use Copilot 365 to compose and analyse content within Microsoft applications, such as Word, Excel, and PowerPoint
- collaborate with Copilot 365 alongside Microsoft tools, such as Teams, Outlook, and SharePoint libraries
- streamline the production of various types of files, such as forms, quizzes, reports, plans, lists, ideas, presentations, and agendas.



Content

What is Microsoft Copilot

- An introduction of what is GenAI, Large Language Model (LLM) and Natural language processing (NLP)
- A brief discussion defining Microsoft Copilot, ChatGPT, and AI tools in general
- When, where, and why to use Copilot
- Comparison of the benefits and limitations of each version of Microsoft Copilot and ChatGPT
- A discussion regarding commercial and data protection
- Available addons

Working with your everyday AI

companion – Copilot on the Web

Effective communication to obtain the best results:

- Improving the accuracy of answers
- Providing context and background to improve accuracy and relevance
- Utilising follow-up questions
- Revising with additional information



Content contd...

Summarising websites, intranet pages, and PDFs:

- Sentiment analysis: highlighting positive, negative, or neutral language
- Keyword prominence: identify keyword importance
- Topic clustering grouping related ideas into distinct topics

An introduction to Loop pages and Copilot

Page:

- What are Loop pages?
- Draft and add content with Microsoft 365 Copilot in Loop
- Recap changes in Loop with Copilot
- Summarise a page with Copilot in Loop
- How Loop is integrated with Copilot Chat

Working with your AI assistant at work – Copilot 365

Word

- Use 'prompts' to reference, retrieve, and gain insights
- Draft new content: forms and quizzes
- Reference and analyse related documents to create new reports
- Summarise, ask questions, and instruct Copilot with commands

Excel

- Use 'prompts' to reference, retrieve, and gain insights
- Get suggestions for formulas and charts
- Use Copilot to clean, format and transform data
- Create complex formulas using copilot

PowerPoint

- Use 'prompts' to reference, retrieve, and gain insights
- Create new presentations from scratch, or from Word documents and PDFs
- Format with your organisation's branding, themes, and templates

Using Copilot to collaborate

Teams

- Meeting assistance
- Post-meeting recap
- Document integration

Outlook

- Use 'prompts' to reference, retrieve, and gain insights
- Get coaching tips and suggestions on clarity, sentiment, and tone
- Summarise an email thread

OneDrive

- Generate content summaries for files
- Compare files

SharePoint

- Create a Copilot agent in SharePoint
- Write with Copilot in SharePoint rich text editor



“Excellent course with very relevant practical skills and an excellent facilitator.”

Lacey McMillan

“Great overview of the capabilities of Copilot, excellent jumping off point.”

Tristan Taylor



“Great intro to Copilot, covered lots of what I needed and introduced the world of Copilot agents which was fascinating. Good location and great facilities for training as well. Thanks!”

Sarah Barclay



Materials

Course materials, including exercises and a workbook, are shared electronically.

What you need to do before the course

This course covers features available in the paid version of Microsoft Copilot, which is different from the free version included with a standard Office 365 subscription.

If you do not currently have access to the paid version, you will be provided with temporary login details to use during the course..



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



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We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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