

Copilot Masterclass: Features & Applications



Copilot Masterclass

The Copilot Masterclass is a one-day intensive training course designed to empower professionals with the skills to effectively utilise Microsoft's Copilot across various platforms, enhancing productivity and workflow efficiency.

Secure Your Spot Today

Email si@corefocusx.com to register or ask for more details.

Cost
£495.00

When
**14th May 2025
9.00 to 5.00pm**

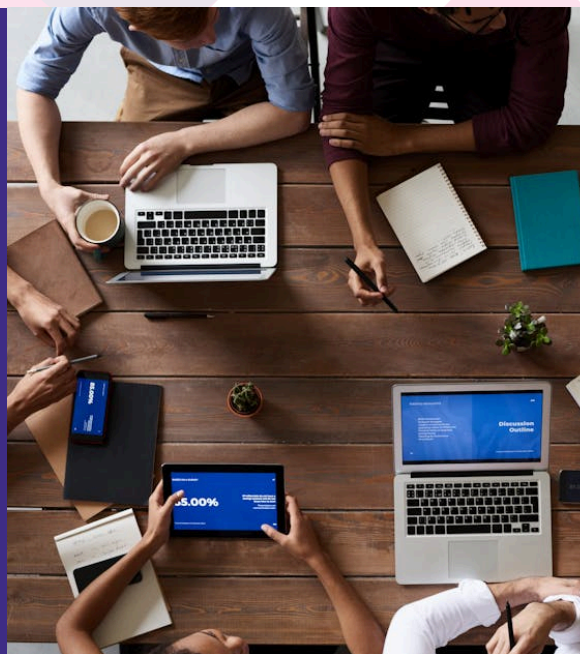
Location
St Helier (TBC)

Course Outline

Participants will explore Copilot's integration within Microsoft 365, Office, Windows 11, Edge, Bing, and SharePoint.

The curriculum, based on Microsoft's official training, includes hands-on exercises, real-world examples, and discussions.

This ensures attendees can immediately apply AI capabilities, enhancing productivity, streamlining workflows, and driving better decision-making for greater business value.



Masterclass Course Outline

The following is a course outline for the training day, which will run from **9.00am to 5.00pm** with breaks throughout the day. Lunch will be provided for all attendees.



1. Master Microsoft Copilot for Maximum Productivity

This hands-on training will equip participants with the skills to effectively integrate Copilot across Microsoft 365, Windows 11, Edge, Bing, and SharePoint, optimising workflows, improving efficiency, and enhancing decision-making in professional environments.



2. Understand and Apply Copilot's AI Capabilities

Gain a deep understanding of Copilot's AI-driven functionalities, including content generation, information summarisation, data analysis, and workflow automation, enabling seamless integration into daily tasks.



3. Key Use Cases for Business Success

Learn how to maximise Copilot's potential across various professional applications, including:

- Content Creation & Communication (Word, Outlook, PowerPoint)
- Data Analysis & Reporting (Excel, Power BI)
- Search & Research Automation (Bing, Edge)
- Knowledge Management & Document Summarisation (SharePoint, OneNote)



4. Advanced Features and Customisation

- Security & Privacy Settings (AI governance and compliance)
- Customisation & Preferences (Adapting Copilot to business needs)
- Copilot in SharePoint (Building AI-powered assistants)
- Cross-Platform Integration (Syncing insights across Microsoft applications)



Course Trainer - "Over 40 years of experience in coding and a lifelong tech enthusiast and an early adopter of AI a professional daily user and a industry AI mentor".

Simon Jackson

Director of Software Innovation - CorefocusX



About CorefocusX

CorefocusX, a trusted Microsoft partner, with a team of seasoned professionals committed to driving digital transformation and enhancing business performance.

An early adopter of AI used to assist in client applications and developments both within the Channel Islands and internationally.

We specialise in fostering growth through innovative solutions and expert consultancy, empowering organisations across industries to achieve their full potential. Our passion lies in helping businesses excel by leveraging innovation, cutting-edge technology, and operational adaptability. With extensive experience across diverse sectors, we deliver tailored strategies and a wealth of expertise to every client we serve.



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