

AI FOR BUSINESS AND NON-TECHNICAL AUDIENCES

Everyday AI: Boosting Productivity with Microsoft Copilot

Level: Foundation • 2 days (expandable to 3) • Virtual, In-person

Overview

Microsoft Copilot is the assistant most people meet without going looking for it: it is already in Windows, in the Edge browser, and a click away on the web. That convenience is also the trap, because it is easy to treat Copilot as a slightly smarter search box and never learn to brief it, check its work, or reach for the right part of it. Used well, the same Copilot can draft, research with live web sources, generate images, and even run on your choice of underlying model.

This is a hands-on, foundation course. It assumes no technical background and deliberately teaches a small set of skills that compound rather than touring every feature. The gradient starts with an accurate mental model of what Copilot is and where it lives, moves to the core skill of asking well, then applies that skill to writing, to web-grounded research and image generation, and to using Copilot smoothly across your day, and finishes with the habits that keep your use safe and consistent. Every module includes a hands-on lab and builds on the one before, and you will work on tasks from your own job throughout.

Who Should Attend

- Knowledge workers in any role who want real productivity gains from Microsoft Copilot
 - Windows and Edge users who want to use the Copilot already at their fingertips well
 - Teams standardizing on Copilot for everyday assistance and wanting a shared baseline of skill
- Attendees who mainly need Copilot inside Word, Excel, Teams, and Outlook should take *Getting Value from Microsoft 365 Copilot*, which this course complements rather than repeats.

Prerequisites

- None. No technical background is assumed
- Access to Microsoft Copilot (the free version works, though some features shown require a paid plan) on Windows, Edge, or the web, and a few real work tasks to practice on

What You'll Be Able to Do

- Find and use Copilot across Windows, Edge, and the web, and compare the results on one task
- Rewrite weak prompts into clear briefs that get genuinely useful answers
- Take a real document from rough notes to a polished draft with Copilot
- Research with Copilot's web-grounded answers and verify its sources before relying on them
- Generate an image and handle a task end to end using Copilot in the browser
- Judge what is safe to share with Copilot and set your own usage habits

Course Outline

Day one: the fundamentals of working with Copilot

- Meet Microsoft Copilot
 - What Copilot is, where it shows up (Windows, Edge, and the web), and how it differs from Copilot inside Microsoft 365
 - Strengths, limits, and hallucination: why confident answers can still be wrong, and choosing the underlying model
 - Lab: find and use Copilot in three places (Windows, Edge, and the web) on the same real task and compare
- Asking Well: The Core Skill
 - The briefing mindset: goal, context, and the format you want back
 - Treating the chat as a working conversation, not a search box
 - Lab: take three weak prompts from real tasks and rewrite them until the answers are genuinely useful
- Writing and Editing
 - Drafting emails and documents from rough notes
 - Rewriting for tone, audience, and length, then editing and proofreading
 - Lab: take a real document from rough notes to a polished draft with Copilot

Day two: research, images, working across your day, and safety

- Web-Grounded Research
 - Getting current answers with live web sources, and reading the citations
 - First-pass research: comparing options, gathering facts, spotting gaps
 - The verification habit: checking sources and claims before you rely on them
 - Lab: run a real research task, then verify Copilot's sources and claims
- Images and Copilot Across Your Day
 - Generating images for everyday needs
 - Using Copilot smoothly in Edge and Windows, and knowing when a task belongs in *Getting Value from Microsoft 365 Copilot* territory
 - Lab: create an image for a real need, then handle a task end to end using Copilot in the browser
- Working Safely and Well
 - What you should and should not share with Copilot, and how work and personal accounts differ
 - Company policy, confidentiality, and common-sense guardrails
 - Lab: judge a set of realistic scenarios as safe or unsafe, then finalize your personal usage habits

Extended Version

The three-day version keeps the same gradient and adds depth and practice:

- A closer look at choosing the model inside Copilot and when it matters
- A role-based workshop day applying the skills to each attendee's specific job
- Where everyday Copilot hands off to Microsoft 365 Copilot, connecting to *Getting Value from Microsoft 365 Copilot*

- A capstone in which each attendee builds, documents, and demonstrates a complete personal Copilot workflow