Mastering Microsoft Copilot for Microsoft Word

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Microsoft Copilot enhances how documents are created and refined in Word by helping users generate, edit, and organize content more efficiently. This course focuses on practical, real-world ways to use Copilot to create documents, combine content from multiple sources, adjust tone, and structure information effectively. Participants will learn how to work alongside Copilot to improve writing quality, streamline document creation, and produce professional results with greater confidence.

About This Course

Microsoft Copilot enhances how documents are created and refined in Word by helping users generate, edit, and organize content more efficiently. This course focuses on practical, real-world ways to use Copilot to create documents, combine content from multiple sources, adjust tone, and structure information effectively. Participants will learn how to work alongside Copilot to improve writing quality, streamline document creation, and produce professional results with greater confidence.

Who Should Attend

This course is designed for professionals who regularly create or edit documents and want to improve efficiency and quality using Microsoft Copilot. It is ideal for users who write reports, proposals, or business documents and want practical ways to streamline their workflow. A basic familiarity with Word is recommended.

Prerequisites & Entry Requirements

General Prerequisites:

Before taking this course, it is highly recommended that students complete MS-4005: Craft Effective Prompts for Microsoft Copilot for Microsoft 365.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Provide participants with a practical understanding of Microsoft Copilot in Word, enabling them to create, edit, structure, and refine documents more efficiently.

Detailed Course Outline

Introduction to Microsoft Copilot for Word

- Creating a document with strong prompts
- Editing document using Copilot canvas tool

Advanced Documentation Creation and Editing with Copilot

- Create a document from multiple documents
- Change the tone of a document
- Add suggested photos to document

Document Structuring and Formatting with Copilot

- Add a summary to a document
- Add an FAQ section to a document
- Create a table using document content or external files
- Format using a previous document

Collaboration and Review with Copilot

- Identify gaps in content
- Research a topic
- Obtain general feedback on content, structure, and style

Summary and Wrap Up

- Efficiency tips – Prompt window
- Course wrap up and Q&A

Upcoming Schedule

Available training dates for Mastering Microsoft Copilot for Microsoft Word:

Start Date	End Date	Location	Delivery	Price
09 Dec 2026	09 Dec 2026	Online	Virtual	€495.00

Frequently Asked Questions

Q: What delivery options are available for Mastering Microsoft Copilot for Microsoft Word?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Mastering Microsoft Copilot for Microsoft Word course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Mastering Microsoft Copilot for Microsoft Word training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Mastering Microsoft Copilot for Microsoft Word?

Yes, we provide corporate training, dedicated training, and closed classes for Mastering Microsoft Copilot for Microsoft Word. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Mastering Microsoft Copilot for Microsoft Word?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Mastering Microsoft Copilot for Microsoft Word training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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