

Stop prompting. Start achieving.

Intermediate level Copilot training that takes knowledge workers beyond the prompt and into real, repeatable business outcomes. Covers Copilot Chat and Copilot in Office apps - Excel, Word, Outlook.

Hands-on • Intermediate • Expert-led • Can be tailored for client-specific use cases •

WHY THIS COURSE.

Everyone can write a prompt. But fewer people know what to do next. Basic prompting gets basic results, and most teams are stuck there, copying and pasting into a chat window and wondering why AI hasn't changed their working day.

This course closes the gap between prompting and producing. Your people will leave able to choose the right model, run structured research, build reusable prompts, work with real files, and streamline multi-step work.

Models & model picker

Explore Quick Response, Think Deeper, and specialist agents, and learn how to choose the right model for the task including GPT or Claude.

Deep research

Use the Researcher agent to perform complex research. Understand how to use the Model Council with GPT and Claude to compare outputs, and improve the quality of results.

Reusable prompts & lightweight agents

Turn your best ways of working into saved prompts and Copilot-Lite agents your whole team can reuse, share, and improve.

Copilot in Office & file handling

Use Copilot in Word, Excel, and Outlook to draft, review, analyse, and respond faster, while also working directly with PDFs, CSVs, spreadsheets, and other business files.

Notebooks & Copilot Pages

Use Notebooks and Pages to keep longer, multi-step work coherent, with context, files, decisions, and next steps in one place.

Responsible, confident use

Understand privacy, hallucinations, model limitations, and appropriate checks, so your team can move quickly without avoidable risk.



FORMAT & FIT

How the course works, and who it's for.

A practical, hands-on format designed to make the skills stick. Each concept is taught clearly, demonstrated live in Microsoft Copilot, then practised by your team using realistic business files.

HOW IT WORKS Teach → Demo → Exercise

1 Teach

Clear concepts.

We explain the idea, when to use it, and what good output should look like.

2 Demo

Live walkthrough.

We demonstrate the workflow in Microsoft Copilot, step by step, with your team following along.

3 Exercise

Hands-on practice.

Your team applies the skill to realistic files, with guidance and clear success criteria.

Who's it for.

Knowledge workers, team leads, and power users who already use ChatGPT, Claude, Copilot, or similar tools at a basic level and want to use them more effectively at work.

You should already:

- Know the basic prompt-in, response-out model
- Understand that AI outputs need checking
- Know these tools can search, summarise, and draft
- Have a basic awareness of AI data privacy

What your team gets.

- Confidence to choose the right model for every task
- A repeatable method for complex research and multi-step business questions
- Reusable prompt templates and lightweight agents built in the session
- Practical skills for using Copilot in Word, Excel, Outlook, PDFs, spreadsheets, and emails
- A workflow for longer tasks that span more than one conversation or file

[Ready to find where AI can make a practical difference?](#)

[Book a discovery call to shape the course around your team's work.](#)

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