



Saving Time with Copilot

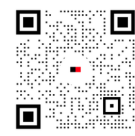


Saving Time with Copilot

🕒 4 hours 📍 Live Online, Face to face 💰 470

This four-hour workshop is designed as a Learning in Action experience. Participants will explore Copilot’s capabilities and actively practice using it in realistic workplace scenarios. Each workshop segment follows a consistent cycle: a short demonstration of the capability, a hands-on case study activity, and a quick share-back to reinforce what worked, what to refine, and how to validate outputs.

Using a single end-to-end project scenario throughout, participants will create practical artefacts as they move across Word, Teams, Outlook, Excel, and PowerPoint. from drafting and refining documents, to summarising and coordinating work, to analysing data and presenting insights. By the end of the session, participants will have a repeatable approach to prompting and iteration, greater confidence using Copilot in their daily tools, and a clear understanding of how to apply Copilot responsibly and effectively in real work.



Discover more at swi.nu/example

Learning outcomes

Through this course, participants will develop the skills and confidence to:

- Navigate Copilot across Microsoft 365 and apply it safely in day-to-day work
- Write effective prompts and refine them to improve output quality
- Draft, edit and summarise documents in Word using a hands-on case study
- Analyse data and generate formulas in Excel to support real workplace decisions
- Create and adapt presentations in PowerPoint from case-study outputs
- Summarise conversations and identify actions in Teams and Outlook to improve collaboration

Skills outcomes

Through this course, participants will develop the following skills and knowledge:

- Prompting & verification
- Drafting in Word
- Analysing in Excel
- Building presentations in PowerPoint
- Collaborating in Teams/Outlook with Copilot

Who should attend?

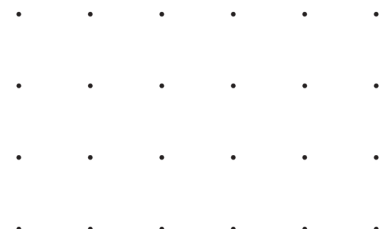
This workshop is ideal for employees who want to build practical confidence using Copilot in their day-to-day work and lift productivity across teams through repeatable, real-world workflows. To fully participate in the hands-on, case study-based activities, attendees need access to the full version of Copilot in Microsoft 365.

What you can expect

- a workbook to keep
- learn alongside professional peers, enhancing your network
- the immediate knowledge and confidence to implement your new skills.

Pre-course work

Copilot (Paid) - Participants require a Copilot license with integration for Microsoft Office, Word, Excel, PowerPoint, Teams, and Outlook.



Saving Time with Copilot

The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to up-skill or formalise their skills for their next career stage.


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For further information, contact our Continuing Professional Education Advisors on 1800 633 560 or edge@swinburne.edu.au.





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