



The Practical Guide to Microsoft 365 Copilot for Modern Work

Designed for Business Owners, Office Administrators, and Sales, Marketing, and Support Teams.

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Microsoft Office 365 Copilot

A SIMPLE WAY TO GET MORE DONE USING AI YOU ALREADY HAVE.

Fundamentals



What is Microsoft 365 Copilot

Microsoft 365 Copilot is an AI assistant embedded directly into Word, Excel, PowerPoint, Outlook, and the Microsoft Copilot app, working securely with your organization's data.

Who Needs Copilot

Business owners, managers, professionals, and teams who create documents, analyze data, prepare presentations, or manage high volumes of email and meetings.

How Businesses Access Copilot

Copilot is accessed directly inside Microsoft 365 apps through a licensed Microsoft 365 Copilot plan, using existing permissions and security controls.

How Skillgine can help

Skillgine provides practical training, onboarding, and setup guidance to help teams adopt Copilot confidently and apply it to real business workflows.

Copilot vs. ChatGPT

COPILOT (Microsoft 365)

- Built into Word, Excel, Outlook—no app switching.
- No copy/paste or upload files to apply context.
- Enterprise security, compliance, admin controls.

CHATGPT

- Great for general reasoning and drafting.
- Needs manual context; limited M365 integration.

Winner
Copilot



A game changer for productivity

- An AI assistant inside Microsoft 365 apps.
- Understands your documents and data context.
- Copilot Suggests drafts and summaries – you approve the final version.
- Helps you focus on outcomes, not busywork.



Training drives Copilot success



Microsoft 365 Copilot delivers real results when people know what to ask, where to use it, and how to apply it to the real work across Word, Excel, Outlook, PowerPoint, and the Microsoft Copilot app—securely with your organization’s data.

Training drives Copilot success

Why training is the difference

- Copilot's value isn't automatic: licenses enable access, but skills drive adoption and outcomes.
- Better prompts equal better outputs: clear context, goals, and constraints produce more useful drafts, summaries, and insights.
- The Right tool, at the right moment: knowing which app to use (Word vs. Excel vs. Outlook) turns Copilot into a daily routine.
- Faster trust and consistency: guidance helps teams validate results, iterate quickly, and build confidence.



Training drives Copilot success



How Skillgine training supports success

- Practical Copilot training based on real work.
- 1:1 consultation and ongoing support.
- Clear use cases for Word, Excel, Outlook, and Copilot.
- Helps your team use Copilot with confidence.

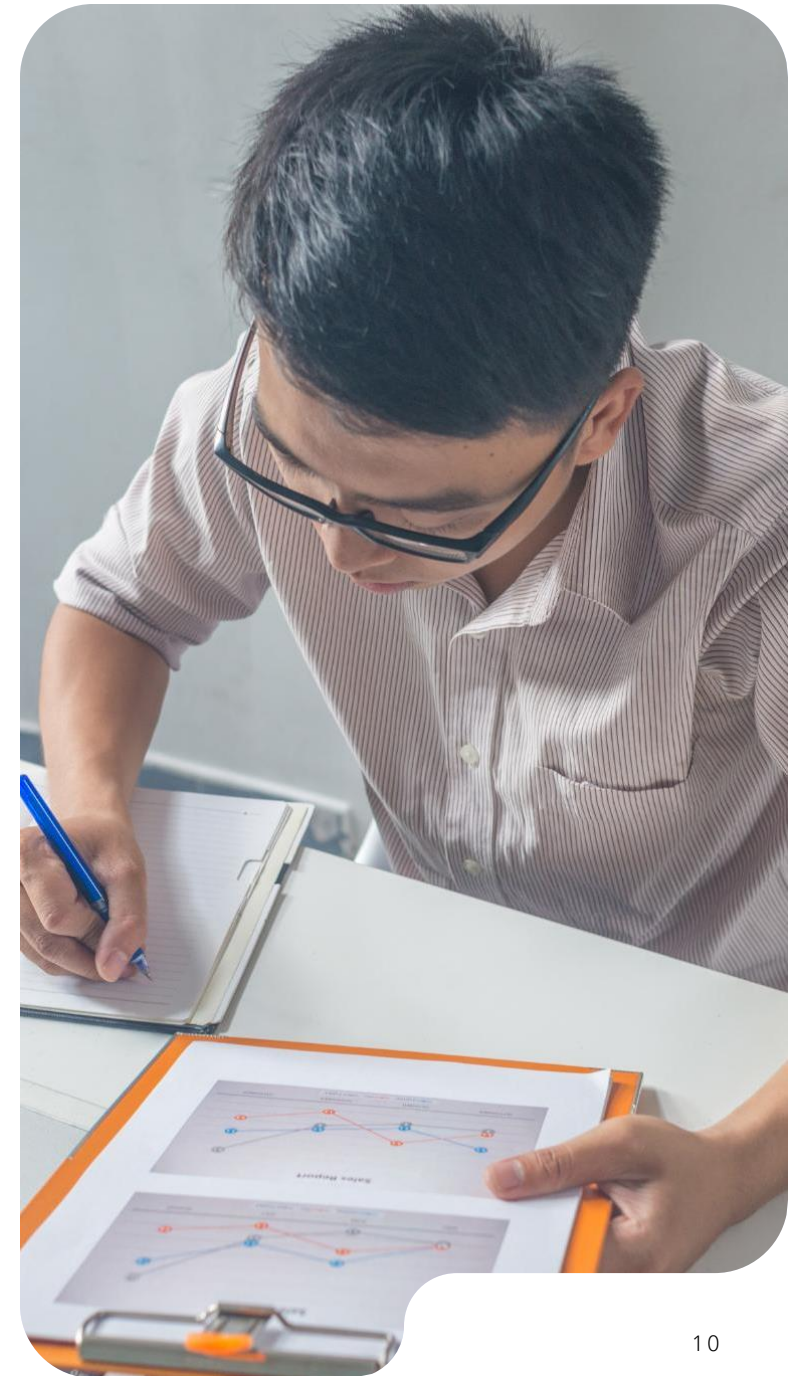
Copilot in Word

FROM A BLANK PAGE TO A FIRST DRAFT



From Blank Page to Business Drafts

- Start drafts from short instructions.
- Rewrite text to sound clear and professional.
- Summarize long documents into key points.
- Improve your drafts **step-by-step** with simple prompts.



Word Use Cases That Save Time



- Proposals and reports.
- HR policies and updates.
- Turning meeting notes into summaries.
- Simplifying long documents for quick reading.

Copilot in Excel

TURNING DATA INTO PLAIN-LANGUAGE INSIGHTS



Turning Data Into Plain-Language Insights

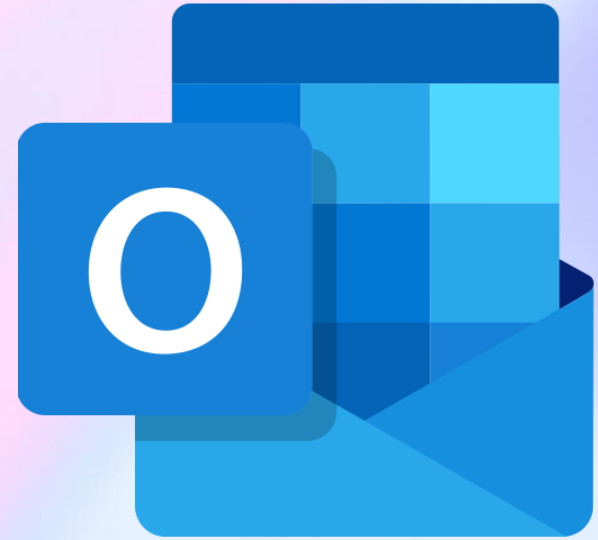


- Ask questions in simple language.
- Get help building and explaining formulas.
- Turn data into charts and summaries.
- Useful for beginners and advanced users.

Excel Use Cases Across the Business



- Budgets, forecasts, and variance checks.
- Sales and marketing performance tracking.
- Operations metrics and trend spotting.
- Finding errors, duplicates, and missing data.



Copilot Beyond Documents

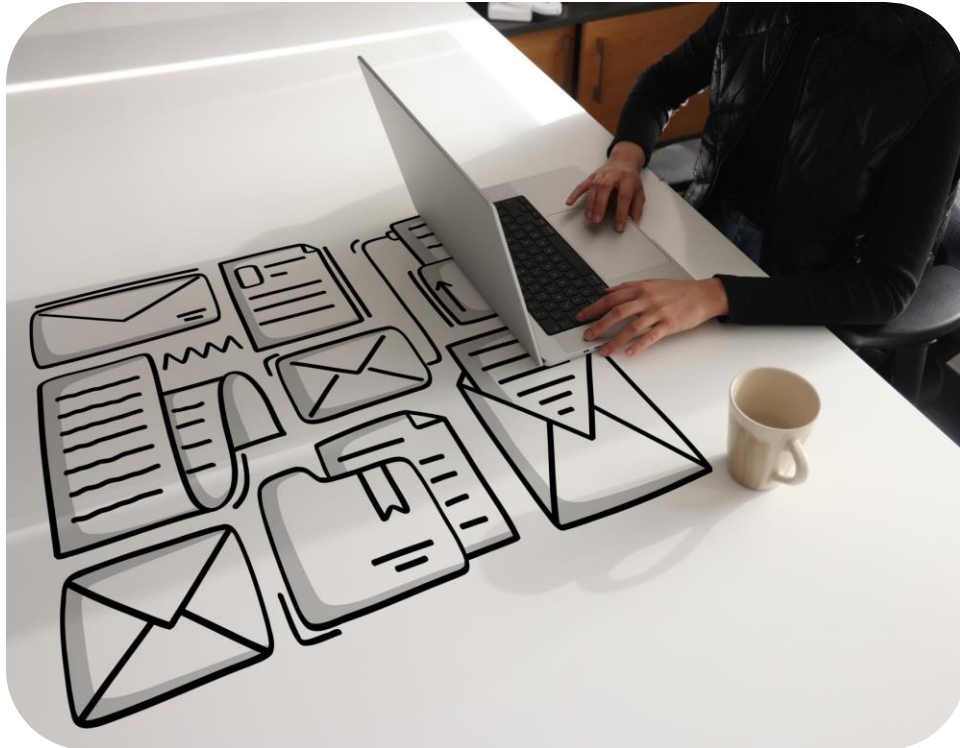
OUTLOOK FOR EMAIL CLARITY • COPILOT APP FOR CROSS-WORK HELP



Copilot in Outlook for Email Clarity

- Summarize long email threads.
- Draft clear replies based on context.
- Pull out action items and next steps.

The Microsoft Copilot App as a Command Center



- One place to ask questions across Microsoft 365.
- Summarize files and meetings you have access to.
- Connect information from emails and documents.

Why Skillgine and What Comes Next

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PRACTICAL TRAINING THAT TURNS COPILOT INTO REAL RESULTS



Why Learn Copilot with Skillgine

- Most practical Copilot training based on real work.
- 1:1 consultation and ongoing support.
- Clear use cases for Word, Excel, Outlook, and Copilot.
- Help your team use Copilot with confidence.

Your Copilot Aha Moment



- You save time on a real task.
- You get a clear draft, summary, or insight fast.
- Copilot becomes part of your daily routine.

Next Steps with Skillgine



- Visit skillgine.com
- Book Copilot training for you or your team.
- Start working smarter with Microsoft 365.