

# Still Running Your Business on 90's Office Skills?

*Microsoft 365 has changed. Your team doesn't have to fall behind.*

Microsoft Word, Excel, and Outlook aren't just basic tools anymore. They now have built-in AI called **Microsoft Copilot** — and it changes everything about how you work.

Copilot works *inside* the tools you already use every day. No switching apps. No copy-pasting into ChatGPT. Copilot reads your emails, understands your documents, and helps you work faster — all without leaving Microsoft 365.

Most people are still using Office the same way they did 10 years ago. That means they're missing out on hours of time every single week. **Skillgine Copilot Training** closes that gap — fast.

### Sound Familiar? Copilot Fixes These Common Pain Points:

<p><b>EMAILS</b></p> <p>Drowning in emails? Copilot can sort, summarize, and draft replies for you.</p>	<p><b>EXCEL</b></p> <p>Struggling with Excel formulas? Copilot gives you insights in plain English — no formula needed.</p>	<p><b>MEETINGS</b></p> <p>Spending too much time on meeting notes? Copilot writes your meeting minutes automatically.</p>
---	---	---

### Who Is This Training For?

<p><b>Individuals</b></p> <p>Whether you're an executive, an admin, a teacher, or a student — if you use Microsoft 365, Copilot can save you time every single day. This training gives you the skills to use AI the right way, right inside the tools you already know.</p>	<p><b>Solopreneurs</b></p> <p>Running your own business means wearing every hat. Copilot becomes your AI business partner — helping you write proposals, manage emails, analyze data, and stay organized — so you can focus on growing your business instead of drowning in busywork.</p>	<p><b>Businesses &amp; Teams</b></p> <p>Your team is only as productive as the tools they know how to use. Skillgine helps your whole organization unlock the power of Copilot — with training that's built for real workplaces, not just tech experts.</p>
--	---	---

### What's In It For You?

Personal Benefits	Business Benefits
<ul style="list-style-type: none"> <li>• Save 5-10 hours per week on routine tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Boost team productivity from day one</li> </ul>
<ul style="list-style-type: none"> <li>• Reduce stress from email overload</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce time wasted on admin tasks</li> </ul>
<ul style="list-style-type: none"> <li>• Write better documents faster</li> </ul>	<ul style="list-style-type: none"> <li>• Make faster, smarter decisions with AI-assisted data</li> </ul>
<ul style="list-style-type: none"> <li>• Feel confident using AI — no tech background needed</li> </ul>	<ul style="list-style-type: none"> <li>• Improve team collaboration and communication</li> </ul>
<ul style="list-style-type: none"> <li>• Stay ahead in your career</li> </ul>	<ul style="list-style-type: none"> <li>• Get real ROI from your Microsoft 365 investment</li> </ul>

## Why Skillgine? There's a Big Difference.

There's no shortage of online courses out there. But most of them give you generic videos and leave you on your own. Skillgine is built differently — because we know that real learning happens when it's connected to your actual work.

Feature	Other Providers	Skillgine
AI Readiness Audit	Not Included	Included
1-on-1 Consultation	Extra Cost	Included
Implementation Support	Not Available	Included
Copilot Setup Assistance	Not Available	Included
Email Support	Limited	30 Days Included
Ongoing Updates	Extra Cost	Included
Customized Training	Extra Cost	Available

**With Skillgine, you don't just learn — you transform how you work.**

## Individual/Solopreneur Training Plans

Whether you're just getting started or ready to go deep, we have a plan that fits where you are right now.

### Self-Paced Training

*Perfect for independent learners who want to go at their own speed.*

- Learn anytime, anywhere
- Step-by-step Copilot lessons for Word, Excel & Outlook
- Real workplace examples and exercises
- Access to course updates

## Business Training Plans

Your team's productivity is your competitive advantage. Skillgine's business training plans are built to deliver results — not just teach concepts.

### Team Training Package

*Ideal for small to mid-size teams.*

- Group training sessions tailored to your industry
- Hands-on exercises using your team's real workflows
- Team progress tracking and reporting
- 30 days of post-training email support

Visit  
[www.skillgine.com](http://www.skillgine.com)

Email  
[info@skillgine.com](mailto:info@skillgine.com)