

# Mastering Microsoft Copilot for Microsoft Word

**Category:** End User Application | **Vendor:** Microsoft

**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

Dive deep into the world of Microsoft Copilot and how it can maximize your efficiency when using Microsoft Word. Participants will delve into the advanced features of Microsoft Copilot, learning how to streamline their workflow and optimize their use of Microsoft Word. Through hands-on exercises and expert-led instruction, attendees will gain practical experience and confidence in leveraging Microsoft Copilot to its fullest potential.

## About This Course

Dive deep into the world of Microsoft Copilot and how it can maximize your efficiency when using Microsoft Word. Participants will delve into the advanced features of Microsoft Copilot, learning how to streamline their workflow and optimize their use of Microsoft Word. Through hands-on exercises and expert-led instruction, attendees will gain practical experience and confidence in leveraging Microsoft Copilot to its fullest potential.

## Who Should Attend

Users of Microsoft Word at intermediate to advanced levels who aim to significantly enhance their document creation, editing, and management skills through Microsoft Copilot.

## **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

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

Equip participants with advanced knowledge and skills to use Microsoft Copilot in Word, making them highly efficient in document creation, editing, formatting, and collaboration, thus transforming their productivity and document management capabilities.

## Additional Course Details

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Nexus Humans, Mastering Microsoft Copilot for Microsoft Word training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the ITS Data Analytics course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

# Frequently Asked Questions

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## **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
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## **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.

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## **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.

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## **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.

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## 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

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## 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

## Professional Training & Development

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