



Course Code: C1177

# Supercharging Your Work Productivity with Microsoft 365 Copilot

## COURSE INFORMATION

Sessions  
1 day

Duration  
7.5 hrs

Level  
Beginner

Assessment  
NA

### VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

## WHAT'S THIS COURSE ABOUT

### Topic 1: Overview of Microsoft 365 Copilot

An overview of Microsoft 365 Copilot

Compare free Copilot, paid Copilot Pro and Copilot for Microsoft 365

Use free Copilot for creating content

Use Copilot Pro for Microsoft Office

Create and improve presentation in PowerPoint

### Topic 2: CoPilot for Excel

Insert columns with formulas

Insert charts and pivot tables

Data analysis with Microsoft Copilot

### Topic 3: CoPilot for Teams and Outlook

Basic features of Microsoft 365 Chat

Get summaries of meetings and chats...

## COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

## CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

## REGISTRATION

<https://www.tertiarycourses.com.sg/supercharging-your-productivity-with-microsoft-365-copilot-pro.html>



SCAN TO REGISTER

## SUPPORT

**Email:** [sales@tertiarycourses.com.sg](mailto:sales@tertiarycourses.com.sg)

**Tel:** +65 6100 0613

**WhatsApp:** <https://wa.me/6588666375>