



Course Code: TGS-2024043856

# WSQ - Enhance Work Productivity with Microsoft 365 Copilot

**Funding Available:** WSQ SkillsFuture Credit PSEA UTAP SFEC Absentee Payroll MCES

## COURSE INFORMATION

Sessions 2 days	Duration 16 hrs	Level Beginner	Assessment 2 hrs
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**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...

## WSQ FUNDING

Full Fee S\$900.00 Before GST	GST S\$81.00 9% of fee
Baseline Nett S\$531.00 SG/PR age 21+ · 50% funded · incl. GST	MCES / SME Nett S\$351.00 SG age 40+ · 70% funded · incl. 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.
- **OpenCerts from SkillsFuture Singapore** - After passing the assessment(s) and achieving at least 75% attendance, participants will receive an OpenCert (aka Statement of Achievement) from SkillsFuture Singapore, certifying that they have achieved the Competency Standard(s) in the above Skills Framework.

## REGISTRATION

<https://www.tertiarycourses.com.sg/wsq-enhance-work-productivity-with-microsoft-365-copilot.html>



SCAN TO REGISTER

## SUPPORT

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