

# *Copilot AI Syllabus*



## **Module 1 – Introduction to AI**

Section 1 – An Introduction to AI

## **Module 2 – Copilot in Word**

Section 1 – Prompt Engineering

Section 2 – Information Retrieval

Section 3 – Document Transformation

## **Module 3 – Copilot in PowerPoint**

Section 1 – Content Planning and Story Telling

Section 2 – Design & Visual Clarity

Section 3 – Enhancing Engagement

## **Module 4 – Copilot in Excel**

Section 1 – Data Manipulation

Section 2 – Data Insights

Section 3 – Copilot as an Excel Coach