



# Digital & AI Support SCQF Level 6 Workshop Breakdown

## Course 1: PC Passport with Copilot 4 Days

Introduction to Microsoft 365 and AI powered administration.

### Copilot in Microsoft Word

- Use Copilot generative AI in Word to create and rewrite draft versions of documents including 'tones' for different audiences
- Transforming text into editable tables
- Generating summaries and FAQs from documents using Copilot in Word
- Asking Copilot in Word questions about documents to find the information you need quickly and efficiently

### Copilot in PowerPoint

- Using Copilot's Narrative Builder in PowerPoint to transform ideas into presentations
- Creating presentations from existing content using Microsoft 365 Copilot
- Creating speaker notes
- Using Microsoft 365 Copilot natural language commands to adjust layouts, reformat text and images and insert perfectly timed animations

### Copilot in Excel

- Analysing and exploring table data using Copilot in Excel
- Asking Copilot in Excel questions about data using natural language
- Using Microsoft 365 Copilot to help create formulas in Excel
- Building data visualisations using Copilot in Excel
- Identifying relationships, trends, and recommendations
- Formatting Excel data with Microsoft 365 Copilot's help

### Copilot in Outlook

- Draft emails and replies using Copilot in Outlook controlling tone, content, and length
- Summarising email threads using Copilot in Outlook
- Organising and managing your Outlook content with Microsoft 365 Copilot

### Copilot in Teams

- Using Copilot in Teams to recap missed meetings and conversations, summarise key discussion points and actions.
- Getting answers to specific questions within meetings using Copilot in Teams.
- Creating meeting agendas based on meeting chat history
- Using Copilot in Teams to Identify key people and actions for post meeting follow-ups and schedule check-ins

### **Work-grounded Copilot Chat**

- Explore the power of Microsoft 365 Chat prompts to draft content and discover insights across Microsoft 365 apps and the web
- Using Chat across your content
- Start your day, end your day with Copilot

### **Extending Copilot**

- Save and re-use prompts
- Prompt sharing
- Working with pages
- Introducing agents – first steps

### **Copilot and Prompt Engineering**

- Prompt engineering: a methodology
- Tips for writing good prompts

## **Course 2: Using Data to Enable Success**

### **4 Days**

- You will focus on harnessing data to drive success
- Covering secure storage
- Risk mitigation
- Effective internet use
- Understanding the key features and functions of Data systems

## **Course 3: Going Further with AI and Emerging Technology**

### **4 Days**

- Understand how AI is impacting organisations
- Fundamentals of generative AI tools
- Deeper dive into emerging technologies
- Learn to support these tools effectively

