

# Advanced Microsoft Word Using Co-pilot Training

**Course Duration: 08 Hours**

**Course Code: AMW-CP-01**

## 1. Course Overview

The Advanced Microsoft Word using Copilot Training is designed to help professionals leverage AI-powered features to create, edit, and manage documents efficiently. This course focuses on automation, smart content generation, formatting, and productivity enhancement using Microsoft Copilot within Word.

## 2. What You'll Learn

- Introduction to Microsoft Copilot in Word
- AI-powered document creation and editing
- Smart formatting and layout techniques
- Automating repetitive tasks using AI
- Content summarization and rewriting
- Creating professional reports and templates
- Collaboration and document sharing with AI assistance

## 3. Target Audience

- Working professionals and executives
- Content writers and editors
- Administrative and office staff
- Digital marketers
- Students and researchers
- Anyone looking to improve productivity using AI in Word

## 4. Pre-Requisites

- Basic knowledge of Microsoft Word
- Familiarity with MS Office tools
- Basic computer and internet skills
- Interest in learning AI-based tools (Copilot)

## 5. Course Content

**Module 1:** Introduction to Microsoft Copilot

**Module 2:** AI-Based Document Creation

**Module 3:** Advanced Formatting & Styling

**Module 4:** Content Generation & Editing with AI

**Module 5:** Document Automation Techniques

**Module 6:** Data Integration & Smart Tables

**Module 7:** Collaboration & Review Features

**Module 8:** Real-World Use Cases & Projects