

Microsoft 365 Copilot Training for Teams

Help your team turn prompts into useful work across documents, email, meetings, presentations, and spreadsheets.

LIVE ONLINE OR ONSITE

Workshops and team programs

HANDS-ON PRACTICE

Business scenarios

TAILORED TO YOUR TEAM

Roles, access, and goals

A working toolkit across Microsoft 365



Copilot Chat

Frame a task, provide context, and refine the response.



Word

Build a brief, revise a draft, and check it against the source.



Outlook

Review a thread and draft a clear, appropriate follow-up.



Teams

Review meeting recaps, decisions, and action items.



PowerPoint

Shape a presentation around the audience and evidence.



Excel

Explore data and support analysis, then verify the results.

We select the workflows that fit your team. Feature availability depends on licensing, applications, and organizational settings.

Build habits your team can use after the session

Practice a connected scenario: turn a project brief and sample meeting notes into a follow-up email, a status document, and a presentation outline. Add Excel analysis when the decision calls for data.

01 FRAME

Define the task and a useful output.

02 BUILD

Supply context and refine the draft.

03 CHECK

Verify sources, facts, and calculations.

04 APPLY

Adapt the result and own the decision.

Choose the depth that fits

Focused workshop

A practical introduction or a session around one defined workflow.

Full training day

More time to work across applications and complete guided scenarios.

Multi-session program

Sequenced learning with opportunities to apply skills between sessions.

Led by George Mount

Founder of Stringfest Analytics and author of *Advancing into Analytics* (O'Reilly). Practical instruction grounded in business workflows, useful outputs, and sound judgment.

Plan your team's Copilot training

Share your team's roles, goals, access, timing, and approximate group size.

stringfestanalytics.com/contact