

Microsoft Copilot Training

Practical AI training for modern workplaces.

Empower your team to work smarter, save time and get more from Microsoft 365 with confidence.

THREE FOCUSED MODULES. REAL WORLD IMPACT.



Copilot Introduction

2 HOURS
NZ \$250pp

- AI & Copilot fundamentals
- Prompting techniques
- Safe use, security & governance
- Practical examples



Copilot Essentials

2 HOURS
NZ \$250pp

- Copilot in Word, Outlook, PowerPoint and Excel
- Meetings & scheduling
- Practical, role-based scenarios



Copilot Advanced

2 HOURS
NZ \$250pp

- Research and advanced analysis
- Agents, automation & Notebooks
- Tailoring AI to your organisation

Training package for up to 10 people \$1,800



Up to 10 participants



Onsite or online



Morning tea included for onsite training



Certificate of completion for every participant



Presenter and assistant for every session

Take your AI journey further

Discounted Half-day packages (Modules 1 & 2 or Modules 2 & 3) and custom training pathways available.



LET'S TALK



Scan to get in touch

✉ info@tranquilit.nz

☎ 04 242 0 242

www.tranquilit.nz/Copilot