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From Gemini to Microsoft 365 Copilot

Carry proven AI skills into a new working environment.

FA-0835 · 1 day

AI for Leaders & Business · Agentic & Generative AI

Transfer established Gemini skills into Microsoft 365 Copilot workflows for documents, presentations, email and meeting follow-up.

Introduction

Moving to Microsoft 365 involves more than learning a different interface. Employees need to understand how their existing AI skills apply to a new environment, how work information is accessed, and how familiar tasks can be completed across Microsoft applications.

This course helps experienced Gemini users transfer their skills into practical Microsoft 365 Copilot workflows. It builds on prompting competence and focuses on documents, communications and presentations. Participants select relevant context, connect outputs across applications and verify results before sharing them, developing working habits that transfer across departments.

Learning outcomes

By the end of this course, participants will be able to:

- Transfer established Gemini prompting and workflow skills to Microsoft 365 Copilot.
- Distinguish Copilot Chat from Copilot experiences within Microsoft 365 applications.
- Select relevant files and work context for a task.
- Develop and refine business outputs across selected Microsoft applications.
- Validate source information, factual claims and action items.
- Adapt a recurring workflow to the Microsoft environment.

Prerequisites

- Hands-on Gemini experience, including independently prompting, refining and checking business outputs.
- Working experience creating documents, managing email and editing presentations.
- A laptop with an updated browser and internet access.
- An organisation-approved Microsoft 365 training account with Copilot enabled in Word, PowerPoint, Outlook and Teams.
- Access to a prepared Microsoft 365 training workspace with sample files, email and meeting content.

Training outline

1. Transferring AI Skills to Microsoft 365

1. Gemini and Copilot interaction patterns
2. Copilot Chat and application-based experiences
3. Context selection and information permissions

2. Working with Files and Organisational Context

1. OneDrive and SharePoint source materials
2. File references and task instructions
3. Source tracing and access boundaries

3. Developing Business Documents and Presentations

1. Word drafting, restructuring and refinement
2. PowerPoint narrative and presentation development
3. Consistency across related outputs

4. Turning Communication into Action

1. Outlook thread analysis and response preparation
2. Teams meeting insights and follow-up
3. Decisions, responsibilities and action verification

5. Rebuilding a Familiar Workflow

1. Workflow mapping from Google to Microsoft
2. Connected task execution and output review
3. Reusable instructions and adoption planning

Disclaimer

This course outline is intended as a guideline. The trainer reserves the right to amend, substitute or reorganise its content, sequence and delivery approach at his discretion, without prior notice, to accommodate participant needs, available technology and training objectives.

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