

INTERACTIVE HALF-DAY OR FULL-DAY SESSIONS

# Quick Start Program for Microsoft Copilot Training for Government & Military Teams

Our Copilot training sessions are designed to introduce your teams to Microsoft Copilot in a clear, practical, and engaging way. These sessions focus on everyday use cases within the Microsoft 365 GCC environment, showing how Copilot can improve productivity, simplify work, and spark enthusiasm for daily adoption. QuickStart is for Business End Users to teach them how to use Copilot in their own use cases. The main goal of the Copilot QuickStart Program is to get business leaders and their direct reports to use Copilot in their daily business.



## High-Level Training Topics

The list below is not a fixed outline of the class, but a menu of possible topics that can be covered. Clients may choose the areas most relevant to their teams to create a customized training experience.

### Introduction to Microsoft Copilot

- What Copilot is and how it works within the Microsoft 365 Government Community Cloud (GCC) environment
- Security, compliance, and trust considerations for government use

### Working Smarter in Microsoft Word

- Drafting, summarizing, and refining documents with Copilot
- Turning raw notes into polished text
- Simplifying reporting and official correspondence

### Supercharging Productivity in Microsoft Outlook

- Writing and responding to emails faster with AI assistance
- Summarizing long threads and extracting key action items
- Scheduling and meeting preparation support

### Data Insights with Microsoft Excel

- Generating clear summaries and trends from spreadsheets
- Asking Copilot questions in natural language
- Creating visuals and quick reports without formulas

### Polished Presentations in Microsoft PowerPoint

- Transforming documents into presentations
- Slide design assistance and storytelling support
- Simplifying updates to existing decks

### Collaboration and Knowledge Sharing in Microsoft Teams

- Meeting recap, notes, and action tracking
- Chat assistance and information discovery
- Using Copilot to stay organized across projects

## Streamlined Content in Microsoft SharePoint

- Copilot support for building and editing pages
- Summarizing and organizing site content
- Making information easier to find and share

## Everyday Adoption Strategies

- Real-world examples of how employees can use Copilot daily
- Time-saving shortcuts and practical habits
- Building confidence and comfort with AI in the workplace

## Building Simple Agents

- How to create lightweight, task-focused agents with Copilot
- Examples of simple automations to reduce repetitive work
- Understanding the boundaries of what can be built securely in GCC

## Unlock Productivity & Unleash Creativity with AI-Powered Chat

- Understand Microsoft 365 Copilot Chat
- Optimize your workflow with Copilot Chat's work grounded data
- Maximize your productivity with web-grounded Copilot Chat



## Format Options

### Half-Day Sessions (3.5 hours):

A focused introduction with client-selected topics.

### Full-Day Sessions (6.5 hours):

Deeper exploration with hands-on practice and more use cases.

## Why This Matters

Government and Military employees work with high volumes of information every day. Copilot can help streamline workflows, cut through complexity, and free up time for critical tasks—all while operating securely within the Microsoft 365 GCC environment.

[Contact Us](#)

800.500.3135

