

AI Productivity with Microsoft 365 Copilot for Government Agencies (Self-Paced)

Practical Microsoft 365 Copilot skills for everyday government work - draft, summarize, analyze, and present faster, with the data-handling guardrails agencies need.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/ai-productivity-with-microsoft-365-copilot-for-government-agencies-self-paced>



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Course Outline

Module 1: Microsoft 365 Copilot foundations and prompting

- What Copilot is and how it works inside Microsoft 365
- Where it helps - and where it doesn't - in government work
- Writing clear prompts and refining results
- Setting up a reliable workflow

Module 2: Copilot for writing and email (Word, Outlook)

- Drafting memos, letters, and reports
- Rewriting for tone and plain language
- Summarizing long threads and documents
- Catching what to verify before sending

Module 3: Copilot for data, decks, and meetings (Excel, PowerPoint, Teams)

- Asking questions of spreadsheet data
- Generating charts and summaries
- Building a deck from a document
- Recapping meetings into notes and actions

Module 4: Using Copilot safely in government

- What is safe to enter: records, PII, FOIA/public-records
- Authorized environments (GCC / GCC-High context)
- Verifying and citing AI-assisted work
- Agency acceptable-use basics

Module 5: Building your Copilot workflows (capstone)

- Mapping your repetitive tasks

- Designing a repeatable workflow
- Sharing prompts and templates with your team
- A first-week action plan