



Excel



Copilot



Word



Outlook



PowerPoint



Microsoft  
Teams

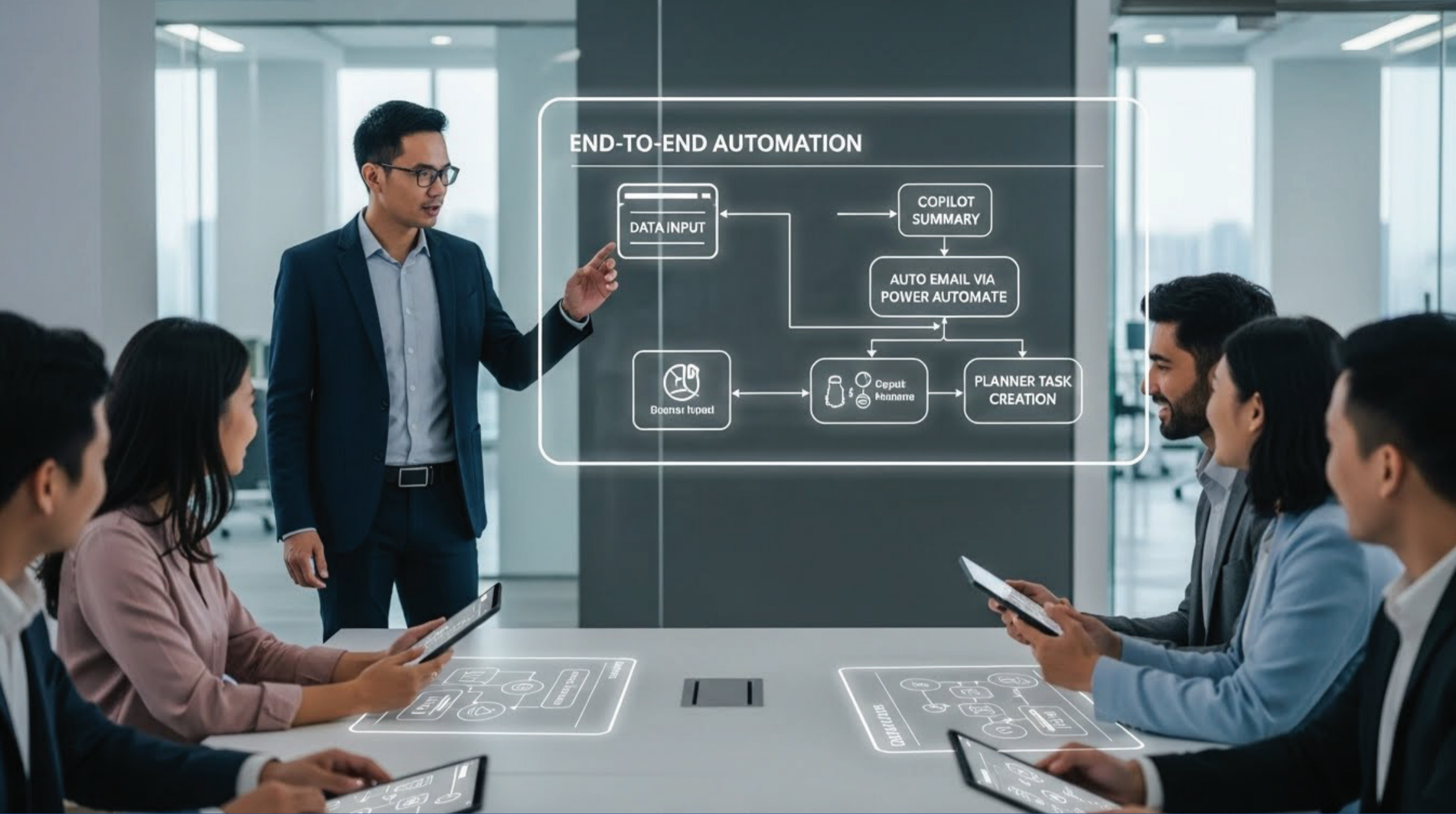


# ADVANCED APPLICATIONS OF MICROSOFT 365

Enhancing Efficiency Through  
Copilot and Office Tools

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GROW YOUR ORGANISATION.**

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## About this course

This comprehensive two-day program equips participants with advanced skills to maximize productivity using Microsoft 365 applications and the latest AI-powered Copilot features. On the first day, participants will explore advanced functionalities in Excel, Word, PowerPoint, Outlook, and Teams to work smarter, automate repetitive tasks, and collaborate more efficiently. The second day introduces Microsoft Copilot and Power Automate, guiding participants to harness AI tools that streamline document creation, data analysis, communication, and task management. By the end of the course, learners will gain the confidence to apply both core and intelligent automation tools to enhance workplace performance and productivity.

## Who Should Attend?

Executives, Managers or Professionals who want to improve productivity using Microsoft 365 and AI-powered Copilot tools.

## Learning Outcomes

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

1. Apply advanced Microsoft 365 tools (Excel, Word, PowerPoint, Outlook, and Teams) to improve productivity and collaboration.
2. Utilize Microsoft Copilot AI features to automate document creation, data analysis, and communication tasks efficiently.
3. Integrate cross-application workflows using Power Automate, Planner, and To Do for seamless task and project management.
4. Enhance workplace communication and teamwork through effective use of Teams, shared workspaces, and digital collaboration tools.
5. Demonstrate professionalism and digital competency in leveraging AI and automation tools responsibly to optimize daily operations.



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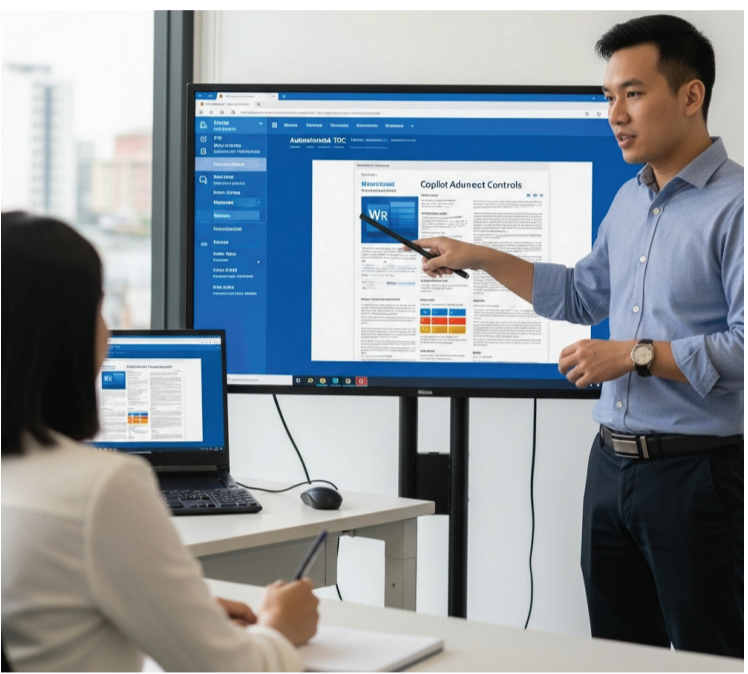
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# PRODUCTIVITY AND HIDDEN TOOLS IN MICROSOFT OFFICE 365



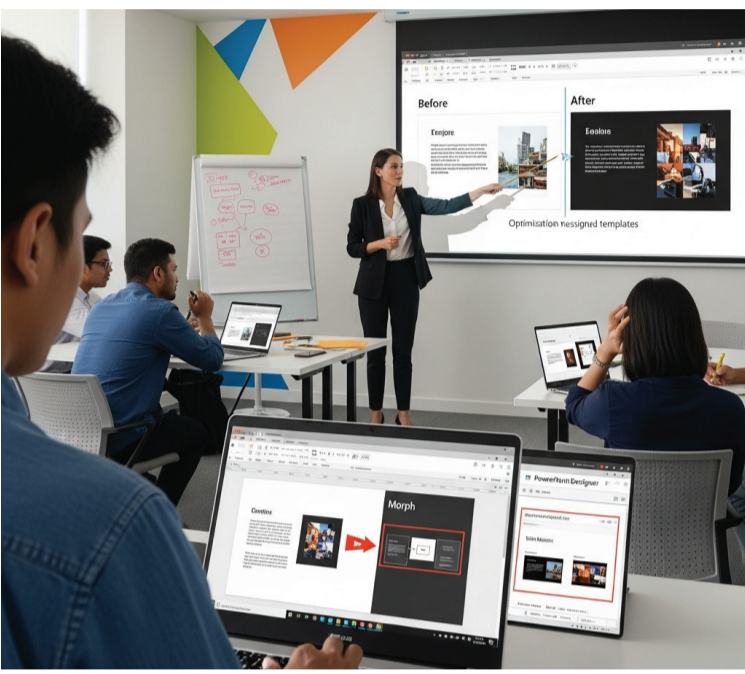
## MODULE 1, 2

1. Advanced Excel Techniques
2. Advanced Word Features

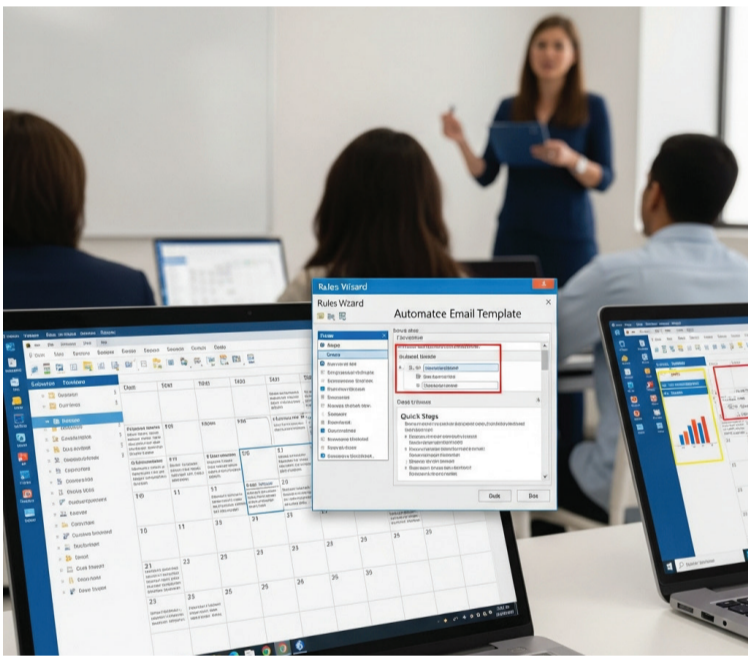


## MODULE 3, 4, 5

3. PowerPoint Productivity Tools
4. Outlook Automation & Organization
5. Teams Collaboration Features



# EXPLORING MICROSOFT COPILOT IN OFFICE 365



## MODULE 6, 7, 8, 9

6. Introduction to Microsoft Copilot
7. Copilot in Microsoft Word
8. Copilot in Microsoft Excel
9. Copilot in Microsoft Outlook



## MODULE 10, 11, 12

10. Copilot in Microsoft Teams
11. Advanced Use Cases & Automation
12. Task Management with Microsoft Planner & To Do



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**RICHWORKS CORPORATE TRAINING SDN BHD**

No.77 Jalan Badminton 13/29 Seksyen 13  
40100 Shah Alam, Selangor. Tel : **+6010 244 4322**

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