



MICROSOFT · THE ESSENTIAL 2026 OFFICE TOOLKIT

Office & Copilot AI

Word, Excel, PowerPoint, Outlook and Teams — supercharged by Copilot

www.reskillwales.co.uk



01 · THE COURSE

Our flagship course

Word, Excel, PowerPoint, Outlook and Teams — supercharged by Microsoft Copilot AI built directly into every app. Five days. Five outcomes. One transformed career.

QUESTIONS BEFORE YOU BOOK?

01656 737349 · hello@reskillwales.co.uk





02 · HOW IT RUNS

Teach, then build

1

MORNINGS · TAUGHT SESSIONS

Led, structured teaching on the apps and the Copilot AI features built into them.

2

AFTERNOONS · HANDS-ON LABS

You build something real — a report, a tracker, a deck, a meeting, a workflow.



03 · YOUR DAY

How each day runs

9:00 – 10:45 am Taught session one

10:45 – 11:00 am *Morning break*

11:00 am – 12:00 pm Taught session two

12:00 – 1:00 pm *Lunch break*

1:00 – 2:30 pm Hands-on lab





DAY 01

Word & Copilot AI

TAUGHT

Document structure & styles

TAUGHT

Headers, footers & contents

TAUGHT

Track changes & collaboration

COPILOT

Draft, rewrite & summarise

LAB

Build a professional report





DAY 02

Excel & Copilot AI

TAUGHT

VLOOKUP, IF and SUMIF

TAUGHT

Pivot tables & charts

TAUGHT

Formatting & data validation

COPILOT

Analyse data, suggest formulas

LAB

Build a budget tracker





DAY 03

PowerPoint & Outlook

TAUGHT

Slide design principles

TAUGHT

Animations & transitions done right

TAUGHT

Inbox rules & quick steps

COPILOT

Deck from a prompt; email

LAB

Client deck & clean inbox





DAY 04

Teams & Collaboration

TAUGHT

Teams channels & governance

TAUGHT

Meetings, agendas, whiteboard

TAUGHT

SharePoint & OneDrive

COPILOT

Meeting recaps & actions

LAB

Run a structured meeting





DAY 05

Copilot & Automation

TAUGHT

Copilot prompt mastery

TAUGHT

Cross-app Copilot workflows

TAUGHT

Power Automate basics

TAUGHT

Personal productivity audit

CAPSTONE

Your daily AI workflow





04 · OUTCOMES

Your outcomes

1

Learn the apps properly — structure, formulas, habits.

2

Put **Microsoft Copilot AI** to work inside every app you use.

3

Leave with five real deliverables and a daily workflow.





05 · IS IT FOR YOU?

Who this course is for

1

WHO SHOULD COME

Anyone using Word, Excel, PowerPoint, Outlook or Teams who wants Copilot working for them.

2

WHAT YOU LEAVE WITH

A report, a budget tracker, a client-ready deck, a run meeting and your own workflow.



READY WHEN YOU ARE

Five days.

One transformed career.

www.reskillwales.co.uk

01656 737349 · hello@reskillwales.co.uk