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Microsoft 365 Office: 10 in 1 Apps with Microsoft Copilot AI

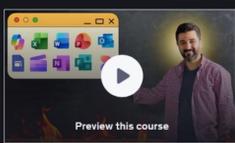
Learn Word, Excel, PowerPoint, OneNote, OneDrive, Teams, Outlook and More and Microsoft Office 365 tools in one program

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Last updated 2/2025 English



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What you'll learn

- Use Microsoft 365 Office apps with confidence
- Use Copilot AI in Word for drafting and editing
- Create charts and dashboards in Excel
- Design clean PowerPoint presentations
- Manage email and calendar in Outlook
- Take structured notes in OneNote
- Store, sync, and share files with OneDrive
- Edit videos using Clipchamp
- Connect multiple apps in real work tasks
- Create and format professional Word documents
- Work with Excel formulas, functions, and PivotTables
- Use Copilot AI for Excel formulas and data checks
- Generate slides and outlines using Copilot
- Run chats and meetings in Teams
- Create quizzes and surveys using Forms
- Design graphics using Microsoft Designer
- Use AI features across Microsoft Office 365 apps

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This course includes:

- 1 Role Play
- 42 hours on-demand video
- 1 article
- 1 downloadable resource
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Course content

12 sections • 109 lectures • 42h 14m total length [Expand all sections](#)

Microsoft 365 (Office) Course: 6 in 1 Bundle with Copilot AI	2 lectures • 10min
Microsoft Word Full Course	12 lectures • 6hr 35min
Microsoft Excel Full Course	16 lectures • 10hr 24min
Microsoft Power Point Full Course	11 lectures • 4hr 45min
Microsoft Outlook Full Course	7 lectures • 2hr 51min
Microsoft Designer Full Course	10 lectures • 4hr 41min
Microsoft ClipChamp Full Course	19 lectures • 6hr 56min
Microsoft Teams Full Course	5 lectures • 1hr 16min
Microsoft OneNote Full Course	13 lectures • 1hr 33min
Microsoft Forms Full Course	5 lectures • 1hr 39min
Microsoft OneDrive Full Course	8 lectures • 2hr 23min
What's Next?	1 lecture • 1min

Requirements

- A computer with Microsoft 365 Office (Windows or Office for Mac)
- Internet connection
- Basic computer skills (open files, type, save)
- Willingness to practice with sample files
- Microsoft account for cloud features

Description

Microsoft 365 Office is no longer just Word, Excel, and PowerPoint. Today, it is a full work system powered by smart AI features like Microsoft Copilot. Most people only use a small part of what these apps can do. That leads to slow work, messy files, weak reports, and wasted time.

This course gives you step-by-step training across 10 major Microsoft 365 Office apps in one structured program. You will go from basic use to confident daily use across Word, Excel, PowerPoint, Outlook, Teams, OneNote, Forms, OneDrive, Designer, and Clipchamp — along with practical Copilot AI usage inside these apps.

Instead of random tips, you get a guided path. Each app is covered with real tasks: writing documents, creating reports, designing slides, managing email, running meetings, editing video, creating forms, handling files, and working with AI prompts. You will see how these tools connect so your daily work becomes faster and more accurate.

Many learners jump between separate short courses. That often creates gaps in knowledge. This all-in-one MS Office course removes that problem. You learn the full Microsoft Office 365 flow from start to finish.

Inside Microsoft Word, you will create, format, review, and protect documents. You will also use Copilot to draft, rewrite, summarize, and convert content into tables and outlines.

Inside Excel, you will work with formulas, functions, PivotTables, charts, dashboards, filters, and data tools. You will also use Copilot to write formulas, clean data, and analyze sheets faster.

Inside PowerPoint, you will design slides, layouts, animations, and presentations. You will also generate slides and outlines using Copilot and AI helpers.

You will also cover:

- Outlook for email and calendar control
- Teams for chat and meetings
- OneNote for structured notes
- Forms for quizzes and surveys
- OneDrive for file sync and sharing
- Designer for graphics and social visuals
- Clipchamp for video editing and AI video features

If you skip learning these tools properly, daily work keeps feeling harder than it should. Reports take longer. Presentations look average. Data feels confusing. Collaboration becomes messy. AI features stay unused.

After this course, your work output will look more professional. You will complete common office tasks with less friction. You will understand when and how to use Copilot AI instead of guessing prompts. You will be able to handle documents, data, slides, and communication with clarity.

This training fits students, job seekers, freelancers, business owners, and working professionals. It also works well for Mac users because Office for Mac steps are included where needed.

Everything is explained in simple language. No prior advanced knowledge is needed. You can follow along and practice as you go.

If your daily work touches documents, spreadsheets, presentations, email, or online collaboration, this program will pay off quickly.

Who this course is for:

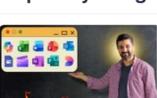
- Beginners who want a full MS Office course
- Students preparing for office jobs
- Working professionals who want faster daily workflow
- Business owners who manage their own documents and reports
- Freelancers who create client files and presentations
- Office for Mac users who want guided training
- Anyone curious about Copilot AI in Microsoft Office 365

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