COURSE BROCHURE

Microsoft Copilot Productivity - Documents, Data & Meeting Drafts

Diploma, Vocational & Skills / AI Software & Automation

One-time full-course fee

INR 1,199

Access

12 months course access

Study plan

12 suggested study hours; 12 months access

Learning format

4 self-paced written English lessons with original fictional examples, explained practice and a self-assessed capstone. Optional automated Course Tutor assistance is available in the protected LMS. Readings are AI-authored with independent AI editorial and primary-source checks; independent human academic review is not included.

Programme overview

Four original readings cover account and grounding checks, document and meeting follow-up, spreadsheet reasoning, presentation outlines and an auditable workplace-pack capstone. 4 self-paced written English lessons with original fictional examples, explained practice and a self-assessed capstone. Optional automated Course Tutor assistance is available in the protected LMS. Readings are AI-authored with independent AI editorial and primary-source checks; independent human academic review is not included. Independent ZELVU software-use training; no vendor affiliation, official vendor certification, employment or income guarantee is included. Software subscriptions, generation credits, API usage, hardware, paid integrations and certification exams are separate. Check the provider's current eligibility, plan and feature availability before using it. Supplied fictional examples and offline planning alternatives allow study without purchasing an additional service. Live human classes, individual human marking and a recorded video lecture series are not included. Suggested study time includes reading, practice and revision; it is not video runtime. Practical automation exercises do not authorise sending real messages, making payments or changing live records. The same written material is included in Practical AI Software - Complete Collection. Choose this focused course or the combined

collection; buying both duplicates this material. A combined purchase does not grant separate focused-course entitlements. Existing related courses are sold separately.

Who this is for

1. Basic English, browser use and arithmetic. Optional in-app features require the learner's own eligible Microsoft licence; chat and supplied-text alternatives are provided. No software licence or external action is included.
2. Use supplied fictional data and assets you are entitled to use. Follow each software provider's current age, account, privacy and usage requirements.

Published topics and learning focus

1. Microsoft Copilot: account context, grounding and a useful first prompt
2. Copilot for documents and meeting follow-up: draft without inventing decisions
3. Copilot for spreadsheet reasoning and presentation drafts
4. Capstone: an unsent workplace pack with checked numbers and decisions

Before you choose

1. These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
2. ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
3. Current checkout terms and refund policy apply. Payment and access require successful provider verification.

Take the next step

Explore the programme trial

View current details, scope and terms

Ask ZELVU about this programme

Save this brochure for reference. Details can change: confirm the current programme page and checkout before making a purchase.