AI Productivity Applications: Microsoft 365 Copilot and Gemini for Workspace in Daily Work

Course FAST-04 · 12 hours · Instructor: Wadood Chaudhary · Presented by 7formations

Session 1. Inbox and calendar (3 hours)

- Data rules and permissions primer
- Thread summaries and reply drafts
- Scheduling and follow-ups
- Checking tone and commitments
- **Lab 1: Inbox triage in sandbox mailbox.**

Session 2. Meetings (3 hours)

- Recaps, decisions, owners
- Transcription consent and policy
- Verifying the recap
- Turning recaps into tasks
- **Lab 2: Meeting recap with marked errors.**

Session 3. Documents and slides (3 hours)

- Outline to draft with source files
- Rewrite for audience
- Draft to deck
- Fact and figure check
- **Lab 3: Document-to-deck briefing.**

Session 4. Spreadsheets and the playbook (3 hours)

- Plain-language spreadsheet questions
- Manual verification
- Over-sharing and what the assistant can see
- Playbook demo
- **Lab 4 and 5: Spreadsheet Q&A; permissions fix; playbook demo.**

Worksheets and deliverables

- W1 Inbox triage log
- W2 Meeting recap error marks

- W3 Document and deck check sheet
- W4 Spreadsheet verification
- W5 Productivity playbook (5 tasks)

Attendance and completion

- Attendance is recorded at the start and end of every session (live virtual: platform attendance log plus an instructor roll call or poll; in-person: signed sheet).
- A trainee must attend 100% of instructional hours. A missed session may be made up by attending the same session in another scheduled cohort within 30 days; the make-up is logged the same way.
- A trainee must submit every required lab deliverable and score 'Meets' on the final applied task.
- Each completion record is tied to the trainee, the employer FEIN, and the course number, and is kept for the contract retention period.
- Incomplete trainees are not reported as completions and are not billed to anyone. FAST AI pays for completions only; employers and trainees are never charged.
- Optional asynchronous pre-work (under 10% of course time) is supplemental, is not counted as instructional hours, and never substitutes for a live session.

Assessment rubric

Each criterion is scored Not yet / Meets / Strong. Completion requires Meets on every criterion for the final deliverable (resubmission allowed within the course window).

Criterion	Meets standard
Accuracy checking	Every AI output checked; errors marked and fixed
Permissions awareness	Over-shared file found and corrected
Applied playbook	Five real tasks with steps, prompt, check, time
Live demo	Two playbook tasks performed correctly in front of instructor