

M55616A - Microsoft Copilot Overview for IT Professionals

This one day course focuses on the core concepts of Microsoft Copilot, its benefits and methods to enable effective use of these revolutionary technologies in organisations.

Required Prerequisites

This course is intended for anyone who is looking at deploying Copilot in their organisation and would like to start by gaining a better understanding of what is on offer and the different components available within the Copilot suite.

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Module 1: What is Copilot?

- History of AI
- What is Microsoft Copilot?
- How Does Microsoft Copilot Work?
- Vocabulary
- Key components of Microsoft Copilot
- How Does Microsoft 365 Copilot Work?
- Semantic Index
- What Copilots exist?

Module 2: Copilot in Microsoft Edge & Windows 11

- The Microsoft 365 Copilot System: Enterprise-ready AI
- Get ready for Microsoft 365 Copilot – Prerequisites
- Prepare your data for Copilot searches
- Data governance considerations
- Microsoft 365 Copilot Licences
- How does Microsoft 365 Copilot help me?

- Microsoft's commitment to responsible and ethical AI

Module 3: Copilot in Microsoft 365

- The Microsoft 365 Copilot System: Enterprise-ready AI
- Get ready for Microsoft 365 Copilot – Prerequisites
- Prepare your data for Copilot searches
- Data governance considerations
- Microsoft 365 Copilot Licences
- How does Microsoft 365 Copilot help me?
- Microsoft's commitment to responsible and ethical AI

Module 4: Copilot in Microsoft 365 Apps for Enterprise

- Copilot in Microsoft 365 Apps for Enterprise
- Compose and summarize documents with Copilot in Word
- Summarize and draft emails with Copilot in Outlook
- Design captivating presentations with Copilot in PowerPoint
- Analyze and transform data with Copilot in Excel
- Elevate productivity with Copilot in Teams
- Copilot in Loop
- Expand functionality with Microsoft 365 Chat

Module 5: Optimize and Extend Microsoft 365 Copilot

- Review best practices for using Microsoft 365 Copilot
- Prompting Advice
- Understanding Copilot's Limitations
- Extend Microsoft 365 Copilot with plugin
- Explore Microsoft Graph connectors
- Extend Copilot for your scenario

- Copilot in Loop

Module 6: Optimize and Extend Microsoft 365 Copilot

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- Sales Copilot User Experience
- Copilot for Customer Service

Module 7: Other Copilots

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- Copilot Studio
- Copilot for Power BI
- Github Copilot