

## Detailed Curriculum

### Module 1: Introduction to Microsoft Copilot & AI Tools

- What is Artificial Intelligence (AI) and how it integrates with Microsoft 365
- Overview of Microsoft Copilot: Features, benefits, and use cases
- Understanding the AI ecosystem: Copilot, ChatGPT, Power Automate, and other productivity tools
- Security, privacy, and compliance considerations for audit teams

#### Activity:

- Group discussion: "How AI can transform Internal Audit functions"
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### Module 2: Practical Applications for Internal Audit

- **Using Copilot in Word:** Drafting, reviewing, and summarizing audit reports
- **Using Copilot in Excel:** Automating data analysis, variance checks, and trend reporting
- **Using Copilot in PowerPoint:** Creating executive summaries and visual dashboards
- **Using Copilot in Outlook and Teams:** Managing communications, scheduling, and summarizing meetings
- Prompt engineering: How to craft effective prompts for accurate AI outputs
- Using AI agents for audit trail analysis and risk identification

#### Activity:

- Case-based exercise: "Automating an Internal Audit Report using Copilot"
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### Module 3: Hands-On Training & Real-Time Demonstrations

- Guided live demonstrations on Microsoft 365 Copilot tools
- Interactive exercises replicating audit workflows
  - Automating repetitive tasks (data cleanup, summarization)
  - Generating risk assessment summaries
  - Preparing audit findings reports
- Troubleshooting common AI and Copilot challenges

#### Activity:

- Team exercise: Participants use Copilot to generate an audit summary from sample data
  - Live Q&A and troubleshooting
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