

Agent in a day

Duration: 8 hrs

Overview:

Join this one-day hands-on training to quickly get up to speed with Microsoft 365 Copilot Chat and Microsoft Copilot Studio. Learn how to easily create and customize AI-powered copilots that boost productivity and streamline tasks—no coding needed. We'll guide you through real-world examples, step-by-step demos, and how Copilot works with Microsoft 365 apps. By the end, you'll be ready to build smart, time-saving solutions for your team or business.

Course Objectives:

In this course, you will learn:

- Create Agents from scratch
- Customize agents
- Create topics and triggers
- Integrate Gen AI capabilities in the Agent
- Integrate Power Automate

Course Content:

Lesson 1- Introduction

- Introduction to Power Platform
- Introduction to Microsoft 365 Chat
- Introduction to Microsoft Copilot Studio
- Creating and Setting up Environments
- Introduction to Copilot Studio Settings

Lesson 2 – Planning & Creating agents

- Identifying the scope for the agent
- Planning for details of the agent

Lesson 3 – Authoring Canvas & tools

- Using message vs. question nodes effectively
- Capturing user input with entities and variables
- Setting up custom entities
- Using slot-filling for guided conversations
- AI-assisted topic creation and modification
- Available tools in Copilot Studio

Lesson 4 – Agent flows

- Overview of Power Automate and connectors
- Triggering flows from Copilot Studio

Lesson 5 – Building autonomous agents

- Introduction to autonomous agents
- Conversational vs autonomous agents

Lesson 6 – Crafting Agent Instructions

- Building blocks of writing agent instructions
- Using Triggers for autonomous agent