KOENIG SOLUTIONS · COURSE OUTLINE

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.

1 Day	7	45
DURATION	MODULES	TOPICS

COURSE OVERVIEW

This course covers the fundamentals of Microsoft Copilot, including its history, key components and how it works within Microsoft 365 and Windows 11. It examines prerequisites, data preparation, governance and licensing considerations for deploying Microsoft 365 Copilot, along with Microsoft's approach to responsible AI. It then looks at Copilot's use within Word, Outlook, PowerPoint, Excel, Teams and Loop, as well as best practices, prompting advice, limitations and extensibility through plugins and Microsoft Graph connectors. The course concludes with an overview of other Copilot offerings, including Sales Copilot, Copilot for Customer Service, Security Copilot, Copilot Studio, Copilot for Power BI and GitHub Copilot.

WHO THIS COURSE IS FOR

- **IT Professionals**
- **IT Administrators**
- **Data Governance Officers**
- **Microsoft 365 Administrators**
- **Business Decision Makers**

PREREQUISITES

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.

LEARNING OBJECTIVES

- Explain the history and core concepts of Microsoft Copilot
- Describe the key components of Microsoft 365 Copilot
- Identify prerequisites for deploying Microsoft 365 Copilot
- Assess data governance considerations for Copilot searches
- Apply Copilot within Word, Outlook, PowerPoint and Excel
- Evaluate best practices and prompting advice for Copilot
- Analyse methods to extend Copilot with plugins and connectors
- Compare other Copilot offerings such as Security Copilot and GitHub Copilot

COURSE SYLLABUS

7 Modules, 45 Topics

01

What Is Copilot?

TOPICS

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?

02

Copilot in Microsoft Edge & Windows 11

TOPICS

- **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

03

Copilot in Microsoft 365

TOPICS

- **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

04

Copilot in Microsoft 365 Apps for Enterprise

TOPICS

- 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 Team
- Copilot in Loop
- Expand functionality with Microsoft 365 Chat

05

Optimize and Extend Microsoft 365 Copilot

TOPICS

- 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

06

Optimize and Extend Microsoft 365 Copilot

TOPICS

Microsoft Sales Copilot · Sales Copilot Architecture Overview · Sales Copilot User Experience · Copilot for Customer Service

07

Other Copilots

TOPICS

Security Copilot · Copilot Studio · Copilot for Power BI · Github Copilot

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

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