Syllabus

Explore Artificial Intelligence: Microsoft 365 Copilot

Duration: 9,00 hrs, 1,50 day(s)

Target Audience:
Anyone

Objectives:

This course gives users hands-on experience with Microsoft 365 Copilot's advanced features and intelligent assistance, helping them use its capabilities to improve productivity, communication, and decision-making in a business context.

Prerequisite:

Methodologies:

Choose from our training methodologies :

- Face to Face Session (Seminar)
- 1-TO-1 Coaching

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Content:

Module 1: Introduction to Microsoft Copilot

- Microsoft 365 Copilot
- The Microsoft 365 Copilot architecture explained
- M365 Copilot core components

Module 2: Recap on Prompting structure

- Building clearer prompts
- Understanding how Copilot works with Prompts
- Using Specifiers to optimise prompts
- Custom prompting using copilot settings
- Prompting best practices for Copilot for Microsoft 365

Module 3: Explore the possibilities with Copilot for Microsoft 365

- Working with the M365 Copilot app
- Copilot in Mcrosoft Office desktop apps (Word ,Excel ,Powerpoint, Outlook)
- Opportunities that Copilot provides in Teams, OneDrive etc...
- Overview of how copilot can assist in creating Automated workflows

Module 4: Working with Copilot Agents

- Copilot Agents explained
- Working with agent template
- Creating and customising agents