

Microsoft Copilot Overview for IT Professionals

Cursusduur: 1 Dag Cursuscode: M55616A Trainingsmethode: Virtual Learning

Beschrijving:

Microsoft Copilot Overview for IT Professionals (M55616A) is a one-day introductory course designed to help IT professionals, administrators, and technology decision-makers understand the Microsoft Copilot ecosystem and its role in modern workplace productivity. Participants explore the core concepts behind Copilot, including how generative AI, Microsoft Graph, and enterprise data work together to deliver intelligent assistance across Microsoft 365, Windows, Edge, and business applications.

Throughout the course, learners gain insight into the various Copilot offerings available across the Microsoft platform, including Microsoft 365 Copilot, Copilot in Windows and Edge, Dynamics 365 Copilot, Security Copilot, GitHub Copilot, and Copilot Studio. The course also covers deployment considerations, licensing, data governance, security, responsible AI practices, and techniques for optimizing Copilot through effective prompting and extensibility options such as plugins and Microsoft Graph connectors. By the end of the course, participants will be equipped to evaluate, plan, and support Copilot adoption within their organizations while understanding the productivity, governance, and operational benefits these AI-powered tools can provide.

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Virtueel en Klassikaal™

Virtueel en Klassikaal™ is een eenvoudig leerconcept en biedt een flexibele oplossing voor het volgen van een klassikale training. Met Virtueel en Klassikaal™ kunt u zelf beslissen of u een klassikale training virtueel (vanuit huis of kantoor) of fysiek op locatie wilt volgen. De keuze is aan u! Cursisten die virtueel deelnemen aan de training ontvangen voor aanvang van de training alle benodigde informatie om de training te kunnen volgen.

Doelgroep:

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.

Doelstelling:

- By actively participating in this course, you will learn about the following:
 - Using Copilot in Microsoft 365 Applications
 - Using Copilot in Microsoft 365 Dynamics
- What is Copilot?
- Using Copilot in Microsoft Edge and Windows 11

Vereiste kennis en vaardigheden:

Candidates should have experience using Microsoft 365 applications and a general understanding of Microsoft Copilot concepts.

Examens en certificering

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Vervolg cursussen:

None

Cursusinhoud:

Lesson 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?

Lesson 2: Copilot in Microsoft Edge ; Windows 11

- Copilot in Edge
- Manage Bing Chat Enterprise within Copilot in Edge
- Enable Windows Copilot in Windows 11
- Copilot in Windows
- Interact with Copilot in Windows
- Chatting with Copilot in Windows
- How Copilot in Windows can help you be more efficient
- Manage Windows 11 Copilot

Lesson 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

Lesson 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

Lesson 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

Lesson 6: Copilot for Dynamics 365

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

Lesson 7: Other Copilots

- Security Copilot
- Copilot Studio
- Copilot for Power BI
- Github Copilot

Nadere informatie:

Neem voor nadere informatie of boekingen contact op met onze Customer Service Desk 030 - 60 89 444

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