

Microsoft Copilot Overview for IT Professionals

Duration: 1 Day **Course Code: M51566**

Overview:

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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.

Audience

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

By actively participating in this course, you will learn about the following:

What is Copilot?

Using Copilot in Microsoft Edge and Windows 11

Using Copilot in Microsoft 365 Applications

Using Copilot in Microsoft 365 Dynamics

Prerequisites

Copilot for Microsoft 365 requires the user to have a prerequisite base license assigned.

Target Audience:

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It is assumed that delegates are already familiar with the main features of Microsoft Office and Microsoft 365, and they are comfortable working in that environment.

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to Microsoft Teams (desktop app) and the main Microsoft Office suite of applications (Word/Excel/PowerPoint etc).

This course is not suitable for MAC users.

Content:

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 Team

Copilot in Loop

Expand functionality with Microsoft 365 Chat

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

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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