

## Microsoft Copilot Overview for IT Professionals

**Duration: 1 Day**    **Course Code: M51566**    **Delivery Method: Virtual Learning**

### Overview:

#### Overview

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.

#### Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

### Target 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.

### 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.

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:

<u>Lesson 1: What is Copilot?</u>	Lesson 3: Copilot in Microsoft 365	Review best practices for using Microsoft 365 Copilot
History of AI	The Microsoft 365 Copilot System: Enterprise-ready AI	Prompting Advice
What is Microsoft Copilot?	Get ready for Microsoft 365 Copilot – Prerequisites	Understanding Copilot's Limitations
How Does Microsoft Copilot Work?	Prepare your data for Copilot searches	Extend Microsoft 365 Copilot with plugin
Vocabulary	Data governance considerations	Explore Microsoft Graph connectors
Key components of Microsoft Copilot	Microsoft 365 Copilot Licences	Extend Copilot for your scenario
How Does Microsoft 365 Copilot Work?	How does Microsoft 365 Copilot help me?	Lesson 6: Copilot for Dynamics 365
Semantic Index	Microsoft's commitment to responsible and ethical AI	Microsoft Sales Copilot
What Copilots exist?		Sales Copilot Architecture Overview
Lesson 2: Copilot in Microsoft Edge ; Windows 11	Lesson 4: Copilot in Microsoft 365 Apps for Enterprise	Sales Copilot User Experience
Copilot in Edge	Copilot in Microsoft 365 Apps for Enterprise	Copilot for Customer Service
Manage Bing Chat Enterprise within Copilot in Edge	Compose and summarize documents with Copilot in Word	
Enable Windows Copilot in Windows 11	Summarize and draft emails with Copilot in Outlook	Lesson 7: Other Copilots
Copilot in Windows	Design captivating presentations with Copilot in PowerPoint	Security Copilot
Interact with Copilot in Windows	Analyze and transform data with Copilot in Excel	Copilot Studio
Chatting with Copilot in Windows	Elevate productivity with Copilot in Team	Copilot for Power BI
How Copilot in Windows can help you be more efficient	Copilot in Loop	Github Copilot
Manage Windows 11 Copilot	Expand functionality with Microsoft 365 Chat	

### 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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