

# Microsoft Copilot

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## Introduction

This course is designed to give users a better understanding of AI and serve as a gateway to harness the power of Copilot. Participants will uncover the essential components and capabilities of Copilot. The course focuses on Copilot for Microsoft 365, using the AI in applications like Word, PowerPoint, Excel, Outlook, OneNote and Teams. It also covers other popular Copilot experiences found in Windows 11, Edge and the copilot website. For those who use the Power Platform, we also explore how to use Copilot in Power Apps, Power Automate, Power BI and Power Pages. We examine Copilot Studio, as service for creating chat experiences and AI builder which can be used to create an AI. Through this course, we

will help you understand and use Copilot, enhancing your productivity, help you generate new ideas and review your work. We'll dive into working with the AI architecture and capabilities, learn how to setup Copilot and discover real world scenarios.

## Audience

This course is intended for Microsoft 365 users that will be using Copilot as part of their daily productivity tasks as well as building and supporting tailored Copilots for the organization. Students may also be building and testing Copilot within MS 365 apps and alongside their Microsoft 365 apps including the Power Platform as well as creating new Copilot experiences in Copilot Studio and AI builder.

## At Course Completion

After completing this course, students will be able to:

- Understand AI and Copilot
- Using Copilot with Apps
- Using Copilot with Teams
- Leveraging Copilot with the Power Platform
- Work with the Copilot Studio
- Working with AI Builder

## Microsoft Copilot

Module	Topics
Introduction: Welcome to Copilot	I.1- Licensing and Copilot I.2- Getting Setup
Module 1: Introductio to Copilot	1.1- What is AI 1.2- Introducing Copilot 1.3- Exploring Copilot
Module 2: Getting Ready for Copilot	2.1- Getting your information ready 2.2- End User Requirements
Module 3: Using Copilot with 365 Apps	3.1- Copilot for Chat 3.2- Copilot in MS Apps 3.3- Copilot Designer
Module 4: Using Copilot with Teams	4.1- Copilot In Teams 4.2- Copilot in Teams Apps
Module 5: Leveraging Copilot in the Power Platform	5.1- Overview of Power Platform and Copilot 5.2- Copilot Assistance
Module 6: Copilot Studio	6.1- Introduction to Copilot Studio 6.2- Creating a new Copilot 6.3- Testing and Deplpying Copilot
Module 7: AI Builder	7.1- Understanding the AI Builder 7.2- Licensing and Creating an AI Model 7.3- Implementing the AI Model