55485: Microsoft® 365 Copilot Super User

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is designed for participants who are new to or unfamiliar with Microsoft Copilot. It provides practical guidance on how to use Copilot effectively in a variety of common scenarios. The course focuses primarily on Copilot for Microsoft 365, demonstrating its capabilities within applications such as Word, PowerPoint, Excel, Outlook, OneNote, and Teams. It also explores other popular Copilot experiences available in Windows 11, Microsoft Edge, and through the Copilot website. For participants working with the Power Platform, the course introduces the use of Copilot within Power Apps, Power Automate, Power BI, and Power Pages. Additionally, we examine Copilot Studio, a service for creating AI-driven chat experiences, and AI Builder, a tool for building and implementing AI models. By the end of the course, participants will have a strong understanding of how to leverage Copilot to enhance productivity, generate new ideas, and refine their work.

Target Audience

This course is intended for:

- Individuals that are looking to learn how to use Copilot alongside their Microsoft 365 apps, the Power Platform and create new Copilot experiences in Copilot Studio and AI builder.

Prerequisites

To attend this course, candidates must:

- Possess an active Microsoft 365 account with appropriate Copilot licences (e.g., Copilot for Microsoft 365) to participate in hands-on exercises, as there is currently no trial available for this licence.
- Have basic familiarity with Microsoft 365 applications (such as Word, Excel, PowerPoint, Outlook, and Teams).
- Have a basic understanding of cloud services and security concepts.
- Some familiarity with the Power Platform (Power Apps, Power Automate, Power BI, Power Pages).
  NOTE: *No prior experience with Copilot, or AI Builder is required.*

Microsoft® Partner

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Course Objectives

Upon successful completion of this course, attendees will be able to:

- Understand the benefits of AI in the workplace.
- Use Copilot chat to speed up common tasks.
- Leverage Copilot in Word, Excel, OneNote, Outlook and PowerPoint.
- Use Copilot for meetings in Microsoft Teams.
- Understand the support Copilot offers Power Platform users in Power Apps, Power Automate, Power BI and Power Pages.
- Create their own Copilot experiences by using Copilot Studio.
- Build custom AI models on their own data to streamline automation.
- Fully utilise Copilot's capabilities and achieve maximum return on investment.

Course Topics

Module 1: An Introduction to Copilot

- What is AI
  - o A History of AI
  - o Cortana
- Introducing Microsoft Copilot
  - o Large Language Models
  - o Copilot Pro
  - o Microsoft 365 Copilot
  - o Licensing
- Exploring Copilot
  - o Web Chat-Based Productivity Tool
  - o Copilot in Bing
  - o Copilot in Microsoft Edge
  - o Copilot in Windows 11
  - o Copilot Mobile Apps

Module 2: Getting Ready for Microsoft 365 Copilot

- Getting Your Information Ready
  - o Data Security and Compliance
  - o Global Settings
  - o Purview
  - o Just Enough Access

  - o Microsoft 365 Groups
  - o SharePoint and Teams
  - o Sharing
- End User Requirements
  - o Setting up Microsoft 365 Copilot
  - o Assigning Licenses
  - o Center of Excellence
  - o Deleting Interaction History

Module 3: Using Copilot with Microsoft 365 Apps

- Copilot for Microsoft 365 Chat
- Copilot in Microsoft 365 Apps
  - o Word
  - o PowerPoint
  - o Excel
  - o OneNote
  - o Outlook
  - o Designer
- Copilot Lab

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Course Topics *Continued*

Module 4: Using Copilot in Microsoft Teams
- Copilot in Teams
  - Meetings
  - Chats and Channels
- Copilot in Teams Apps
  - Loop
  - Whiteboard
  - Planner
  - Stream
  - Forms

Module 5: Leveraging Copilot in the Power Platform
- An Overview of the Power Platform
- Using Copilot Assistance
  - Power Apps
  - Power Automate
  - Power BI
  - Power Pages

Module 6: Copilot Studio
- An Introduction to Copilot Studio
  - How Do Copilots Work in Teams?
  - The Copilot Studio Interface
  - The Authoring Canvas
- Creating a New Copilot
  - Entities
  - Working with Topics
  - Setting Up Triggers
  - Adding Nodes
  - Call a Flow
  - Testing Your Copilot
  - Publish a Copilot
  - Using a Copilot in Teams
  - Maintaining a Copilot

Module 7: AI Builder
- Understanding What AI Builder Can Do
- Licensing
- Create an AI Model
- Training a Model
- Implementing a Model
- Using Models with Copilot
- Using Models with Power Apps
- Using Models with Power Automate

LABS INCLUDED