

Microsoft Copilot Introduction



Course Details

Course Name Introduction to Microsoft Copilot

Duration 1 Day

Course Code AFBMCOPI

Assumed Knowledge No prior knowledge required

Course Aims

The aim of this course is to introduce you to Microsoft Copilot, a cutting-edge AI tool that helps us work faster and smarter. You will learn how to use Copilot to generate suggestions for various purposes and scenarios, and how to customise it to your preferences and needs. You will also learn how to adopt Copilot in your organisation, how to align it with your business strategy and goals, and how to ensure data security and compliance when using Copilot. By the end of this course, you will have a solid understanding of the benefits and challenges of using Copilot, and how to leverage its potential to improve your productivity and quality of writing and generating content.

What You Will Learn

In this course, you will learn how Copilot can generate suggestions for code, text, data, and other content types throughout Microsoft 365. You will also understand the ethical and legal implications of using Copilot and apply best practices and tips for using Copilot effectively and responsibly.

Skills

- Understand the basics of Copilot in Microsoft 365 including security, privacy, and responsible AI practices
- The key Copilot prompts for using it within Office, Microsoft 365 and the Power Platform
- How to leverage the powers of AI and learn about several new features, best practices, and use cases to take advantage of Copilot fully

Target Audience

This course is designed for anyone who wants to learn how to use Microsoft Copilot to enhance their productivity and creativity in Office, Microsoft 365, and the Power Platform. Whether you are a beginner or an expert, a student or a professional, a developer or a business user, this course will help you discover the benefits of Copilot and how to apply it to various scenarios and tasks.

Course Content

Module 1 – Overview of Microsoft Copilot

- Topic A Microsoft Copilot overview
- Topic B The AI powered organisation
- Topic C Responsible AI
- Topic D Licensing

Module 2 – Exploring Copilot

- Topic A Copilot in Office
- Topic B Copilot in Microsoft 365
- Topic C Copilot in the Power Platform
- Topic D Bing Chat
- Topic E Copilot Studio
- Topic F Copilot Lab

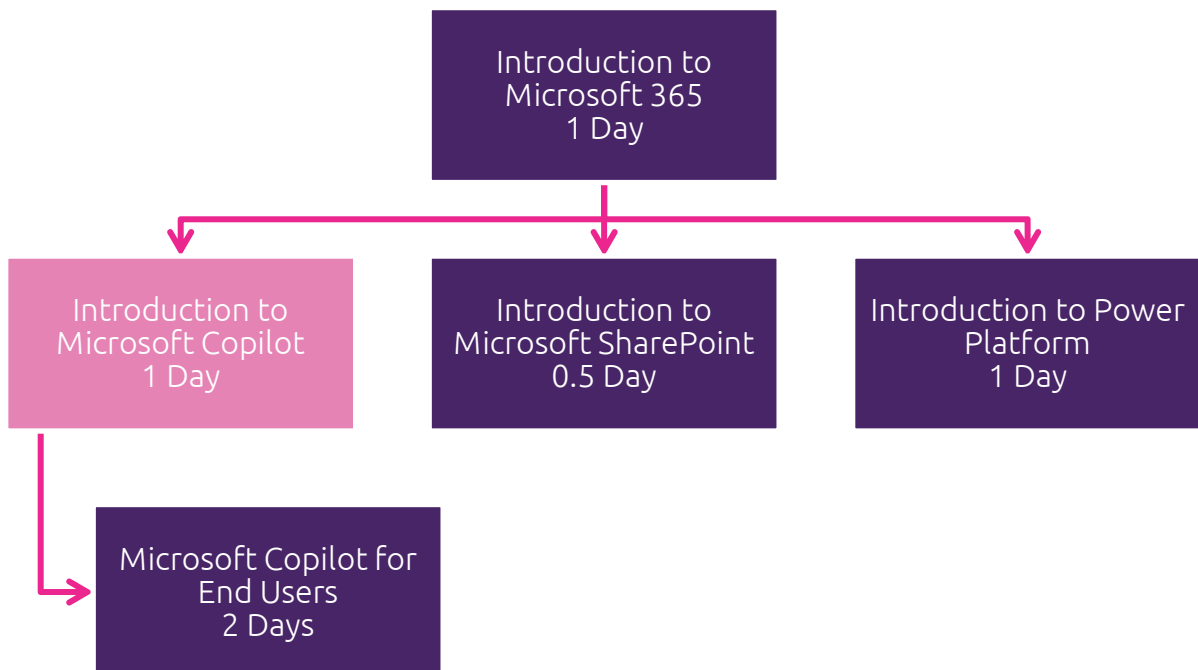
Module 3 – Copilot Readiness and Rollout

- Topic A Organisation readiness and data security
- Topic B Identity and Access Management
- Topic C Secure Access and Endpoint Management
- Topic D App Management
- Topic E Preparing for Copilot adoption

Course Progression

At Appetite, we understand the significance of rolling out Microsoft Copilot in the modern workplace and the many challenges this may bring but also the huge advantage to the business. That's why we are excited to introduce our Introduction to Microsoft Copilot training course, this is the perfect start to empower employees with the essential knowledge and skills needed to understand the benefits of AI technology and the key benefits it has to offer. We believe in continuous growth and learning, which is why we are committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft Copilot and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation.



About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.






Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	 Certified  Corporation 