

M55616A : Microsoft Copilot Overview for IT Professionals

Course Outline

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 Teams
- Copilot in Loop
- Expand functionality with Microsoft 365 Chat

Lesson 5: Optimize and Extend Microsoft 365 Copilot

- 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