



microsoft CoPilot

(For Intermediate Users)

PROGRAM OVERVIEW:

During this course, you will be introduced to the concepts of Generative AI & Microsoft 365 Copilot. This hands-on training session provides a comprehensive overview of Microsoft 365 Copilot, covering its capabilities, differences from Copilot Chat, and the art of prompting across various M365 applications. Participants will become familiar with the GCSE taxonomy, core features, interface navigation, and the prompt gallery.

KEY LEARNING OUTCOMES:

At the completion of this course you should be able to:

- Understand Copilot's functionalities
- Understand the differences between Copilot Chat and Microsoft 365 Copilot
- Know the locations and methods to access Copilot
- Create effective prompts
- Be familiar with the General Copilot Service Environment
- Understand prompting taxonomy
- Getting started on prompting using Microsoft 365 Copilot

WHO SHOULD ATTEND?

This course is designed for basic to intermediate Microsoft 365 Copilot users who are working with the existing Microsoft 365 applications for communication and collaboration.

DURATION:

- 1-day

PROGRAM PREREQUISITES:

This course assumes no or limited knowledge of Microsoft 365 Copilot or AI. Having some familiarity with at least one of the primary applications of the Microsoft Office suite e.g. Word, Excel, PowerPoint, and competence using Outlook, or equivalent experience would be advantageous. It would also be beneficial to have a general understanding of personal computers and internet browsers.

