Enterprise Computing Solutions - Education Services

TRAINING OFFERING

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Introduction to Microsoft 365 Copilot

CODE:	LENGTH:	PRICE:
MCS_WS-4578	8 Hours (1 day)	€490.00

Description

In this one-day course, you will receive a comprehensive introduction to Microsoft 365 Copilot. Discover how Copilot can enhance your personal work environment or your entire organization. There are numerous aspects to consider, particularly when implementing Microsoft 365 Copilot in a company, which will be covered in this course. Prepare yourself and your organization to harness the full potential of Microsoft 365 Copilot and achieve maximum success.

Audience

- User enablement specialists, business leaders, managers, IT professionals, consultants, or anyone involved in the introduction of Microsoft Copilot for Microsoft 365 in their organization.
- Users who need to solve business-related application scenarios.

Prerequisites

The following knowledge should be present:

- Microsoft 365 apps: Word, Excel, Teams, and Outlook

Programme

Module 1: Copilot Fundamentals
- Fundamentals of generative AI and Copilots
- What is generative AI?
- Language models
- Copilots
- Microsoft Copilot
- Considerations for Copilot prompts
- Expanding and developing Copilots

Module 2: Overview of Copilot for Microsoft 365
- Which job roles benefit from Copilot for Microsoft 365?
- Microsoft Cloud AI and data protection
- The art of prompting
- Highlighting important decisions and actions

Module 3: Introduction to Copilot for Microsoft 365
- Exploring the possibilities with Copilot for Microsoft 365
- Optimizing and expanding Copilot for Microsoft 365
- Summarizing with Microsoft Copilot for Microsoft 365 (Excel, Word, Teams, Outlook, Microsoft 365)
- Creating and designing with Microsoft Copilot for Microsoft 365
- Asking questions and analyzing content with Microsoft Copilot for Microsoft 365

Module 4: Preparing Your Employees for Copilot for Microsoft 365
- Fundamentals of assembling the key roles of the user enablement team
- Setting up an AI council
- Defining a strategy for the user interface
- Identifying and prioritizing scenarios

- Setting up success metrics and a reporting plan
- Assessing your organization’s readiness

Module 5: Preparing Your Organization for Copilot for Microsoft 365
- Preparing for Microsoft 365 Copilot
- Reviewing data security and compliance in Copilot for Microsoft 365
- Managing secure user access in Microsoft 365
- Managing permissions, roles, and role groups in Microsoft 365
- Implementing data classification for sensitive information

Session Dates

On request. Please Contact Us

Additional Information

This training is also available as onsite training. Please contact us to find out more.