Microsoft Copilot
End User

Course Details
Course Name Microsoft Copilot for End Users
Duration 2 Days
Course Code AFBMCP
Assumed Knowledge No prior knowledge is 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 across all of Microsoft 365 including Office Suite, Power Platform, Bing, Teams and more and understand and use the prompts needed to take full advantage of Microsoft Copilot in your organisation. The 2-day course aims to provide you with hands on learning with Copilot to improve confidence and understand its potential while also learning how to customize an experience using Copilot Studio.

What You Will Learn
In this course, you will learn how to use Copilot to 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 terminology, licensing, key features and tools available.
- Understanding of 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 – Introduction to Microsoft Copilot
Topic A Overview of Microsoft Copilot
Topic B Licensing Overview
Topic C LLM and Responsible AI
Topic D How can I access Copilot for Microsoft 365

Module 2 – Getting Started with Copilot
Topic A How Copilot works
Topic B Copilot in Office
Topic C Using Copilot in Microsoft Word
Topic D Using Copilot in Microsoft PowerPoint
Topic E Using Copilot in Microsoft Excel
Topic F Using Copilot in Microsoft Outlook
Topic G Using Bing Chat

Module 3 – Microsoft Copilot with Microsoft 365
Topic A Using Copilot in Power Platform
Topic B Using Copilot with Microsoft Teams
Topic C Using Copilot in Microsoft Planner
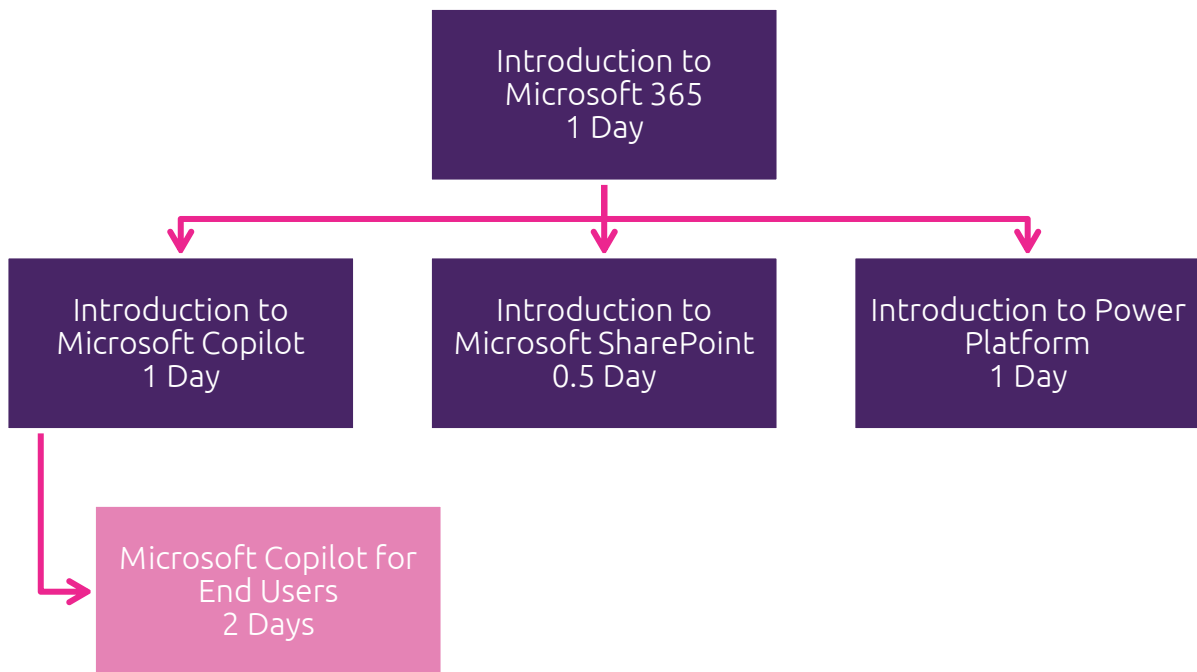Topic D Using Copilot in Microsoft Loop
Topic E Using Copilot in Microsoft Forms
Topic F Using Copilot in Viva Engage

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 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 key benefits it has to offer. We believe in continuous growth and learning, which is why we're 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.

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                    │  Introduction to    │
                    │  Microsoft 365      │
                    │  1 Day              │
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│ Introduction to │ │ Introduction to     │ │ Introduction to │
│ Microsoft Copilot│ │ Microsoft SharePoint│ │ Power Platform  │
│ 1 Day           │ │ 0.5 Day             │ │ 1 Day           │
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┌─────────────────┐
│ Microsoft Copilot for │
│ End Users       │
│ 2 Days          │
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Appetite

Certified B Corporation

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
CYBER ESSENTIALS	Microsoft Solutions Partner — Modern Work	Microsoft PARTNER PLEDGE
CYBER ESSENTIALS PLUS	Certified B Corporation	TECHTALENT CHARTER: SIGNATORY
nqa. ISO 27001 INFORMATION SECURITY MANAGEMENT	Learning & Performance Institute — Accredited Learning Technologies Provider Gold Standard	disability confident COMMITTED
nqa. ISO 9001 QUALITY MANAGEMENT		better business act
		We are a Living Wage Employer
		We've made our Social Mobility Pledge — Outreach, Access, Recruitment

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