

Microsoft Copilot 365 Course Content

Section 1: Introduction to Microsoft Copilot

- What is Microsoft 365 Copilot?
- Key benefits of using Copilot
- Overview of AI and LLM (Large Language Models)
- Integration of Copilot into Microsoft 365 ecosystem
- Use cases across different industries

Section 2: Getting Started with Microsoft 365

- Overview of Microsoft 365 apps
- Accessing and enabling Copilot features
- Licensing & system requirements
- Navigating Copilot in web & desktop versions
- Admin control and compliance basics

Section 3: Copilot in Microsoft Word

- AI-powered writing assistance
- Drafting, summarizing, and rewriting content
- Using prompts to create reports and documents
- Formatting and citation help
- Live collaboration with AI

Section 4: Copilot in Microsoft Excel

- Data analysis with natural language queries
- Formula generation and automation
- Trend analysis, forecasting, and visualization
- Generating summaries from large datasets
- Copilot for pivot tables and dashboards

Section 5: Copilot in Microsoft PowerPoint

- Generating presentation slides using prompts
- Summarizing long documents into slides
- Smart design and layout suggestions
- Embedding images and icons using AI
- Presentation outline and speaker notes

Section 6: Copilot in Microsoft Outlook

- Writing and replying to emails with AI
- Summarizing email threads
- Prioritizing inbox with smart filtering
- Drafting calendar invites and responses
- Organizing meetings with AI

Section 7: Copilot in Microsoft Teams

- Meeting summaries and task tracking
- Chat assistance and live transcription
- Using Copilot in meeting recordings
- AI-generated action items
- Real-time collaboration features

Section 8: Advanced Prompt Engineering

- Understanding prompts and context
- Crafting effective AI prompts
- Use of system vs. user prompts
- Creating templates for repeated tasks
- Prompt best practices and limitations

Section 9: Security, Compliance, and Governance

- Data privacy and Microsoft Graph
- Compliance with organizational policies
- Admin controls and user management
- Responsible AI use within M365
- Ethical considerations in AI

Section 10: Real-Time Scenarios & Hands-on Labs

- Live use-case demonstrations
- Hands-on exercises for each M365 app
- Role-based tasks: Manager, Analyst, HR, Developer
- Copilot tips and tricks
- Capstone project: Automate a daily workflow using Copilot

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Section8:ConditionsandLooping

- Variables
- If statements
- LogicalComparisonoperators
- Otherexpressionfunctions

Section9:Connectors-Integration

- Assessmentofdifferentconnectors
- Connectorsbothstandardandpremium
- Integratingwebservices
- Dataon-premisescanbeusedwithFlow

Section10:FlowwithPowerApps

- LearnhowtousePowerApps
- AutomatingusingPowerAppsModules

Section11:PowerAutomateFramework

- Whatistheimportanceofaframework
- Howtobuildtheframework
- Howtoimplementtheprojectsintotheframework

Section12:Exception/ErrorHandling

- Whatareexceptions/errors
- Typesoferrors/exceptions
- Howtohandleexceptions

Section13:Conclusion

- Summarizingallthepointsdiscussedabove.