

# Microsoft Copilot and Copilot Studio Training

## **MICROSOFT COPILOT AND COPILOT STUDIO TRAINING**

This hands-on training course allows participants to explore Microsoft Copilot and Copilot Studio to improve their productivity, automate certain tasks, and create intelligent assistants tailored to their organization's needs.

### **Module 1: Using Microsoft 365 Copilot**

- Copilot in Teams
- Copilot in PowerPoint
- Copilot in Excel

### **Module 2: Exploring Microsoft Copilot Studio**

- Introduction to Generative Artificial Intelligence
- Understanding Intelligent Assistants
- Distinguishing Between Microsoft 365 Copilot and Copilot Studio
- Identifying the Main Use Cases
- Understanding Licensing and Prerequisites
- Accessing Copilot Studio
- Exploring Environments and the Interface

### **Module 3: Creating a Conversational Agent**

- Analyzing Business Needs
- Defining Use Cases
- Creating an Agent Using Natural Language
- Using Topics
- Configuring Triggers
- Creating Conversational Scenarios
- Testing and Publishing an Agent

### **Module 4: Using Organizational Knowledge**

- Defining the Scope of the Conversation
- Using AI-Generated Answers
- Creating a Knowledge Base from Documents
- Using Word, PDF, and Excel Files
- Using a Website as an Information Source
- Using Microsoft Graph
- Understanding Generative Orchestration

## Module 5: Automating Processes with Power Automate

- Structuring a Business Conversation
- Identifying Triggers and Entities
- Creating Rich Responses
- Exploring Power Automate
- Creating an Automated Flow
- Connecting a Flow to a Copilot Agent
- Testing an Automation

## Module 6: Exploring Autonomous AI Agents

- Understanding the Concept of an Autonomous Agent
- Identifying Business Use Cases
- Configuring Triggers for an Autonomous Agent
- Building Simple Decision-Making Logic
- Testing an Autonomous Agent