

# Microsoft Copilot Training

## Module 1: Understanding Generative AI

- What Is Generative AI?
- Understanding Model Concepts

## Module 2: Introduction to Microsoft Copilot

- What Is Copilot?
- How Does It Work?
- Copilot for Web Browsers
- Copilot for Windows

## Module 3: Writing Effective Prompts

- General Best Practices
- Providing Context
- Being Specific
- Workshops: Article Writing and Image Generation

## Module 4: Copilot in Productivity Applications

- Copilot in Word
- Copilot in Excel
- Copilot in PowerPoint

## Module 5: Introducing Copilot into the Microsoft 365 Environment