

COP-101-365

Master the Basics of Copilot Premium at Work



Objectives

With this training, participants will be able to:

- Save time with Copilot's assistance, both in standalone mode and across Microsoft 365 apps such as Outlook, Word, Teams, and more.
- Personalize your Copilot environment to meet your professional needs
- Understand Copilot's organizational system as well as the recommended security settings
- Create useful prompts tailored to your needs
- Share your research and queries with others

Practical information

Duration	3 hours
Level	Beginner
Number of participants	10 participants
Languages available	English - French

Prerequisites

- Basic knowledge of the Microsoft 365 environment
- Have a Copilot Premium license assigned to your work account to complete the practical exercises.

Target audience

Managers and administrative staff

Content

1 – Essential Features and Security

- Understand the differences between the basic version of Copilot and Copilot Premium for Microsoft 365
- Sign in to Copilot and personalize it according to your role and preferences
- See how Copilot interacts with your data and how to exclude content when needed
- Key tips to keep in mind to maximize your experience

2 – Making Request to Copilot

- Create prompts from scratch and from templates in the Copilot app and across the Office suite
- Apply "prompt engineering" principles
- Use specialized agents, or create your own, for more targeted requests and results

3 – Sharing Your Queries

- Convert your queries into pages
- Link query pages to a notebook
- Understand the current limitations

Included with your training



Information to refer to after the training



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months