Getting Started with Microsoft Copilot

Snapshot

Duration: 90 Minutes

Audience: Anyone who wants to begin using Copilot and understand which Copilot licenses are needed.

Requirements: Web Browser (Edge, Chrome), work email address is preferred.

License: None required

Learning Outcomes

- Know what Copilot is and how it works
- Access and use Copilot effectively
- Write better prompts for great results
- Learn how to analyse, simplify & shape responses

Course Outline

- Overview of Copilot's capabilities
- Where Copilot lives across Microsoft 365
- Copilot free access vs Copilot paid plans
- Accessing Copilot via the web
- Public vs private access
- Prompting basics
- Using prompting frameworks
- Additional prompting tools
- Analysing and summarising information