

Copilot Essentials

Build on your foundational Copilot skills by learning how to write clearer, more effective prompts, work smarter with emails and documents, and explore advanced features such as agents. This session focuses on helping participants save time, improve the quality of their work, and get more reliable results from Copilot in everyday tasks.

This 1 hour webinar covers the essentials of using Copilot effectively, including how to write better prompts, use Copilot Chat with confidence, and get more value from everyday tasks - while understanding its limitations and privacy considerations.

Available as a dedicated webinar for organisations, this session can be tailored to suit your company's specific needs and focus areas.

Snapshot

Duration: 60 Minutes

Requirements: Participants should have a basic knowledge of Copilot and access to Copilot (Basic). Some advanced features demonstrated may not be available in the Basic version.

Course Overview

- Overview of Copilot + Licensing
- Public vs Private
- Responsible AI use
- Understanding LLM's and Microsoft Graph
- Creating Effective Prompts
- Write, Improve and Summarise Emails
- Analysing and Summarising Files
- Overview of Copilot Agents
- Using Built-in Agents
- Create Your Own Agents
- Sharing agents with others

Learning Outcomes

- Use Copilot confidently to write clearer, more effective prompts
- Improve everyday work tasks such as emails using Copilot
- Produce more accurate and useful outputs
- Explore, create and use Copilot agents
- Support common work activities more efficiently