

**Microsoft 365 Copilot Super User**

**Course Number:** OFC-152WA  
**Duration:** 2 days

**Overview**

This Microsoft 365 Copilot Super User training course teaches those new to Copilot for M365 how to leverage its AI capabilities across all their favorite applications, including Word, PowerPoint, Excel, and more. The course also delves into using Copilot in Windows 11, Edge, and the Copilot website. Optionally, Power Platform users learn how to use Copilot within Power Apps, Power Automate, Power BI, and Power Pages.  By the end of this course, attendees confidently use Copilot for Microsoft 365 to boost productivity, generate new ideas, and refine work.

**Prerequisites**

No previous experience with Copilot is required; however, each student will need an existing Copilot for Microsoft 365 license for the hands-on exercises.

**Materials**

All M365 Copilot training students will receive comprehensive courseware.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365 and Microsoft Teams
* Related lab files that Accelebrate will provide
* For classes delivered online, all participants need either dual monitors or a separate device logged into the online session so that they can do their work on one screen and watch the instructor on the other. A separate computer connected to a projector or large screen TV would be another way for students to see the instructor's screen simultaneously with working on their own.

**Objectives**

* Understand how Microsoft Copilot can support creative tasks, boost productivity, and enhance existing content
* Improve the security of data sources used by Copilot for Microsoft 365
* Use Copilot in Word, PowerPoint, Excel, OneNote, Outlook, and Microsoft Designer
* Understand how Copilot can improve working in Microsoft Teams
* Optional: use Copilot in Power Platform to increase efficiency and tackle challenges intelligently
* Work in Copilot Studio and Copilot Studio for Teams to design copilots

**Outline**

* An Introduction to Copilot
  + What is AI?
  + Introducing Microsoft Copilot
    - Large Language Models
    - Copilot Pro
    - Microsoft 365 Copilot
    - Understanding how capabilities vary by license level
  + Exploring Copilot
    - Web chat-based productivity tool
    - Copilot in Bing
    - Copilot in Microsoft Edge
    - Copilot in Windows 11
    - Copilot mobile apps
* Getting ready for Microsoft 365 Copilot (even if attendees do not administer these functions, an overview will help them understand how administrators are preparing and securing the environment for them)
  + Getting your information ready
    - Data security and compliance
    - Global settings
    - Purview
    - Just enough access
    - Microsoft 365 Groups
    - SharePoint and Teams
    - Sharing
  + End user requirements
    - Setting up Microsoft 365 Copilot
    - Assigning licenses
    - Center of excellence
    - Deleting interaction history
* Using Copilot with Microsoft 365 Apps
  + Copilot for Microsoft 365 chat
  + Copilot in Microsoft 365 apps
    - Word
    - PowerPoint
    - Excel
    - OneNote
    - Outlook
    - Designer
* Using Copilot in Microsoft Teams
  + Meetings
  + Chats and channels
  + Copilot in Teams apps
    - Loop
    - Whiteboard
    - Planner
    - Stream
    - Forms
* Leveraging Copilot in Power Platform (optional)
  + Using Copilot Assistance
    - Power Apps
    - Power Automate
    - Power BI
    - Power Pages
* Copilot Studio
  + Topics
  + How do copilots work in Teams?
  + The Copilot Studio interface
  + The authoring canvas
  + Creating a new Copilot
    - Entities
    - Working with topics
    - Setting up triggers
    - Adding nodes
    - Call a flow
    - Testing your copilot
    - Publish a copilot
    - Using a copilot in Teams
    - Maintaining a copilot
* AI Builder
  + Understanding what AI builder can do
  + Licensing
  + Creating an AI model
  + Training a model
  + Implementing a model
  + Using models with Copilot
  + Using models with Power Apps
  + Using models with Power Automate