training code: AB-900 / ENG DL 1d / EN

Introduction to Microsoft 365 and AI administration

Participants will learn the core components, concepts, and capabilities necessary to use and manage the Microsoft 365 cloud, Microsoft Copilot, and agents, without any prior hands-on experience. This course is Microsoft-authorized training.

Training recipients

- For beginner IT specialists/Microsoft network and cloud solutions professionals
- For beginner Microsoft cloud solution administrators
- For those who want to gain basic knowledge of Microsoft 365 and Microsoft 365 Copilot

Benefits

- Defining the basic functionalities of Microsoft 365 – you will gain knowledge about the basic features, types and functionalities of Microsoft cloud solutions
- Defining the basics of security in Microsoft 365 – understand the basic principles of security in Microsoft 365
- Understanding Microsoft 365 Copilot – you will learn the basics about AI solutions, especially Microsoft 365 Copilot
- Using Microsoft 365 Copilot and Agents – you will learn the basics of using Microsoft 365 Copilot

Training program

1: Explore Microsoft 365 administration

- Introduction to Microsoft 365 core services and admin controls

- Explore Microsoft 365 security foundations
- Protect and govern data in Microsoft 365

2: Explore Microsoft 365 Copilot and agent administration

- Explore Microsoft 365 Copilot and agents
- Perform basic administrative tasks for Microsoft 365 Copilot
- Perform basic administrative tasks for Microsoft 365 Copilot agents

Expected preparation of the participant

- Basic functional experience with Microsoft 365 services.
- Basic understanding of general IT practices.
- Ability to use English-language materials

To increase the comfort of work and training’s effectiveness we suggest using an additional monitor. The lack of additional monitor does not exclude participation in the training, however, it significantly influences the comfort of work during classes.

You can find information and requirements of participation in Distance Learning trainings at: https://www.altkomakademia.pl/en/how-it-works/about-courses/

Training Includes

- manual in electronic form available on the platform: https://learn.microsoft.com/pl-pl/training/
- access to Altkom Akademia's student portal

Training method:

- Lecture (100%)
- Main teaching tools include PowerPoint presentations and Microsoft Learn resources https://learn.microsoft.com/training/

Language

- Training: English
- Materials: English

Examination method

On-line exam. Record at https://home.pearsonvue.com/Clients/Microsoft.aspx

Duration

1 days / 7 hours

Examination description

Microsoft 365 Certified: Copilot and Agent Administration Fundamentals
Exam URL:
https://learn.microsoft.com/en-us/credentials/certifications/copilot-and-agent-administration-fundamentals/?practice-assessment-type=certification
Become Microsoft Certified: https://arch-center.azureedge.net/Credentials/Certification-Poster_en-us.pdf