

Microsoft Copilot – your intelligent assistant

The training 'M365 Copilot – Your Intelligent Assistant' presents practical applications of artificial intelligence in working with Microsoft 365 applications. Participants will learn about Copilot's capabilities in task automation, content creation, data analysis, and communication management. The programme is based on the latest Microsoft solutions and provides a reliable source of knowledge about Copilot features in a business environment. Thanks to its workshop format, the course prepares participants for effective Copilot implementation in their organisation and maximising its potential.



Training recipients

This course is intended for:

- IT specialists and administrators – who want to understand Copilot integration with Microsoft 365 and manage its configuration.
- Business department employees – seeking to increase productivity through task automation in Word, Excel, Outlook, Teams, etc.
- Security and compliance officers – who need to know data protection mechanisms and policies related to Microsoft 365 Copilot.
- Managers and team leaders – aiming to use Copilot to streamline communication and decision-making processes.



Benefits

- You will understand how Copilot works and how it processes data within Microsoft 365.
- You will learn to create effective prompts to achieve precise results.
- You will master Copilot features in M365 applications, including Word, Excel, PowerPoint, Outlook, and

Teams.

- You will become familiar with data protection mechanisms: Microsoft Purview, DLP policies.
- You will discover how to personalise Copilot and create your own agents in Copilot Studio Lite.



Training program

1. Introduction to Microsoft 365 Copilot
 - What is Copilot and how does it work?
 - Architecture and security principles.
 - Working with Copilot Biz Chat using text, graphics, and speech.
2. Working with Copilot in M365 Applications
 - Word: document creation and summarisation.
 - Excel: data analysis and visualisation.
 - PowerPoint: presentation generation.
 - Outlook: writing and summarising emails.
 - Teams: meeting summaries and task management.
3. Creating Effective Prompts
 - Structure and best practices.
4. Personalisation and Extensions
 - Copilot Studio and declarative agents.
 - Working with Microsoft agents (Analyst, Researcher).
 - Creating your own agent.
5. Security and Compliance
 - Microsoft Purview, DLP.
6. Practical Exercises and Implementation Scenarios



Expected preparation of the participant

- Basic knowledge of Microsoft 365 applications (Word, Excel, Outlook, Teams).
- General understanding of data security principles in an organisation.
- Ability to work in the Microsoft 365 cloud environment.
- Recommended: completion of an introduction to AI in business.



Training Includes

- manual in electronic form available on the platform: <https://www.altkomakademia.pl/>

- access to Altkom Akademia's student portal

Training method:

Duration: 1 day / 7 hours

Lecture (30%) - Copilot operation principles and integration with M365.

Workshops (30%) - prompt creation and Copilot personalisation.

Exercises (40%) - practical tasks in Copilot Biz Chat, Word, Excel, Outlook, Teams.



Duration

1 days / 7 hours

Language

- **Training:** English
- **Materials:** English