

M365 Copilot Mastery

Delivered by a Microsoft Certified Trainer

Full-Day In-Company Training (online or classroom based)

From first prompt to building your own agents

MODULE 1 •

Foundations & Smart Prompting

- How Copilot works: AI models, Microsoft Graph & Work IQ
- The prompt framework: role, goal, context, format
- Copilot Chat: grounding on emails, files & SharePoint
- Security, privacy & data governance essentials

MODULE 3 •

Advanced Workflows & Notebook

- Copilot Notebook: ground on your own references
- Researcher & deep research: multi-model reports
- Copilot Pages & Cowork: delegate multi-step tasks
- Hands-on workshop with your own files & data

MODULE 2 •

Copilot Across the M365 Suite

- Outlook: draft, summarise, triage & auto-replies
- Teams: meeting recaps, custom templates & Q&A
- Word: agent mode for iterative editing & creation
- Excel & PowerPoint: data analysis, decks & branding

MODULE 4 •

Build Your Own Agents

- Agent Builder: create agents inside M365 Copilot
- Define instructions, & knowledge scope
- Ground agents on SharePoint, docs & internal data
- Live build: create, test & share a team agent