



Microsoft Copilot Workshop

Using Microsoft Copilots Effectively in your Business

This workshop is for companies that are using the Microsoft365 Office Suite and Microsoft365 Copilot who want to empower their team to use Copilot effectively. This training will teach your staff how to use AI agents like M365 Copilot effectively, as well as application specific training for Microsoft Word, Teams, SharePoint etc.

Workshop Details

Cost: \$3000

Duration: 3 hours

Format: In-person, interactive workshop

Size: 1-20 people

Workshop Outline

1) How to use Large Language Models effectively

- What is a Large Language Model?
- Common mistakes and misconceptions.
- Suitable use cases.
- How to write an effective prompt.

2) M365 Copilot Ecosystem

- What is M365 Copilot?
- M365 Copilot vs Copilot for specific applications: understanding the difference.
- Providing context to copilot:

- Uploading files.
- Using SharePoint files with Copilot.
- Providing emails to Copilot.
- Providing meeting notes and transcriptions to Copilot.
- Asking Copilot about specific people.
- Copilot Web Capabilities:
 - Searching the web with Copilot.
 - Accessing specific websites with Copilot.
 - Disabling web content.
- How to use the Prompt Library:
 - Introduction to Microsoft prompts.
 - Saving custom prompts.
 - Using and editing custom prompts.

3) Copilot Capabilities

Application specific training for the following programs:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Teams
- Microsoft Excel
- OneDrive
- SharePoint

Each application will involve live demonstrations and tasks for attendees to complete on their own devices.

4) Building agents with Copilot Studio

- Why build an agent?
 - Add knowledge sources.
 - Customise behaviour and response style.
 - Add additional capabilities.
 - Connect with 3rd party data.
- Building agents with M365 Copilot:
 - Adding knowledge sources.
 - Customise model behaviour.
- Building agents with SharePoint documents:
 - Build your own Q&A agent with a SharePoint knowledge base capable of answering questions with references.
 - Integrating SharePoint agents into Microsoft Teams.

Post-Workshop Takeaways

- Understand the M365 Copilot ecosystem and how to access it.
- Be able to effectively provide Copilot with relevant company information.
- Understand how to use large language models like Copilot and their effective use cases.
- Understand the capabilities of specific Copilot applications and be able to use their core functionalities.
- A basic understanding of agents.
- The ability to create small custom agents with external/SharePoint knowledge bases.

Why Us?

We are AI consultants with deep technical expertise and industry experience.

- **Hands-on expertise:** We internally use GitHub Copilot when developing applications for clients, greatly improving our efficiency and development speed.
- **Proven track record:** Over the last 2 years, we have worked with a diverse range of companies across Perth, developing and hosting various AI applications and providing state of the art training for ChatGPT and Copilot.
- **Cutting-edge knowledge:** We stay up to date with the latest AI and Microsoft tools.
- **Technical foundations:** Backgrounds in applied mathematics, computer science, and AI research.



We simplify complex AI concepts, making them practical and actionable for your team.

Let's Get Started

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