



MICROSOFT 365 COPILOT FOR BUSINESS PROFESSIONALS

Course ID : COPILOT-M365



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: 14,900 THB

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, Artificial Intelligence

This course empowers business professionals to leverage Microsoft 365 Copilot to boost productivity and drive business transformation. Participants will learn prompt engineering, document creation, data analysis, meeting summarization, project planning, and marketing content generation with AI. The curriculum features hands-on workshops and practical scenarios designed to ensure mastery of Copilot's capabilities in modern business environments.

Objectives

1. Gaining a comprehensive understanding of Microsoft 365 Copilot
2. Mastering effective prompt engineering techniques
3. Creating and analyzing business documents with Microsoft Copilot, including reports, summaries, and translations
4. Generating marketing content and advertising campaigns with AI assistance

Objectives

5. Leveraging AI for customer analysis and engagement across multiple channels
6. Planning strategies and conducting business analysis using AI as a decision- support tool
7. Building AI Agents to automate organizational tasks with enterprise data

Target Audience

1. Executives seeking to optimize organizational efficiency
2. Marketing professionals aiming to create impactful content
3. Analysts seeking greater accuracy in data analysis
4. Project managers aiming to reduce operational workload
5. Entrepreneurs looking to leveraging AI for competitive advantage
6. Individuals interested in developing Generative AI skills for the digital era

Prerequisites

1. Familiarity with Microsoft 365 applications, including Word, Excel, Outlook, and Microsoft Teams
2. Basic knowledge of cloud storage solutions, such as OneDrive or SharePoint

System Requirements

1. Windows 10 / 11
2. Microsoft 365 Business Basic license or higher
3. Microsoft 365 Copilot license
4. The latest version of Google Chrome or Microsoft Edge
5. A stable internet connection

TRAINING TOPICS



DAY 1 Morning Session

9:00 AM – 12:00 PM

1. Introduction to Generative AI and Microsoft 365 Copilot

- Providing an overview of Generative AI and its role in modern work
- Reviewing current AI tools
- Exploring the benefits of AI in business operations
- Introduction Large Language Models (LLM) and Microsoft 365 Copilot
- Understanding licensing information

2. Prompt Engineering

- Defining the principles and importance of prompt engineering
- Applying techniques for effective prompt writing
- Setting clear and measurable objectives
- Using concise and targeted language effectively
- Specifying context and constraints accurately
- Developing strategies for business-oriented prompts
- Workshop: Writing effective prompts to boost productivity



DAY 1 Afternoon Session

1:00 PM – 4:00 PM

3. AI Applications for Documents, Presentations, and Marketing

- Generating creative ideas for marketing
- Creating marketing campaigns
- Automating document creation and formatting in Microsoft Word
- Managing emails and communications with Copilot in Outlook

- Summarizing emails effectively
- Providing contextual translation
- Planning and tracking tasks with AI
- Creating images using Copilot Chat
- Presenting marketing data with Copilot in PowerPoint
- Workshop: Creating professional project presentation

4. Copilot for HR Tasks

- Creating job descriptions with Copilot in Word
- Reviewing candidate data automatically
- Drafting automated email responses to applicants
- Workshop: Conducting candidate screening with Copilot

DAY 2 Morning Session 9:00 AM – 12:00 PM

5. Sales and Customer Data Analysis with Copilot

- Analyzing and summarizing data in Microsoft Excel
- Automating formula and function creation
- Conducting market research and strategic planning
- Generating competitor analysis report
- Creating graphs and performing trend analysis
- Analyzing data with Generative AI
- Performing deep data analysis with Copilot for Excel
- Conducting sentiment analysis from customer data
- Workshop: Performing data analysis and creating visualizations

6. Copilot as a Professional Assistant

- Summarizing emails and organizing daily tasks in Outlook
- Summarizing document and meeting notes
- Recording and transcribing meetings with Copilot in Teams

DAY 2 Afternoon Session 1:00 PM – 4:00 PM

7. Project Planning and Production Management

- Planning projects effectively
- Resolving production issues
- Documenting processes
- Workshop: Automated project planning with Copilot

8. AI for Image Processing

- Creating graphic and images with AI
- Designing infographics using Copilot Chat

9. Building AI Agents and Organizational Chatbots

- Introducing AI Agents
- Creating AI Agents with SharePoint Agent
- Adding knowledge bases to AI Agents
- Setting instructions for optimal performance
- Deploying AI Agents across multiple channels, such as Microsoft Teams
- Workshop: Building AI Agents for automate product information response



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