



Microsoft Copilot Premium for Microsoft 365 Advanced

Advanced Copilot Business Chat

- Improved prompting and prompt engineering
- Using Pages effectively
- Automating prompts
- Customising your Copilot environment

Using Copilot Search

- Using the Library
- Copilot search

Using Copilot Agents

- What is an Agent?
- Using Researcher and Analyst
- Other Agents
- Using Agents with Applications

Creating a Copilot Agent

- Creating an Agent
- Data locations for Agents
- Adding questions and other settings
- Testing the Agent
- Sharing the Agent

Work with Copilot Notebooks

- What is a notebook?
- Create a notebook
- Adding resources
- Working with Pages and Agent outputs
- Using your Notebook
- Audio options

Using Copilot Audio features

- Audio within Teams meetings
- Audio in Notebooks

Our 'hands-on' one day Microsoft Copilot for Microsoft 365 Advanced course for those that want to take their AI skills to the next level. To attend this course, you should be familiar with topics covered on our Microsoft Copilot Premium Introduction level course.

Please note: A premium Copilot license is required.

