

ENTERPRISE MICROSOFT COPILOT TRAINING



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TRAINING CENTER

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GENTEX Training Center LLC | Orlando - FL, USA
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Introduction:

Artificial Intelligence is transforming the way organizations manage communication, data analysis, reporting, collaboration, and decision-making. Microsoft Copilot has become one of the most powerful AI-driven tools integrated within Microsoft 365 applications. It helps organizations improve productivity, automate repetitive tasks, strengthen collaboration, and enhance operational efficiency across departments.

The Enterprise Microsoft Copilot Training course provided by Gentex Training Center is designed to help professionals understand how Microsoft Copilot works within the Microsoft 365 environment. The course focuses on administrative configuration, security and compliance considerations, governance practices, and practical use of Copilot within business applications such as Word, Excel, PowerPoint, Outlook, and Teams.

Throughout this five-day training program, participants will explore how AI capabilities can support modern business operations. They will learn how to configure and manage Microsoft Copilot services, apply governance and security controls, and use AI-powered tools to improve reporting, communication, meetings, presentations, and data analysis.

Moreover, the course provides practical workshops and real-world business scenarios that help participants understand how to integrate Microsoft Copilot into daily operations. Participants will also explore future AI trends within Microsoft 365 and learn strategies for organizational AI adoption and digital transformation.

This course combines technical understanding with practical business applications. Therefore, it enables organizations to maximize the value of Microsoft Copilot while maintaining security, compliance, and responsible AI practices.

Enterprise Microsoft Copilot Training Course

Objectives:

By the end of this course, participants will be able to:

- Understand the core capabilities of Microsoft Copilot within Microsoft 365.



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- Identify business benefits and operational advantages of AI-powered productivity tools.
- Configure Microsoft Copilot settings within the Microsoft 365 Admin Center.
- Manage user access, permissions, and deployment requirements.
- Apply governance, compliance, and security practices for enterprise AI usage.
- Integrate Microsoft Copilot with Microsoft Defender and Microsoft Purview.
- Improve document creation and reporting using Microsoft Word Copilot features.
- Enhance communication workflows using Microsoft Outlook Copilot capabilities.
- Perform data analysis and generate insights using Microsoft Excel Copilot.
- Develop AI-powered presentations and executive dashboards in PowerPoint.
- Improve collaboration and meeting productivity within Microsoft Teams.
- Use prompt engineering techniques to obtain accurate AI-generated outputs.
- Apply practical AI use cases across business operations and departments.
- Develop strategies for enterprise AI adoption and transformation.
- Evaluate future AI trends and opportunities within Microsoft 365 environments.

Course Methodology:

This course uses an interactive and practical training approach. Participants will engage in presentations, guided demonstrations, hands-on exercises, workshops, business case studies, and group discussions. In addition, practical scenarios will help participants apply Microsoft Copilot tools within real organizational environments.

Who Should Take This Course:

This course is suitable for:

- Microsoft 365 Administrators
- IT Managers and System Administrators
- Digital Transformation Professionals



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- Information Security and Compliance Officers
- Business Operations Managers
- Project Managers
- Corporate Technology Teams
- Data and Reporting Professionals
- HR and Administrative Professionals
- Professionals involved in AI adoption initiatives

Enterprise Microsoft Copilot Training Course Outlines:

Day 1: Introduction to Microsoft Copilot & Enterprise Administration

- Overview of Microsoft Copilot
- AI capabilities in Microsoft 365
- Business use cases and productivity benefits
- Copilot licensing and prerequisites
- Microsoft 365 Admin Center configuration
- User access and permissions
- Copilot deployment and setup
- Managing organizational settings
- Exploring Microsoft Copilot interfaces
- Reviewing enterprise deployment requirements
- Identifying organizational use cases





Day 2: Security, Compliance & Governance

- Integration with Microsoft Defender
- Integration with Microsoft Purview
- Data protection and compliance controls
- Governance and responsible AI practices
- Security and privacy considerations
- Access management policies
- Compliance monitoring techniques
- AI governance frameworks
- Enterprise security planning

Day 3: Microsoft Word, Outlook & Communication Productivity

- AI-assisted document creation
- Report drafting and summarization
- Email drafting and response generation
- Meeting notes and communication workflows
- Improving executive communication
- Automating documentation processes
- AI-supported content development
- Productivity improvement techniques
- Creating AI-generated reports
- Managing email workflows
- Building communication templates



Day 4: Excel, PowerPoint & Teams Productivity

- Data analysis and visualization
- Formula and insight generation
- AI-powered presentation creation
- Executive reporting and dashboards
- AI meeting summaries
- Task and action tracking
- Team collaboration enhancement
- Productivity automation techniques
- Building AI-powered dashboards
- Creating executive presentations
- Managing Teams collaboration scenarios

Day 5: Practical AI Applications & Future Transformation

- Real-world business applications
- Prompt engineering techniques
- Hands-on exercises and case studies
- Best practices for daily operations
- Emerging AI capabilities
- Organizational adoption strategies
- AI transformation roadmap
- Final review and implementation recommendations
- AI implementation planning

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- Enterprise readiness assessment
- Departmental AI use-case development
- Operational optimization strategies

Conclusion:

By successfully completing the Enterprise Microsoft Copilot Training course with Gentex Training Center, participants will gain practical knowledge of Microsoft Copilot administration, governance, security, and enterprise integration within Microsoft 365 applications. Furthermore, they will strengthen their ability to use AI-powered tools to improve productivity, communication, reporting, collaboration, and operational performance across organizational environments.

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