

55485 Microsoft 365 Copilot Super User

Price: 1495

Duration:

Delivery Methods: Virtual

Overview

This course will teach students who are new or unfamiliar with Microsoft Copilot how to use it effectively in common situations. The course focuses on Copilot for Microsoft 365, using the AI in applications like Word, PowerPoint, Excel, Outlook, OneNote and Teams. It also covers other popular Copilot experiences found in Windows 11, Edge and the Copilot website. For those who use the Power Platform, we also explore how to use Copilot in Power Apps, Power Automate, Power BI and Power Pages. We examine Copilot Studio, as service for creating chat experiences and AI builder which can be used to create an AI. Through this course, we will help you understand and use Copilot, enhancing your productivity, help you generate new ideas and review your work.

Course Schedule

Date	Time	Price	Options
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For questions

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FAQ

What if I have to reschedule my class due to conflict?

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

How do I enroll for this class?

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

What happens once I purchase a class?

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.