

Working with Copilot in Windows and Microsoft Edge

Price: 295

Duration: 1 days

Delivery Methods: Virtual

Overview

Description

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Microsoft Copilot is an AI-powered productivity tool that leverages the power of large language models (LLMs) to help you navigate your daily workload, unlock creativity, and get answers. This course is designed help you work productively with Copilot, which is available as a built-in tool in Windows 11 and Microsoft Edge.

Objectives:

In this course, you will use Copilot to streamline communication, power up your content creation, and maximize the potential of generative AI. You will:

- Use AI tools available in the Windows 11 operating system
- Use Copilot in the Edge browser

Target Student:

This course is designed for people who are familiar with Windows 11 and want to develop the skills needed to put Copilot, Microsoft's AI-powered productivity tool, to work in their own tasks and workflows.

PLEASE NOTE - this class utilizes the “entry-level” Microsoft Copilot license that is available for free - we do not review capabilities available with organizational or business Copilot licenses that integrate with other Microsoft Office applications (we do this in other classes). Students in this class will use a personal Microsoft account or create a trial Microsoft account in class in order to access Copilot in Windows and in Microsoft Edge.

Course Content

Lesson 1: Using AI-Enhanced Tools in Windows 11

Topic A: Identify Generative AI Concepts

Topic B: Work with Copilot in Windows

Topic C: Use AI-Enhanced Apps

Lesson 2: Using Copilot in Edge

Topic A: Use Copilot Chat

Topic B: Use the Copilot Compose Tab

Topic C: Use Copilot on the Web

Course Schedule

Date	Time	Price	Options
04/10/2026	12:30 PM - 04:30 PM CT	295.00	Buy Now Enroll

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FAQ

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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?

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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?

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