

# Working with Copilot in Windows and Microsoft Edge

**Price:** 295

**Duration:** 1 days

**Delivery Methods:** Virtual

## Overview

### Description

#### Overview:

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
07/10/2026	12:30 PM - 04:00 PM CT	295.00	<a href="#">Buy Now</a> <a href="#">Enroll</a>

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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](mailto: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.