

Microsoft Copilot for Data and AI Training

Course Duration: 16 Hours

Course Code: MS-CAI-101

1. Course Overview

Microsoft Copilot for Data and AI Training is designed to help professionals leverage AI-powered tools to enhance productivity, automate workflows, and analyze data efficiently. This course covers Copilot integration with Microsoft tools, enabling smarter decision-making, faster insights, and improved business outcomes using AI-driven capabilities.

2. What You'll Learn

- Introduction to Microsoft Copilot and AI fundamentals
- Using Copilot in Excel for data analysis and automation
- Leveraging Copilot in Power BI for data visualization
- Automating tasks with AI in Microsoft 365 apps
- Writing effective prompts for better AI results
- Data insights generation using AI tools
- Best practices for AI-driven decision making

3. Target Audience

- Data analysts and business analysts
- Digital marketing professionals
- IT professionals and developers
- Business managers and decision-makers
- Students and beginners interested in AI tools

4. Pre-Requisites

- Basic knowledge of Microsoft Office tools (Excel, Word, etc.)
- Understanding of data concepts (optional but helpful)
- No prior AI experience required
- Interest in automation and data-driven decision-making

5. Course Content

Module 1: Introduction to AI & Microsoft Copilot

- Overview of AI and machine learning
- Introduction to Microsoft Copilot features

Module 2: Copilot in Microsoft 365

- Using Copilot in Word, Excel, and Outlook
- Automating daily tasks

Module 3: Data Analysis with Copilot

- Data cleaning and transformation
- Generating insights using AI

Module 4: Copilot in Power BI

- Creating dashboards with AI assistance
- Visualizing data effectively

Module 5: Prompt Engineering

- Writing effective prompts
- Improving AI outputs

Module 6: Real-World Use Cases

- Business automation
- Marketing and sales insights

- Reporting and forecasting

