TRANSFORM YOUR EVERYDAY BUSINESS PROCESSES WITH AGENTS (MS-4019)

Course Code: 834102

Examine no-code agents in Microsoft 365 Copilot Chat and SharePoint and explore how Microsoft 365 business users can create, manage, and use them.

This course examines no-code agents in Microsoft 365 Copilot Chat and SharePoint and explores how Microsoft 365 business users can create, manage, and use them.

Prerequisites

- Students should have basic functional experience with Microsoft 365 services.
- Students must have a proficient understanding of general IT practices.

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CLASSROOM LIVE	$675 USD	1 Day

Classroom Live Outline

Module 1: Get started with agents

- What are agents?
- Who can create and use agents?
- Explore the benefits of using agents
- Enhance collaboration using agents
- Examine IT governance controls for agents

Module 2:Explore prebuilt Microsoft 365 Copilot agents

- Examine the Analyst agent
- Exercise - Use the Analyst agent
- Examine the Researcher agent
- Exercise - Use the Researcher agent
- Examine the Visual Creator agent
- Examine the Prompt Coach agent
- Examine the Idea Coach agent
- Examine the Writing Coach agent
- Exercise - Use an agent of your choice

Module 3: Build and manage an agent

- Examine the tools used to create agents
- Explore the components of an agent
- Create an agent in Copilot Chat - Part 1
- Create an agent in Copilot Chat - Part 2
- Exercise - Create a Copilot Chat agent
- Create an agent in SharePoint
- Exercise - Create a SharePoint agent

- Test and edit your agents
- Manage your agents

Module 4: Share and use agents

- Share an agent with other users
- Share an agent in Microsoft Teams
- Interact with agents

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Visit us at www.globalknowledge.com or call us at 1-866-716-6688.