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| <b>Course Title:</b> AI Tools Familiarisation Workshop (covering Power BI, Power Automate, Copilot, and Copilot Agents) | <b>Course Duration:</b> 1.0 Day |
| <b>Exam:</b> Not Included                                                                                               | <b>Exam Type:</b> No Exam       |
| <b>Qualification:</b> Certificate of Completion: AI Tools Familiarisation Workshop                                      |                                 |

Course Syllabus

Course Outline

Power BI – 1.5 Hours

- What Power BI is and where it fits in the Microsoft ecosystem
- Connecting to data sources• Building simple dashboards
- Identifying reporting automation opportunities
- Real-world business use cases

Power Automate – 2 Hours

- Introduction to workflow automation• Understanding triggers and actions
- Automating common manual processes• Examples: approvals, notifications, document flows

Microsoft Copilot & Copilot Agent – 2.5 Hours

- What Copilot is and how it works within Microsoft 365
- Prompting techniques for business users• Using Copilot in Outlook, Word, Excel, Teams• Introduction to Copilot Agents• Identifying AI-assisted productivity gains

Course Overview

This hands-on workshop introduces learners to key Microsoft AI and productivity tools used in modern workplaces. The course covers Power BI for data visualisation, Power Automate for workflow automation, and Microsoft Copilot with Copilot Agents for AI-assisted productivity.

Learners will gain practical experience in building dashboards, automating business processes, and using AI tools to improve efficiency across everyday tasks. The workshop focuses on real-world application, helping participants identify opportunities to use AI and automation within their own roles.

Course Learning Outcomes



By the end of this workshop, learners will be able to understand the role of Power BI within the Microsoft ecosystem and create simple dashboards using connected data sources. They will be able to identify opportunities to automate manual business processes using Power Automate and understand how triggers and actions are used in workflow design.

Learners will also be able to use Microsoft Copilot within Microsoft 365 applications such as Outlook, Word, Excel, and Teams to improve productivity. They will understand prompt engineering basics for business use and gain an introduction to Copilot Agents and their role in workplace automation. Finally, learners will be able to identify opportunities where AI and automation can improve efficiency in their daily work.

## Audience

This workshop is ideal for office professionals, business users, analysts, and managers who want to improve productivity using Microsoft AI and automation tools. It is also suitable for beginners who want to understand how Power BI, Power Automate, and Copilot can be used in everyday work.

## Entry-Level Requirements

No advanced technical skills are required. Learners should have basic computer literacy and familiarity with Microsoft Office applications. An interest in AI tools, automation, and data analysis is recommended.

## Recommended Reading

Learners are encouraged to explore Microsoft Learn resources on Power BI, Power Automate, and Microsoft Copilot. Reading about workflow automation, data visualisation, and AI in productivity tools will support understanding of the workshop content.

## What's Included

This workshop includes hands-on training in Power BI, Power Automate, Microsoft Copilot, and Copilot Agents. Learners will take part in practical exercises, guided demonstrations, and real-world scenarios focused on data analysis, automation, and AI productivity.

## Exam Information

This workshop does not include a formal exam. Assessment is based on participation in practical activities. A Certificate of Completion is awarded upon finishing the workshop.

## What's Next

After completing this workshop, learners can progress to advanced Power BI development, automation engineering with Power Automate, and deeper Microsoft Copilot training. Learners may also explore advanced AI and data analytics courses to further enhance their skills.



## Additional Information

This is a practical, beginner-friendly workshop designed to introduce key Microsoft AI and automation tools. Learners will gain immediately applicable skills that improve productivity and efficiency in the workplace.