AI Adoption Build Series: AI-Powered Workspaces with Copilot Notebook

ANI_228 | Expert-Led Live | Automation and Insights | Expert
Course Duration: 1 day

This 1?day, expert?led workshop helps your teams organize documents, reports, and media into Copilot Notebooks, then use GenAI to generate summaries, comparisons, insights, and reusable knowledge assets. Participants learn how to create and structure notebooks, interact with them for document analysis and inference, and generate interactive Q&A and advisory experiences—all grounded in your organization's content.

Intended Audience

Cross?functional staff who need faster analysis and better knowledge sharing.

Objectives

After completing this course, the learner will be able to:

- Converse confidently using Copilot Notebook terminology
- Identify key components of Copilot Notebook and various data sources
- Explain the methodology to generate notebooks
- Build domain-specific use cases in Copilot Notebook
- Use cases: Document Insight, Chatbot and Knowledge Base

Outline

1. Overview of Copilot Notebook
1.1 Copilot Notebook : What and Why?
1.2 Copilot Notebook Core Components
1.3 Input Data Sources and Supported Data Types
1.4 Creating and Structuring Copilot Notebook
1.5 Output and Copilot Notebook Use Cases
Exercise: Copilot Notebook Introduction

2. Interacting with Your Notebook
2.1 Interacting with Your Notebook
2.2 Working with Prompts
Exercise: Document driven Insight using M365 Copilot
Exercise: Analyzing Multi-modal Source Sets

3. Generating Outputs with Copilot Notebook
3.1 Designing Interactive Chatbot-style Experiences
3.2 Best Practices for Q&A and Guidance Scenarios
Exercise: Building FAQ Chatbot
Exercise: Copilot Notebook Quick Create
Exercise: Generating Outputs using Instruction Sets

4. Developing a Group Knowledge Base
4.1 What is a Knowledge Base?
4.2 Knowledge Base Examples
4.3 Building a Knowledge Base
4.4 Sharing Copilot Notebook
4.5 Maintaining Your Data
Exercise: Developing a Group Knowledge Base

5. Additional Topics
5.1 Tips on Sources
5.2 Refining Your Content
5.3 When to Use Copilot Notebook
Exercise: Final Challenge: Build Your Own Notebook
5.4 Wrap-up, Q&A, and Next Steps

© 2024 Award Solutions, Inc.