AI LEARNING LOOP

Microsoft Copilot 365 — Foundations → Fluency → Forward Practice

This loop is built for a brand-new Copilot 365 user: start with fundamentals, build hands-on fluency across the core apps, then move into forward-looking practice — agent-building and organization-level strategy. Each track pulls from five platforms — LinkedIn Learning, Microsoft Learn, Coursera, YouTube, and Udemy — favoring courses with real hands-on labs, exercise files, or guided practice over lecture-only formats.

A NOTE ON UDEMY: Udemy courses below are flagged because they require an available seat/license (individual purchase or org-provided license) — confirm access before planning your schedule around one.

TRACK 1 · BEGINNER

Foundations

Get oriented — what Copilot is, where it lives, and how to talk to it.

Platform	Resource	Format	Why It's Here
Microsoft Learn	**Get Started with Microsoft 365 Copilot (learning path)** https://learn.microsoft.com/en-us/training/paths/get-started-with-microsoft-365-copilot/	3 modules · self-paced	Official starting point — no AI background needed. Covers what Copilot is, responsible AI, and basic use across the M365 apps.
Microsoft Learn	**Transform Ideas into Action with Copilot Chat (Basic)** https://learn.microsoft.com/en-us/training/paths/explore-microsoft-365-copilot-business-chat/	Module · self-paced	Prompting 101 — how to write clear prompts and use the Prompt Gallery before touching the individual apps.
LinkedIn Learning	**Get Started with Microsoft Copilot (Learning Path)** https://www.linkedin.com/learning/paths/get-started-with-microsoft-copilot	Video path · certificate	Hands-on walkthroughs in Word, Excel, PowerPoint, Teams, and Outlook. Path refreshes May 1, 2026 — finish before then for uninterrupted certificate credit.
Coursera	**Getting Started with Microsoft Copilot (Microsoft)** https://www.coursera.org/learn/getting-started-with-microsoft-copilot	Self-paced · 6 assignments	Recently updated (May 2026). Hands-on across Outlook, Teams, Word, Excel, PowerPoint. Works with free Copilot Chat if you don't have full licensing yet.
Coursera	**Introduction to Microsoft 365 Copilot (Microsoft)** https://www.coursera.org/learn/introduction-to-microsoft-365-copilot	1.5 hrs	Quick fundamentals-and-setup primer — good short warm-up before the longer path above.
Udemy	**Copilot in Microsoft 365 for Beginners [2026 Update]** https://www.udemy.com/course/copilot-in-microsoft-365-for-beginners/ *Requires an available Udemy license.*	Video + downloadable exercise files	Learn-by-doing: build a deployment plan in Word, a KPI dashboard in Excel, and an onboarding deck in PowerPoint.

Platform	Resource	Format	Why It's Here
YouTube	**Microsoft 365 Copilot: Complete Tutorial for Beginners (2026)** https://www.youtube.com/watch?v=0_mqsU7yh5Q	Single video	Free overview of licensing, security basics, and prompt-writing fundamentals.

— Goal: leave this track comfortable opening Copilot Chat, writing a clear prompt, and using Copilot inside Word, Excel, PowerPoint, Outlook, and Teams at a basic level.

TRACK 2 · INTERMEDIATE

Fluency

Apply Copilot to real workflows, role-based use cases, and everyday L&D tasks.

Platform	Resource	Format	Why It's Here
Microsoft Learn	**Empower Your Workforce with Microsoft 365 Copilot Use Cases** https://learn.microsoft.com/en-us/training/paths/empower-workforce-copilot-use-cases/	Multi-module · hands-on exercises	Scenario-based practice across Sales, Marketing, Finance, IT, HR, Legal, and Ops. Requires an active M365 Copilot license + OneDrive.
LinkedIn Learning	**Copilot in Excel / PowerPoint / Teams / Outlook (individual courses)** https://www.linkedin.com/learning/paths/get-started-with-microsoft-copilot	Video · app-specific	Go deeper app-by-app: automate Excel analysis, build sophisticated decks, mine Teams chat/meeting summaries.
Coursera	**Microsoft 365 Copilot AI: Excel, Word, Teams, Outlook + (Knowledge Accelerators)** https://www.coursera.org/learn/microsoft-365-copilot-ai-excel-word-teams-outlook-powerpoint-onenote	~4 hrs · 28 assignments	One course, six apps (adds OneNote). Real workplace scenarios — drafting, data analysis, meeting recaps.
Coursera	**Microsoft 365 Copilot: Boost Productivity & Build Agents (Specialization)** https://www.coursera.org/specializations/microsoft-365-copilot	~17 hrs · 5 courses	Builds from beginner prompts/workflows toward automation and light agent-building — bridges nicely into Forward Practice.
Udemy	**Copilot for L&D (MS 365 Word, PowerPoint, Excel, Copilot)** https://www.udemy.com/course/copilot-for-ld-ms-365-word-powerpoint-excel-copilot-course/ *Requires an available Udemy license.*	Scenario-based video course	Built specifically for L&D workflows — facilitator guides, eLearning outlines, training decks, feedback analysis. Directly relevant to your role.
Udemy	**Microsoft 365 Copilot for Business Professionals** https://www.udemy.com/course/microsoft-365-copilot-for-business-professionals/ *Requires an available Udemy license.*	Hands-on video course	Real-world workflows across Word, Excel, PowerPoint, Outlook, Teams, OneNote, plus Scheduling Prompts and Copilot Researcher/Analyst.

Platform	Resource	Format	Why It's Here
YouTube	**7 New Microsoft 365 Copilot Features You Should Try in 2026** https://www.youtube.com/watch?v=fosVJ2QkhnE	Single video	Keeps you current on feature rollouts between formal course updates.

— Goal: leave this track able to run Copilot-assisted workflows end-to-end — course outlines, stakeholder decks, data summaries — without needing to look up basic syntax.

TRACK 3 · ADVANCED

Forward Practice

Build agents, think at the org level, and stay ahead of new releases.

Platform	Resource	Format	Why It's Here
Microsoft Learn	**Prepare Your Organization for Microsoft 365 Copilot** https://learn.microsoft.com/en-us/training/paths/prepare-your-organization-microsoft-365-copilot/	Multi-module · admin-level	Security, compliance, licensing, and rollout planning — the organizational-readiness lens your Principal-level roles will expect.
Microsoft Learn	**Microsoft Copilot Academy (via Viva Learning)** https://learn.microsoft.com/en-us/viva/learning/academy-copilot	Curated org-wide academy	Useful reference for how enterprises structure Copilot enablement at scale — good talking point for AI-enablement leadership roles.
Coursera	**Microsoft 365 Copilot for Leaders (Vanderbilt Specialization)** https://www.coursera.org/specializations/microsoft-365-copilot-for-leaders	Multi-course specialization	Strategic/leadership application — agenda architecting, stakeholder communication, and driving AI adoption from a leadership seat.
Udemy	**Mastering Microsoft 365 Copilot & AI Agents [2026]** https://www.udemy.com/course/microsoft-copilot-365-ai-agents-for-business-bootcamp-2025/ *Requires an available Udemy license.*	Bootcamp-style video course	Moves from Copilot fundamentals into building AI Agents in Copilot Studio — current through GPT-5-era updates.
Udemy	**Microsoft Copilot Studio Master: from 0 to Expert [2026]** https://www.udemy.com/course/microsoft-copilot-studio-complete-course/ *Requires an available Udemy license.*	10+ hrs · one capstone project	Build one complete conversational agent end-to-end — flows, entities, variables, enterprise integrations. No coding background required.
YouTube	**Microsoft 365 Copilot Notebooks | NEW Updates for 2026** https://www.youtube.com/watch?v=Dcb7SFH5lnE	Single video	Covers the newer Notebooks workspace — good for staying ahead of the curve as Copilot's surface area keeps expanding.

— Goal: leave this track able to plan an org-wide Copilot rollout, build a working Copilot Studio agent, and speak credibly to leadership about AI-adoption strategy.