



Microsoft Copilot Studio

Lab 03: Create custom topics by describing them

Hands-on lab step-by-step

March 2024

Microsoft Copilot Studio Workshop

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Microsoft Copilot Studio

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Goals for this lab

<p>After this lab you will be able to:</p> <ul style="list-style-type: none">• Create a new topic simply by describing it.• Review and test the newly created topic.	<p>The time to complete this lab is [5] minutes.</p>
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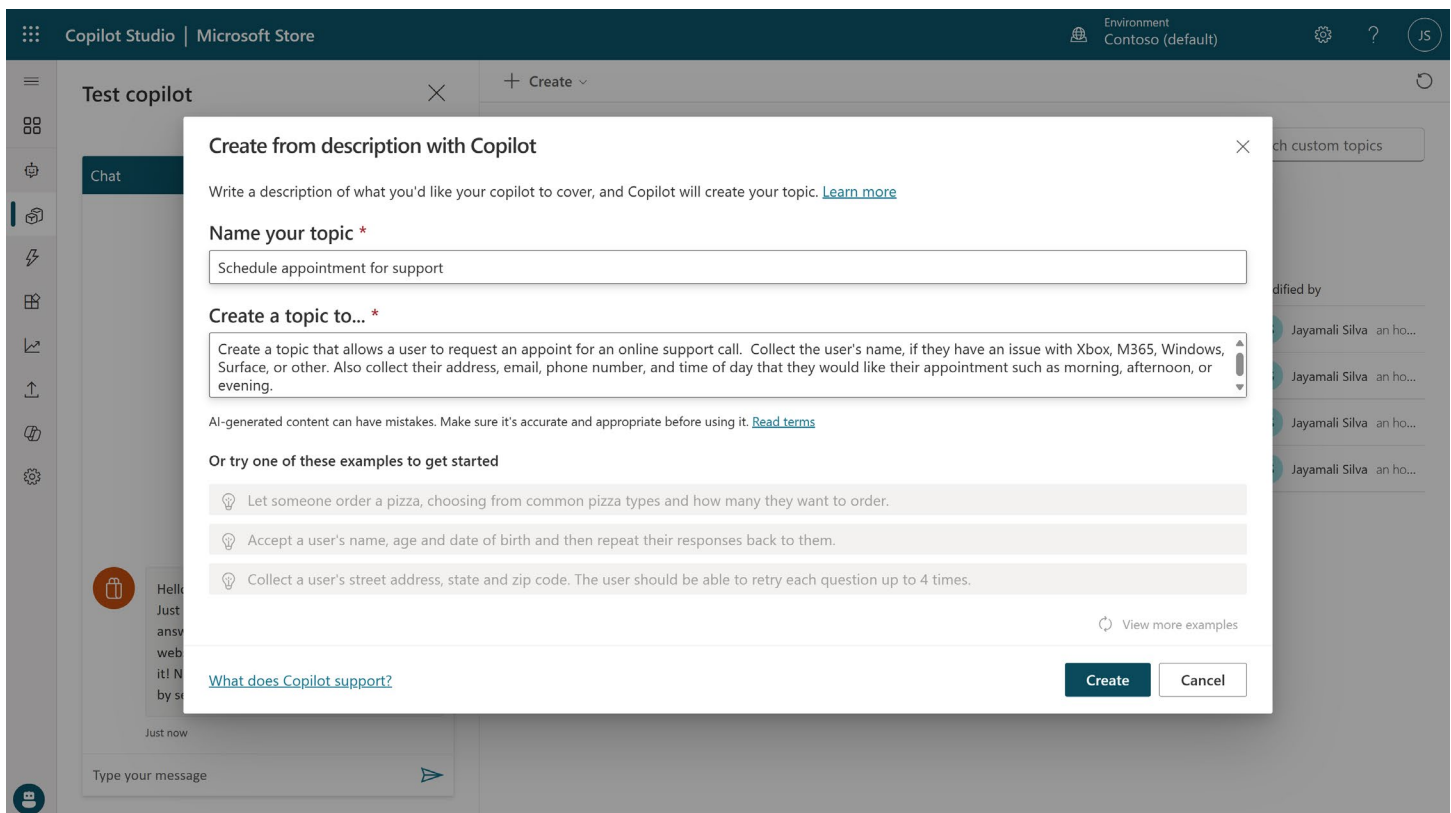
Prerequisites

Please note that some labs, especially later labs, do reference previous labs in reference to capabilities and previous tasks. The labs have been designed so as long you have access to a Microsoft Copilot Studio trial. You can get started from most lab without having to complete the previous module to be able to move forward. However, for the best experience that shows the features and functionality that is possible within the product, it is recommended you have completed specific modules before starting some of the labs.

Exercise 1: Create a new topic from description

Task 1: Create a new topic from description

1. In the Copilot Studio navigation, go to **Topics**.
2. Select Create > Topic > **Create from description with Copilot**.
3. Provide a topic Name. For example: '**Schedule appointment for support**'.
4. Provide a description of that the topic should do. For example: '**Create a topic that allows a user to request an appoint for an online support call. Collect the user's name, if they have an issue with Xbox, M365, Windows, Surface, or other. Also collect their address, email, phone number, and time of day that they would like their appointment such as morning, afternoon, or evening.**'
5. Click on **Create**.



6. Review the various nodes created for the topic, and **Save**.

7. **Test** the new topic by entering an utterance similar to the configured trigger phrases.
For example: **"I need to book a service appointment"**.

The screenshot displays the Microsoft Copilot Studio interface, divided into two main sections: a chat testing window on the left and a topic configuration window on the right.

Left Panel: Test copilot

- Header:** Copilot Studio | Microsoft Store
- Chat Window:** Shows a conversation history. The assistant's message reads: "assistant. Just so you are aware, I sometimes use AI to answer your questions. If you provided a website during creation, try asking me about it! Next try giving me some more knowledge by setting up generative AI." Below this, a user input "I need to book a service appointment" is shown, followed by the assistant's response "What is your name?". The user then provides the name "Jayamali Silva", and the assistant asks "What is your issue?". At the bottom, there are buttons for "Xbox", "M365", and "Windows", and a text input field "Type your message".
- Tracking:** A toggle switch labeled "Tracking: off" is visible.

Right Panel: Topics > Schedule appointment for support

- Header:** Topics > Schedule appointment for support. Navigation links include Comments, Topic checker, Test copilot, Save, and a menu icon.
- Configuration:** The configuration is for a "Question" type topic. The question text is "What is your name?". Below the question, there is an "Add" button. The "Identify" section shows a "Person name" entity. The "Save user response as" section shows a variable "{x} Name" of type "string".
- Flow:** A vertical flow diagram on the left of the configuration area shows a sequence of steps, with a plus sign indicating where to add a new step.

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