



# COPILOT

## ZERO TO HERO

*Bi-Weekly Bootcamp Series. Expert-Led Hands-on Sessions.*

The Three Strategies you need for AI

## HOMEWORK – SESSION 1

# INDEX

- Activity #1
- Activity #2
- Reflection

# ORGANISERS & PRESENTERS



**Tracy van der Schyff**  
Microsoft's #1 Fan, MVP



**Jacqui Muller (Soup Kitchen De Vil)**  
VP of Everything, UiPath MVP



**Carike Botha**  
Chief AI Scientist, MVP



**Jason Baxter**  
The Solution Guy, Microsoft



**Alistair Pugin (Hennie De Wet)**  
Shouting at ECM, MVP



**Warren du Toit**  
Azure Legend, Microsoft

# BI-WEEKLY SESSIONS



DATE	SPEAKER	TITLE	LINK
15th Jul 2025	Jason Baxter	Session 1: The Three Strategies you need for AI	<a href="#">Register</a>
29th Jul 2025	Tracy van der Schyff	Session 2: Assembling your AI Council: First steps	<a href="#">Register</a>
12th Aug 2025	Carike Botha	Session 3: Creating a Plan for Copilot Deployment	<a href="#">Register</a>
26th Aug 2025	Alistair Pugin	Session 4: Preparing the Tenant	<a href="#">Register</a>
9th Sept 2025	Jacqui Muller	Session 5: Preparing SharePoint Online	<a href="#">Register</a>
23rd Sept 2025	Warren du Toit	Session 6: Preparing Teams (Meetings) for Recording & Transcription	<a href="#">Register</a>
7th Oct 2025	Carike Botha	Session 7: Preparing Power Platform & Azure	<a href="#">Register</a>
21st Oct 2025	Tracy van der Schyff	Session 8: Creating a Communication Plan	<a href="#">Register</a>
4th Nov 2025	Alistair Pugin	Session 9: Rolling Out Copilot Chat	<a href="#">Register</a>
18th Nov 2025	Jacqui Muller	Session 10: Rolling Out "Tips and Tricks" Sessions	<a href="#">Register</a>





# Activity #1

Preparing for AI in my Business

# CHECKLIST: PREPARING FOR AI IN BUSINESS



Task	Completed (✓)
1. Have I checked that I have the correct AI or Copilot subscription?	<input type="checkbox"/>
2. Have I confirmed that I am using the correct version of Copilot or AI tool for my needs?	<input type="checkbox"/>
3. Have I reviewed or started any essential security measures related to AI usage (e.g. data protection, user access)?	<input type="checkbox"/>
4. Have I identified and listed potential opportunities for AI in my business or area of study?	<input type="checkbox"/>
5. Have I researched at least three different strategies for implementing AI (such as automation, data analysis, or customer engagement)?	<input type="checkbox"/>
6. Have I considered the risks and challenges associated with each AI strategy?	<input type="checkbox"/>
7. Have I drafted a brief action plan for how I would apply one AI strategy in a real business scenario?	<input type="checkbox"/>
8. Have I gathered supporting evidence (such as case studies or articles) for each strategy?	<input type="checkbox"/>



# Activity #2

Practice Using Structured & Unstructured Data with Generative AI

# PART 1: UNSTRUCTURED DATA PRACTICE



## Scenario

You have a set of customer support emails. You want to turn them into a helpful FAQ using AI.

## Steps

Go to <https://copilot.microsoft.com/> and sign in with preferably your Work Account.

1. **Open Copilot Chat**
2. **Paste this prompt:**

*"I have a list of customer emails asking about refunds, shipping delays, and product returns. Can you help me turn these into a simple FAQ with questions and answers?"*

*Attach a word document of 10 short paragraphs*

3. **Review the AI's output.** Does it make sense? Are the questions clear?
4. **Ask follow-up:** Try "Can you make the answers shorter?" or "Add a question about payment methods."
5. **Save the result** as your FAQ draft.



# PART 2: STRUCTURED DATA PRACTICE

## Scenario

You have a spreadsheet with product names, features, and prices. You want to generate product descriptions.

Go to <https://copilot.microsoft.com/> and sign in with preferably your Work Account.

## Steps

1. **Open Copilot Chat**
2. **Paste this prompt:**

*"I have a product table with columns: Product Name, Features, and Price. Can you generate a short, friendly product description for each item?"*

3. **Imagine or describe 2–3 sample rows** (e.g., "Smartwatch X, waterproof, heart rate monitor, \$199").
4. **Review the AI's descriptions.** Are they clear and engaging?
5. **Ask follow-up:** Try "Make it more professional" or "Add a call to action"

# Reflection

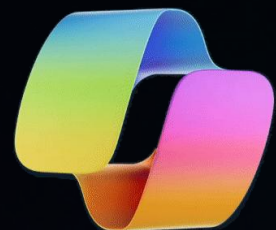
## Questions





# REFLECTION QUESTIONS

1. **What was easier:** working with structured or unstructured data?
2. How did the ai handle vague vs. Clear inputs?
3. What would you do differently next time?



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# THANK YOU