

Course : Introduction to Microsoft 365 and AI Administration (Microsoft AB-900)

Official Course: AB-900 Exam Prep

Practical course - 1d - 7h00 - Ref. AB9

Price : 870 € E.T.

NEW

In this course, you'll learn about Microsoft 365, Copilot, and AI-powered agents. You'll learn the fundamental concepts, key services, and the basics of Microsoft 365 administration. Finally, you'll see how AI can automate tasks, improve collaboration, and personalize the user experience.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand the fundamental concepts, architecture, and core services of Microsoft 365.
- ✓ Identify the administration, governance, and security features in Microsoft 365.
- ✓ Learn about Microsoft 365 Copilot and AI agents, as well as their role in the workplace.
- ✓ Explain how artificial intelligence can automate tasks and improve collaboration.
- ✓ Understand the principles of data protection and management in a Microsoft 365 environment.

Intended audience

This training course is designed for entry-level IT professionals, junior administrators, and anyone interested in learning the basics of Microsoft 365, Copilot, and related administration tasks.

Prerequisites

Basic knowledge of Microsoft 365, a general understanding of computer science, and a good grasp of written English. No advanced prerequisites in AI or system administration are required.

Course schedule

PARTICIPANTS

This training course is designed for entry-level IT professionals, junior administrators, and anyone interested in learning the basics of Microsoft 365, Copilot, and related administration tasks.

PREREQUISITES

Basic knowledge of Microsoft 365, a general understanding of computer science, and a good grasp of written English. No advanced prerequisites in AI or system administration are required.

TRAINER QUALIFICATIONS

The experts who lead the training courses are specialists in the subjects covered. They are approved by the publisher and certified for the course. They have also been validated by our teaching teams in terms of both professional knowledge and teaching skills for each course they teach. They have at least three to ten years of experience in their field and hold or have held positions of responsibility in companies.

1 Introduction to Microsoft 365 Administration

- Explore the basics of Microsoft 365 security.
- Overview of the main Microsoft 365 services and administrative controls.
- Protect and manage data in Microsoft 365.

2 Explore the administration of Microsoft 365 Copilot and agents

- Explore Microsoft 365 Copilot and the agents.
- Perform basic administrative tasks for Microsoft 365 Copilot.
- Perform basic administrative tasks for Microsoft 365 Copilot agents.

Options

Certification : 200 € H.T.

AB-900

[Comment passer votre examen ?](#)

ASSESSMENT TERMS

Assessment of targeted skills prior to training.

Assessment by the participant, at the end of the training course, of the skills acquired during the training course.

Validation by the trainer of the participant's learning outcomes, specifying the tools used: multiple-choice questions, role-playing exercises, etc.

At the end of each training course, ITTCERT provides participants with a course evaluation questionnaire, which is then analysed by our teaching teams. Participants also complete an official evaluation of the publisher.

An attendance sheet for each half-day of attendance is provided at the end of the training course, along with a certificate of completion if the participant has attended the entire session.

TEACHING AIDS AND TECHNICAL RESOURCES

The teaching resources used are the publisher's official materials and practical exercises.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training course.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you have specific accessibility requirements? Contact Ms FOSSE, disability advisor, at the following address: psh-accueil@orsys.fr so that we can assess your request and its feasibility.

This programme is an original creation, developed by the teaching teams at ORSYS Formation. Any reproduction, representation, adaptation or use, in whole or in part, without the prior written authorisation of ORSYS, is strictly prohibited. ORSYS reserves the right to take any action necessary to protect its intellectual property rights.

Dates and locations

REMOTE CLASS

2026 : 7 Dec.

2027 : 18 Mar., 13 May, 11 June, 26 Aug., 10 Nov.,
9 Dec.

NANTES

2027 : 18 Mar., 13 May, 10 Nov., 9 Dec.

PARIS LA DÉFENSE

2027 : 18 Mar., 13 May, 11 June, 26 Aug., 10 Nov.,
9 Dec.

LYON

2027 : 18 Mar., 11 June, 10 Nov., 9 Dec.