

AB-900: Microsoft 365 & Copilot Fundamentals

Understand how Microsoft 365 and Copilot work together, how they are secured and how organisations adopt them — in one practical day.

DURATION

1 day · 8 hours

LEVEL

Beginner

CURRICULUM

5 modules · 4 labs

DELIVERYLive online, Onsite,
Corporate

Course overview

Most organisations already run on Microsoft 365, and many are now deciding how to roll out Microsoft 365 Copilot. Those decisions involve more than licences: who can see which data, how sensitive files are protected, how users are trained and how value is measured. This one-day course gives professionals and decision-makers a clear, practical picture of all of it.

The morning covers Microsoft 365 itself — productivity and collaboration apps, Exchange Online, SharePoint, OneDrive and Teams — together with the admin centres, licensing concepts and the way identity is managed through Microsoft Entra ID. You then look at how Microsoft 365 is secured, including multifactor authentication, Conditional Access, Microsoft Defender and Microsoft Purview.

The afternoon focuses on Copilot: how it uses Microsoft Graph and organisational data, what it can do across Word, Excel, PowerPoint, Outlook and Teams, how permissions and sensitivity labels shape its answers, and how agents extend it. Short demonstrations and guided exercises show effective prompting and responsible use.

The day closes with adoption planning: readiness checks, data oversharing risks, change management and measuring impact, plus practice questions on the main concepts.

Microsoft has not listed a direct successor to MS-900, which retired on 31 March 2026. Some sources cite AB-900 as the relevant fundamentals exam; we will confirm the exam before this course is published, so check Microsoft Learn before booking any exam.

Highlights

- 8 hours of live, trainer-led teaching
- Microsoft 365 apps, services and admin basics
- Copilot capabilities, data protection and adoption
- Identity, security and compliance explained in plain language
- Replaces our former MS-900 fundamentals course

What's included

- Clear tour of Microsoft 365 services and admin centres
- Copilot capabilities shown across everyday apps
- Data protection and oversharing risks explained
- Prompting exercises for responsible Copilot use
- Adoption planning checklist for organisations
- Course completion certificate from Ace Skills Consulting

Who this course is for

Who should attend

- Business decision-makers evaluating Microsoft 365 Copilot
- IT professionals new to Microsoft 365
- Adoption, change and training leads
- Sales and pre-sales staff working with Microsoft 365
- Learners who were preparing for the retired MS-900 exam

Prerequisites

- No technical background required
- Everyday familiarity with Microsoft 365 apps such as Outlook, Word and Teams
- A laptop with a modern browser

Detailed curriculum — 1 day, 8 hours, 5 modules, 4 hands-on labs

Day 1 Microsoft 365, Security and Copilot Fundamentals

8 hours

1.1 Microsoft 365 services

- Productivity and collaboration apps
- Microsoft 365 admin center and licensing concepts
- Exchange Online, SharePoint, OneDrive and Teams
- Endpoint management with Intune overview

LAB Explore the Microsoft 365 admin center and service health · 25 min

1.2 Identity, security and compliance

- Microsoft Entra ID and hybrid identity
- Microsoft Defender XDR overview
- MFA and Conditional Access
- Microsoft Purview: sensitivity labels and data loss prevention

LAB Review sign-in protection and a sensitivity label · 25 min

1.3 Microsoft 365 Copilot

- How Copilot uses Microsoft Graph and permissions
- Copilot Chat and agents
- Responsible AI and data privacy
- Copilot in Word, Excel, PowerPoint, Outlook and Teams
- Writing effective prompts

LAB Guided prompting exercises across Microsoft 365 apps · 45 min

1.4 Adoption and governance

- Readiness assessment and oversharing risks
- Change management and training
- Copilot settings and controls for admins
- Measuring usage and impact

LAB Draft a Copilot readiness checklist for your team · 25 min

1.5 Review

- Key concepts recap
- Practice questions with explained answers

Skills and tools

Skills you will build

Microsoft 365

Microsoft Teams

SharePoint & OneDrive

Microsoft Entra ID

Conditional Access

Microsoft Defender

Microsoft Purview

Sensitivity labels

Microsoft 365 Copilot

Prompting

Copilot adoption

Tools used in class

Microsoft 365 admin center

Microsoft 365 Copilot

Microsoft Teams

SharePoint

Microsoft Purview portal

Certification exam

This course is aligned to the exam below and prepares you for it. The exam itself is booked and taken with the vendor.

Exam	Microsoft 365 and Copilot Fundamentals (AB-900)
Exam code	AB-900
Official page	https://learn.microsoft.com/credentials/

Exam skill areas covered
Describe Microsoft 365 apps and services in Microsoft 365
Describe Microsoft 365 security and compliance
Describe Microsoft 365 collaboration and productivity
Describe Microsoft 365 governance and administration

Exam details are pending verification. Confirm the current exam code, format and fee on the official vendor page before booking.

Frequently asked questions

Is there a direct replacement for MS-900?

Microsoft has not announced a direct successor to MS-900. AB-900 is cited by some sources, and we will confirm the exam on Microsoft Learn before this course is published.

Do I need a Copilot licence to attend?

No. Copilot features are demonstrated and practised in a lab tenant, so you do not need your own licence.

Is this course useful without taking an exam?

Yes. Many attendees use it to plan a Copilot rollout or understand Microsoft 365 before a new role.

What if the exam details change?

We will update the course and this page once Microsoft confirms the exam. Always check Microsoft Learn before booking.

Can you run a private batch for our team?

Yes. We run private online or onsite batches for corporate teams, and we can weight the labs towards your Copilot rollout plans. Request a corporate quote with your team size and preferred dates.

Book a batch or talk to an advisor

Course page: aceskillsconsulting.com/course/ab-900-microsoft-365-copilot-fundamentals · Email: info@aceskillsconsulting.com

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