FREE AI TRAINING • UPDATED NOVEMBER 2026

Microsoft's Free Copilot Courses

Free Microsoft Copilot training on Microsoft Learn, free Applied Skills credentials, and low-cost Copilot certifications. Every title is clickable.

How to get started (5 minutes)

1. Go to Microsoft Learn at learn.microsoft.com/en-us/training/ and sign in with any free Microsoft account (Outlook, Hotmail, or Xbox works).
2. Click any course title in this PDF to open it directly.
3. Finish modules and learning paths to earn free **badges and trophies** on your Microsoft Learn profile.
4. Ready to prove your skills? Take a free **Applied Skills** lab assessment (Section 03) for a credential you can share on LinkedIn.
5. For more Copilot resources by role, see the Copilot Skilling Center at adoption.microsoft.com/en-us/copilot/skilling-center/.

Suggested learning paths

A quick way to pick a starting point based on your background.

If you are…	Suggested order
Any job seeker (no coding)	Build foundational generative AI skills → Applied Skills: Streamline business workflows with AI chat (free)
IT support / help desk / sysadmin	Draft, analyze, and present with Microsoft Copilot → Prepare your organization for Microsoft 365 Copilot → AB-900 exam
Developer	Get started with Copilot extensibility → Optimize and extend Microsoft 365 Copilot
Manager / leader	Transform your business with Microsoft AI → AB-731 AI Transformation Leader exam

01 Start here: everyday Copilot skills

Free Microsoft Learn training for business users. No technical background needed.

COURSE	LENGTH	CREDENTIAL
Work smarter with Microsoft Copilot Chat Use free Copilot Chat to brainstorm, summarize, create content, analyze files, and automate work with agents. **Best first course for anyone.** learn.microsoft.com/en-us/training/modules/work-smarter-with-microsoft-365-copilot-chat	Module	Learn badge

COURSE	LENGTH	CREDENTIAL
Build foundational generative AI skills Four beginner modules: generative AI at work, how Copilot Chat works, writing effective prompts, and working smarter with Copilot Chat. learn.microsoft.com/en-us/training/paths/explore-microsoft-365-copilot-business-chat/	4 modules	Learn trophy
Draft, analyze, and present with Microsoft Copilot Seven modules on Copilot in Word, PowerPoint, Excel, Outlook, and Teams meetings. learn.microsoft.com/en-us/training/paths/get-started-with-microsoft-365-copilot/	7 modules	Learn trophy
Copilot help and learning videos Microsoft's short how-to demo videos for everyday Copilot tasks. support.microsoft.com/copilot-skilling	Short videos	—

02 IT pros, admins & developers

Deploying, managing, and extending Copilot in an organization.

COURSE	LENGTH	CREDENTIAL
Prepare your organization for Microsoft 365 Copilot The admin's path: getting an organization's data, security, and licensing ready for Copilot. learn.microsoft.com/en-us/training/paths/prepare-your-organization-microsoft-365-copilot/	Learning path	Learn trophy
Copilot user enablement specialist (MS-4007) Train others and drive Copilot adoption. Great for help desk and training roles. aka.ms/copilot/enablementcourse	Course	—
Get started with Copilot extensibility How developers extend Microsoft 365 Copilot with agents and connectors. learn.microsoft.com/en-us/training/modules/copilot-extensibility-intro/	Module	Learn badge
Optimize and extend Microsoft 365 Copilot Customize and extend Copilot for an organization's needs. learn.microsoft.com/en-us/training/modules/optimize-and-extend-microsoft-365-copilot/	Module	Learn badge
Copilot training by role on Microsoft Learn Microsoft's index of Copilot training for each job role. aka.ms/copilothubroles	Varies	Learn badges

03 Free credentials & low-cost certifications

Applied Skills are free, hands-on lab assessments. Certifications are proctored exams (about $99 in the US).

COURSE	LENGTH	CREDENTIAL
Applied Skills: Streamline business workflows with AI chat (APL-6500) Beginner lab assessment on Copilot in Edge, Word, PowerPoint, Outlook, and Excel. learn.microsoft.com/en-us/credentials/applied-skills/streamline-business-workflows-with-ai-chat/	Lab	Free credential

COURSE	LENGTH	CREDENTIAL
Applied Skills: Generate reports with AI research agents (APL-6501) Lab assessment on using Copilot research agents to produce reports. Find it in the Copilot credentials list. learn.microsoft.com/en-us/credentials/browse/?products=microsoft-365-copilot&credential_types=applied%20skills	Lab	Free credential
AB-900: Copilot and Agent Administration Fundamentals Certification for administrators who manage Copilot and agents. **Strong fit for IT support.** learn.microsoft.com/en-us/credentials/browse/	Exam	Certification ($99)
AB-730: AI Business Professional Certification for business users and admins who use AI in daily work. learn.microsoft.com/en-us/credentials/browse/	Exam	Certification ($99)
AB-731: AI Transformation Leader Certification for leaders guiding AI adoption. learn.microsoft.com/en-us/credentials/browse/	Exam	Certification ($99)

04 For leaders

Strategy and trust for people guiding AI adoption.

COURSE	LENGTH	CREDENTIAL
Transform your business with Microsoft AI A learning path on planning and leading AI transformation. learn.microsoft.com/en-us/training/paths/transform-your-business-with-microsoft-ai/	Learning path	Learn trophy
AI learning hub for business leaders Microsoft's collection of AI resources for leaders. aka.ms/aihubbusleader	Varies	—

05 More free resources

- **Copilot Skilling Center (all Microsoft Copilot training):** adoption.microsoft.com/en-us/copilot/skilling-center/
- **Free live webinars (Customer Hub):** aka.ms/customerhubsessions
- **Free instructor-led Copilot training events:** microsoft.com/events/category/microsoft-365-copilot-training
- **Microsoft Mechanics Copilot videos (great for IT):** aka.ms/Copilot/MicrosoftMechanicsYTPlaylist
- **Tip:** many public libraries offer free LinkedIn Learning with a library card, which includes Microsoft Copilot courses.

Good to know: Microsoft Learn is free with a Microsoft account. Some hands-on exercises need a Microsoft 365 Copilot business license; free Copilot Chat works for the basics. Applied Skills lab assessments are free. Certification exams cost up to $99 depending on country, and Microsoft sometimes offers discount vouchers, especially for new or beta exams.