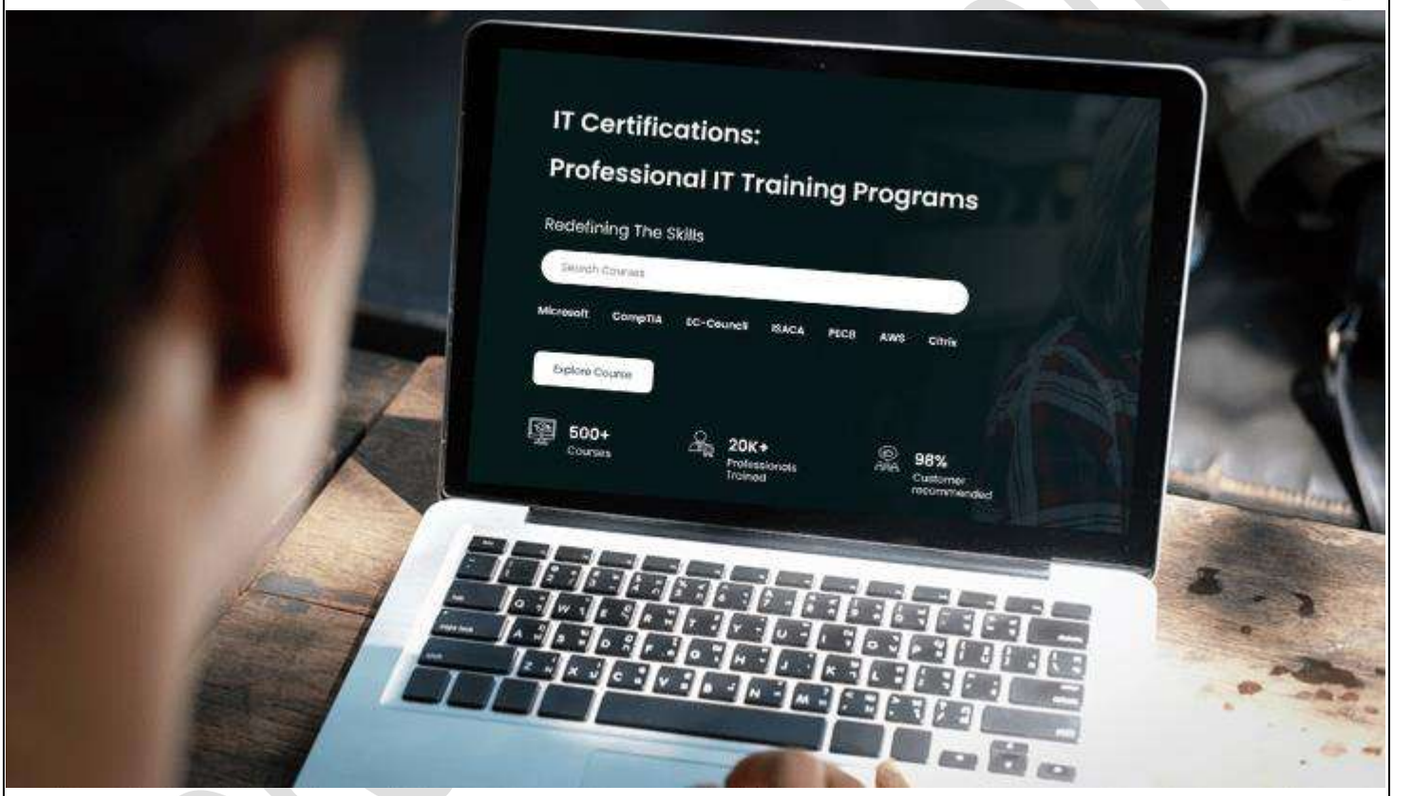
MICROTEK LEARNING | Redefining The Skills



MS-4008: Microsoft 365 Copilot Interactive Experience for Executives Training

DURATION: 1 DAY

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Course Description

MS-4008 is an excellent choice for professionals willing to learn skills that leverage Copilot for advanced productivity. This course explores the core components of Copilot and, further, specializes in crafting effective prompts and focuses on seamlessly integrating the platform in daily tasks.

Note: Students have to bring their own copilot license.

Who should attend this course?

- Chief Executives
- Business Managers

What you will learn

- Introduction to Copilot for Microsoft 365
- An executive's guide to crafting effective prompts in Copilot for Microsoft 365
- Transform executive productivity with Copilot for Microsoft 365

Curriculum

Module 1: Introduction to Microsoft 365 Copilot

- Describe the purpose and functionalities of Microsoft 365 Copilot.
- Outline the working principles behind Microsoft 365 Copilot.
- Identify the core components integral to Microsoft 365 Copilot.
- Articulate Microsoft's dedication to responsible AI practices.

Module 2: An executive's guide to crafting effective prompts in Microsoft 365 Copilot

- Understand and apply the principles of crafting effective prompts.
- Use Copilot Lab to discover and employ premade prompts.
- Efficiently manage your email communications and weekly planning.
- Enhance meeting summaries in Teams by highlighting key decisions and action items.

Module 3: Envision new ideas with Microsoft 365 Copilot

- Use Business Chat to research new topics.
- Use Microsoft 365 Copilot in Word to create and review documents.
- Use Microsoft 365 Copilot in PowerPoint to create and refine presentations.
- Lab: Brainstorm ideas using Microsoft 365 Business Chat
- Lab: Develop a concept using Microsoft 365 Copilot in Word
- Lab: Create a presentation using Microsoft 365 Copilot in PowerPoint

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