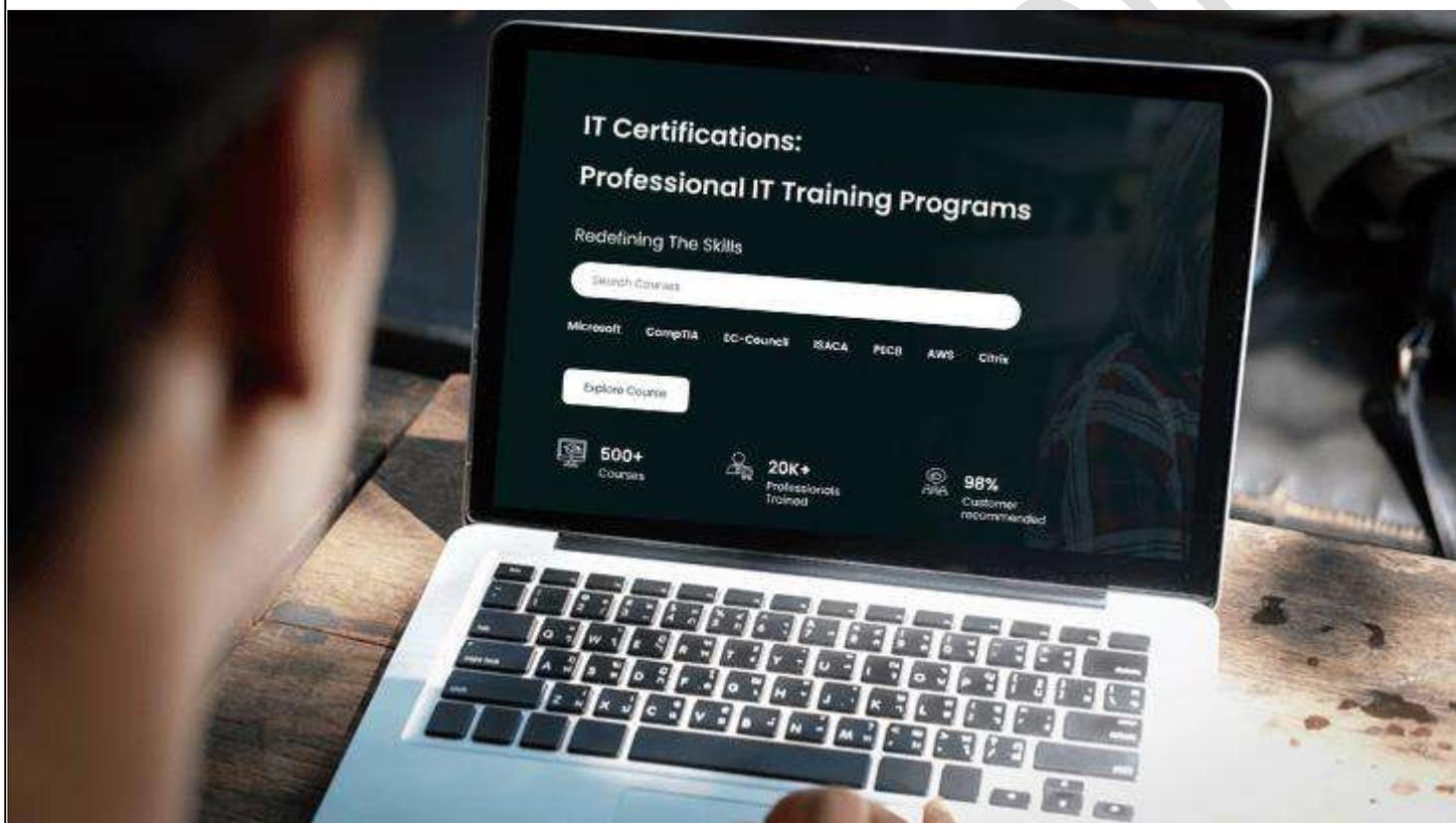




Redefining The Skills



MS-4012: Microsoft 365 Copilot Chat Interactive Experience for Executives Training

DURATION: 0.5 DAY

Course Description

The MS-4012: Microsoft 365 Copilot Chat Interactive Experience for Executives course provides a hands-on, interactive learning experience for executives to explore the features of Microsoft Copilot and its application in driving business productivity.

Note: Microsoft 365 license recommended (Copilot license not required)

Who should attend this course?

- Chief Executives
- Business Managers

What you will learn

- Understand the Core Functionalities of Microsoft Copilot
- Craft Effective Prompts for Enhanced Productivity
- Transform Executive Productivity with Copilot
- Accelerate Creativity with Microsoft Copilot
- Hands-on Experience with Copilot in Real-world Scenarios

Prerequisites

To complete the Interactive Experience in this course, each participant must have:

- Access to a personal Microsoft account using an email address such as Outlook, Gmail, Yahoo, Hotmail, etc.
- A laptop, tablet or mobile device.

Curriculum

Module 1: 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 2: Accelerate creativity with Microsoft Copilot

- Utilize Microsoft Copilot to generate innovative concepts quickly.
- Harness Microsoft Copilot to quickly generate a range of creative outputs.
- Use Microsoft Copilot to quickly research topics of your choice.
- Exercise: Brainstorm your idea using Microsoft Copilot
- Exercise: Build a compelling brand using Microsoft Copilot
- Exercise: Analyze the competitive landscape using Microsoft Copilot

Module 3: 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.