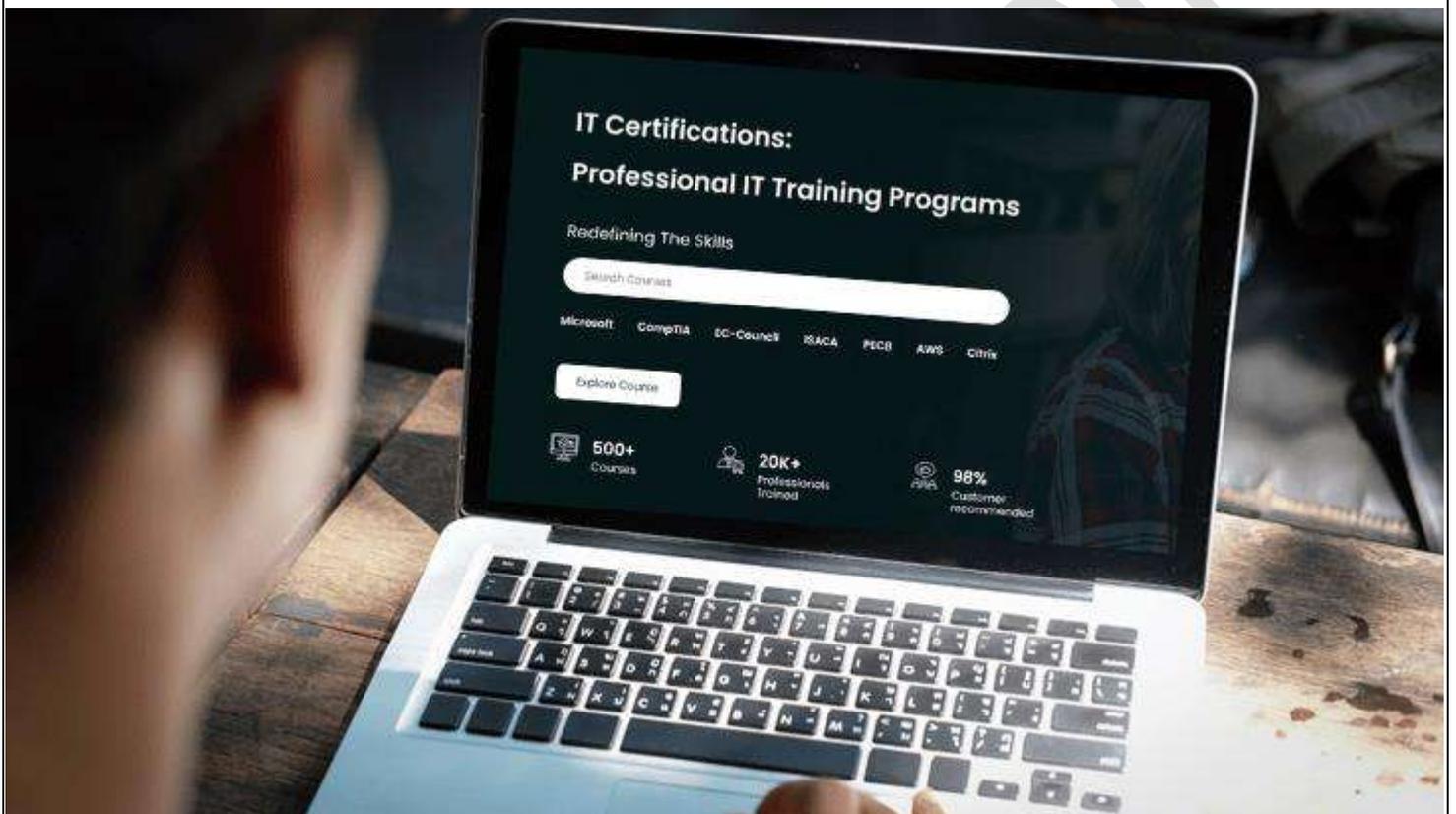# MS-4021: Copilot Immersion Experience Training

DURATION: 0.5 DAY (4 HOURS)

Course Description

This program provides a comprehensive examination of how Microsoft 365 Copilot enhances productivity across diverse business functions. Participants will learn to develop and apply effective prompts while integrating Copilot into routine workflows. The curriculum emphasizes improved collaboration, task automation, and data-driven decision-making through AI-enabled capabilities. Practical exercises and real-world case studies ensure participants acquire the knowledge and skills necessary to fully leverage Copilot to streamline operations and foster innovation.

Who should attend this course?

- Business Managers
- IT Professional

What you will learn

- Understand the purpose, functionalities, and principles of Microsoft 365 Copilot.
- Identify core components that drive Copilot's AI capabilities.
- Apply responsible AI principles in Copilot-assisted tasks.
- Craft effective prompts to optimize Copilot's responses.
- Utilize the Copilot Prompt Gallery to discover efficient workflows.
- Enhance productivity with AI-powered email management and task planning.
- Improve meeting efficiency by generating actionable summaries in Teams.

Curriculum

Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

Module 2: Craft effective prompts in Microsoft 365 Copilot

- Explore the art of the prompt
- Explore Copilot Prompt Gallery
- Catch up and prepare for the week with Microsoft 365 Copilot in Outlook
- Draft emails, replies, and meeting agendas with Microsoft 365 Copilot in Outlook
- Highlight key decisions and actions from Teams meetings

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