

MS-4012: Microsoft Copilot Web Based Interactive Experience for Executives

Course Code: MS-4012

Duration: 1 day

Instructor-led Training (ILT) | Virtual Instructor-led Training (VILT)

OVERVIEW***Microsoft Copilot Web Based Interactive Experience for Executives***

Discover how Microsoft Copilot and Copilot for Microsoft 365 elevates productivity and innovation. This experience, tailored for the modern business leader, provides insights on crafting contextual prompts for Copilot and includes engaging use case exercises that showcase seamless integration into daily workflows.

SKILLS COVERED

By the end of this module, you'll be able to:

- 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 with Copilot in Outlook.
- Enhance meeting summaries in Teams by highlighting key decisions and action items.

WHO SHOULD ATTEND?

- Anyone who are interested.

PREREQUISITES

There are no prerequisites required to attend this course.

MODULES**Module 1: An executive's guide to crafting effective prompts in Copilot for Microsoft 365**

Master the art of crafting effective prompts for Microsoft Copilot for Microsoft 365. This Module is designed to enhance your skills in creating prompts that generate precise and useful results across various Microsoft 365 apps, including Word, PowerPoint, Teams, and Outlook.

Learning objectives

By the end of this module, you'll be able to:

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

Module 2: Accelerate creativity with Microsoft Copilot

Boost your productivity and accelerate your workflow by effectively harnessing the robust capabilities and advanced features of Microsoft Copilot."

Learning objectives

By the end of this module, you should be able to:

- 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.

Module 3: Introduction to Copilot for Microsoft 365

This module explores the intricacies of Copilot for Microsoft 365, offering insights into its functionality and Microsoft's dedication to implementing AI responsibly and ethically.

Learning objectives

By the end of this module, you should be able to:

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

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