



# COPILOT FOR MICROSOFT 365 INTERACTIVE EXPERIENCE FOR EXECUTIVES (MS-4008)

Course Code: 834055

Discover how Microsoft 365 Copilot elevates workplace 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.

This course has been created by Microsoft as a "Bring Your Own Environment" course, allowing individuals to use their personal devices and settings. If a student wants to complete the hands-on activities, the individual must bring their own CoPilot environment. Otherwise, demonstrations and lectures will be conducted by the instructor.

## What You'll Learn

Students will learn how Microsoft 365 Copilot elevates workplace productivity and innovation

## Who Needs to Attend

Students wishing to experience Microsoft 365 Copilot

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CLASSROOM LIVE

\$675 CAD

1 Day

## Classroom Live Outline

### **Module 1: Introduction to Microsoft 365 Copilot**

- Introduction
- 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 : An executive's guide to crafting 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

### **Module 3: Envision new ideas with Microsoft 365 Copilot**

- Exercise: Brainstorm ideas using Microsoft 365 Copilot Chat
- Exercise: Develop a concept using Microsoft 365 Copilot in Word
- Exercise: Create a presentation using Microsoft 365 Copilot in PowerPoint

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VIRTUAL CLASSROOM LIVE

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Mar 2 - 2, 2026 | 9:00 AM - 5:00 PM EST



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PRIVATE GROUP TRAINING

1 Day

Visit us at [www.globalknowledge.com](http://www.globalknowledge.com) or call us at 1-866-716-6688.

Date created: 12/18/2025 1:37:06 AM

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