MICROSOFT COPILOT WEB BASED INTERACTIVE EXPERIENCE FOR EXECUTIVES (MS-4012)

Course Code: 834065

Discover how Microsoft Copilot for Microsoft 365 elevates workplace productivity and innovation.

Discover how Microsoft Copilot for Microsoft 365 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,

- 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
- Accelerate creativity with Microsoft Copilot

Who Needs to Attend

This course is intended for the modern business leader as it provides insights on crafting contextual prompts for Copilot and includes engaging use case exercises that showcase seamless integration into daily workflows.

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CLASSROOM LIVE	$675 CAD	1 Day

Classroom Live Outline

Module 1: Introduction to Copilot for Microsoft 365

- 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.

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

- 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 3: Transform executive productivity with Copilot for Microsoft 365

- Use Microsoft Copilot to synthesize your emails and chats.
- Use Copilot in Word to create and review documents.
- Use Copilot in PowerPoint to create and refine presentations.

Module 4: 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.

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VIRTUAL CLASSROOM LIVE	$675 CAD	1 Day

Virtual Classroom Live Outline

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Dec 8 - 8, 2025 | 9:00 AM - 5:00 PM EST

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PRIVATE GROUP TRAINING	1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.