COPILOT IMMERSION EXPERIENCE (MS-4021)

Course Code: 834097

Discover how Microsoft 365 Copilot enhances productivity and innovation across diverse functional areas, from finance and HR to sales, operations, marketing, IT, and beyond.

This experience provides insights into crafting contextual prompts for Copilot and engaging use case scenarios that showcase seamless integration into daily business workflows. Whether you're a business user looking to streamline tasks or a decision-maker exploring AI-driven efficiencies, this course equips you with the skills to maximize Copilot's potential in your role.

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CLASSROOM LIVE	$675 USD	1 Day

Classroom Live Outline

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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VIRTUAL CLASSROOM LIVE	$675 USD	1 Day

Virtual Classroom Live Outline

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Sep 22 - 22, 2025 | 9:00 AM - 5:00 PM EDT

Dec 15 - 15, 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.

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