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Copilot for Microsoft 365 Interactive Experience for Executives (MS-4008)

Duration: 1 Day   Course Code: M-MS4008

Overview:

Microsoft Copilot for Microsoft 365 applies the power of AI to boost productivity, unlock creativity, and help users understand information better with a simple chat. By integrating large language models (LLMs) with tenant data from Microsoft Graph and the Microsoft 365 apps, Copilot for Microsoft 365 helps turn natural language words into a powerful productivity tool.

Copilot for Microsoft 365 transforms work in three meaningful ways: Unleash creativity. Copilot helps you create content faster and more efficiently. Unlock productivity. Copilot helps you focus on what matters most. Up-level skills. Copilot makes you better at what you're good at and helps you quickly master what you have yet to learn.

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.

Target Audience:

Executive level : this course is designed specifically for those in leadership roles who aim to leverage AI-driven tools to streamline processes, drive efficiency and enhance their strategic and operational capabilities using AI in Microsoft 365 . If you want to transform your executive experience and gain a competitive edge, this course is ideal for you.

Objectives:

- Introduction to Copilot for Microsoft 365

- An executive's guide to creating effective prompts in Copilot for Microsoft 365

- Transform executive productivity with Copilot for Microsoft 365

- This course is focused on :

- Empowers executives to leverage Microsoft Copilot to boost productivity and decision-making.

- Enhances strategic and operational capabilities using AI within Microsoft 365.

- Provides interactive learning experiences for real-world applications of Copilot.

- Focuses on streamlining workflows and making data-driven decisions.

- Prepares leaders to optimize strategic initiatives with Copilot's AI features.

Prerequisites:

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Testing and Certification

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Content:

Module 1: 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.

- 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

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.

- 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

Interact with and explore the capabilities of Copilot for Microsoft 365, and discover how generative AI can enhance your workflow and productivity.

- 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.

Further Information:

For More information, or to book your course, please call us on 00 971 4 446 4987

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