# Copilot Immersion Experience (MS-4201)

**Duration: 1 Day** **Course Code: M-MS4021**

## Overview:

**Discover how to use Microsoft 365 Copilot to boost productivity, improve decision-making, and streamline everyday business workflows through effective prompting and real-world AI use cases.**

In this course, you will 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 exercises 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.

*Updated August 2026*

## Target Audience:

This experience is designed for business professionals who want to enhance their daily workflows and productivity through AI. It is ideal for those seeking to understand and leverage Microsoft 365 Copilot to streamline tasks, improve decision-making, and drive impact in their roles and teams.

## Objectives:

- **After completing this course, learners will be able to:**
- Understand the capabilities and business value of Microsoft 365 Copilot across different functional areas, including finance, HR, sales, marketing, operations, and IT.
- Explore how AI-powered assistance can improve productivity, innovation, and decision-making in.
- Create effective, contextual prompts that generate more relevant and useful responses from Microsoft 365 Copilot.
- Apply Microsoft 365 Copilot to real-world business scenarios through guided use case exercises.
- Identify opportunities to streamline routine tasks and increase efficiency using AI-powered tools.
- Leverage Copilot to enhance collaboration, communication, and information discovery across teams.
- Develop practical strategies for integrating Microsoft 365 Copilot into daily work and organizational processes.

## Prerequisites:

- A basic understanding of Microsoft 365 applications such as Word, Excel, PowerPoint, Outlook, and Teams.

- An interest in improving productivity through AI-assisted workflows.

- Familiarity with day-to-day business processes and collaboration activities.

- A desire to learn how Microsoft 365 Copilot can support decision-making and task automation across business functions.

## Testing and Certification

None

## Follow-on-Courses:

**For learners who want to continue developing their Microsoft Copilot and AI skills, you may consider these recommended progression options :**

- MS-4004 – Empower your workforce with Microsoft 365 Copilot Use Cases
- MS-4005 – Craft effective prompts for Microsoft 365 Copilot
- MS-4008 – Microsoft 365 Copilot Interactive Experience for Executives
- MS-4014 – Build a foundation to extend Microsoft 365 Copilot
- AI-900 – Microsoft Azure AI Fundamentals
- MS-900 – Microsoft 365 Fundamentals

## Content:

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| Module 1: Copilot Immersion Experience<br><br>• Get ready to work with Microsoft 365 Copilot | Unlock productivity and unleash creativity with AI powered chat |

## Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

info@globalknowledge.co.uk

www.globalknowledge.com/en-gb/

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK