

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

**Duration: 1 Day**    **Course Code: M-MS4008**    **Delivery Method: Virtual Learning**

### 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

### Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

### 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.

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### Further Information:

For More information, or to book your course, please call us on 00 20 (0) 2 2269 1982 or 16142

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