

Copilot Immersion Experience

Duración: 1 Días **Código del Curso: M-MS4021** **Método de Impartición: Curso Remoto (Virtual)**

Temario:

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.

NB: This course's duration is a half-day

Updated March 2026

Curso Remoto (Abierto)

Nuestra solución de formación remota o virtual, combina tecnologías de alta calidad y la experiencia de nuestros formadores, contenidos, ejercicios e interacción entre compañeros que estén atendiendo la formación, para garantizar una sesión formativa superior, independiente de la ubicación de los alumnos.

Dirigido a:

This course 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.

Objetivos:

- After this course participants should be able to:
- Understand Microsoft 365 Copilot.
- Outline the working principles behind Microsoft 365 Copilot.
- Identify Microsoft 365 Copilot core components.
- Understand Microsoft's commitment to responsible AI.
- 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

Prerequisites:

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Exámenes y certificación

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Siguientes cursos recomendados:

No recommendation

Contenido:

Module 1: Introduction to Microsoft 365 Copilot

- Describe the purpose and functionalities of Microsoft 365 Copilot.
- Outline the working principles behind Microsoft 365 Copilot.
- Identify the core components integral to Microsoft 365 Copilot.
- Articulate Microsoft's dedication to responsible AI practices.

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

Información Adicional:

Official course book provided to participants.

Más información:

Para más información o para reservar tu plaza llámanos al (34) 91 425 06 60

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