Copilot Immersion Experience

Duration: 1 Day   Course Code: M-MS4021

Overview:

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

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.

Target Audience:

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.

Objectives:

■ 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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Testing and Certification

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Follow-on-Courses:

No recommendation

Content:

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

Additional Information:

Official course book provided to participants.

Further Information:

For More information, or to book your course, please call us on Head Office Tel.: +974 40316639

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