

Microsoft Copilot Web Based Interactive Experience for Executives (MS-4012)

Duration: 1 Day **Course Code: M-MS4012** **Delivery Method: Virtual Learning**

Overview:

Discover how Microsoft Copilot and Copilot for Microsoft 365 elevates productivity and innovation. This experience, tailored for the modern business leader, provides insights on crafting contextual prompts for Copilot and includes engaging use case exercises that showcase seamless integration into daily workflows.

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.

Prerequisites:

Content:

1- 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.

2- Accelerate creativity with Microsoft Copilot

"Boost your productivity and accelerate your workflow by effectively harnessing the robust capabilities and advanced features of Microsoft Copilot."

- Utilize Microsoft Copilot to generate innovative concepts quickly.
- Harness Microsoft Copilot to quickly generate a range of creative outputs.
- Use Microsoft Copilot to quickly research topics of your choice.

3- 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.

Further Information:

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

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