

Copilot Immersion Experience

Courses Code: MS-4021

Duration: 1 Day

Delivery Mode: Instructor-led Training (ILT) | Virtual Instructor led Training (VILT)

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.

Skills Covered

- Discover how Microsoft 365 Copilot enhances productivity and innovation across diverse functional areas such as finance, HR, sales, operations, marketing, and IT.
- Gain insights into crafting contextual prompts for Copilot to improve outcomes.
- Experience engaging use case exercises that showcase seamless integration of Copilot into daily business workflows.
- Understand how to maximize Copilot's potential in your role, whether streamlining tasks or exploring AI-driven efficiencies.

Who Should Attend

Copilot Immersion 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..

Prerequisites

No prior knowledge or preparation is needed

Course Modules

1. Introduction to Microsoft 365 Copilot

This module explores the intricacies of Microsoft 365 Copilot, offering insights into its functionality and Microsoft's dedication to implementing AI responsibly and ethically.



2. Craft effective prompts in Microsoft 365 Copilot

Master the art of crafting effective prompts for Microsoft 365 Copilot. 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.

Ref: <https://trainocate.com/courses/microsoft/ms-4021-copilot-immersion-experience-training>

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