

MS-4008

Copilot for Microsoft 365 Interactive Experience for Executives

Discover how Microsoft Copilot for Microsoft 365 elevates workplace 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.

Required Prerequisites

To complete the Interactive Experience in this course, each participant must have:

- Access to a Microsoft 365 subscription (BYOS) in which they're licensed to use Copilot for Microsoft 365.
- A laptop or tablet with Microsoft 365 apps installed and ready to use.
- A Microsoft OneDrive account, since Copilot requires OneDrive to complete the file-sharing tasks used throughout the Use Case exercises.

Table of contents

Learning Path	Module
Course Introduction	N/A
Learning Path 1: Copilot for Microsoft 365 Interactive Experience for Executives	Module 1: Introduction to Copilot for Microsoft 365 Module 2: An executive's guide to crafting effective prompts in Copilot for Microsoft 365 Module 3: Transform executive productivity with Copilot for Microsoft 365

This training is designed to unlock the full potential of Microsoft Copilot within Microsoft 365 through a structured exploration of three comprehensive modules, each tailored to enhance your understanding and practical skills:

- **Module 1: Introduction to Copilot for Microsoft 365** — Delve into the intricacies of Copilot, gaining insights into its advanced functionalities, security features, and Microsoft's commitment to ethical AI practices. This module sets the foundation by highlighting how Copilot integrates seamlessly with the Microsoft ecosystem to streamline workflows and enhance productivity.
- **Module 2: An Executive's Guide to Crafting Effective Prompts** — This module focuses on mastering the art of crafting effective prompts, crucial for harnessing the full capability of Copilot across Microsoft 365 applications such as Word, PowerPoint, Teams, and Outlook. Learn to generate precise, actionable results that can transform everyday tasks and decision-making processes.
- **Module 3: Transform Executive Productivity with Copilot for Microsoft 365** — Apply what you've learned in a series of Use Case exercises specifically designed for executive scenarios. This module emphasizes practical application, allowing you to experience firsthand how Copilot can address complex business challenges and enhance executive decision-making.

As part of the training, firsthand demonstrations of Microsoft Copilot will be conducted to highlight its practical applications in real-world settings. These demonstrations highlight the versatility of Copilot across various Microsoft 365 apps, such as Word, PowerPoint, and Teams. This approach is designed to give participants a foundational understanding of how to seamlessly integrate Copilot's capabilities into their daily workflows and strategic operations.