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

Explore the transformative potential of Microsoft Copilot and its impact on organisational efficiency. Designed for executives and business leaders without a Copilot license, this experience delves into the art of crafting effective prompts, offers an interactive experience, and demonstrates how Microsoft Copilot for Microsoft 365 can seamlessly integrate into daily business workflows to boost productivity and innovation.

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 Microsoft Copilot and Copilot for Microsoft 365. Descriptions of each demonstration are provided in the 'Demonstrations' section of this document. 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.

Required Prerequisites

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

- Access to a personal Microsoft account using an email address such as Outlook, Gmail, Yahoo, Hotmail, etc.
- A laptop, tablet or mobile device.

Table of contents

Learning Path	Module
Course Introduction	N/A
Learning Path 1: **Microsoft Copilot Web Based Interactive**	**Module 1:** An executive's guide to crafting effective prompts in Copilot forMicrosoft 365

Experience for Executives	**Module 2:** Acceleratecreativity with Microsoft Copilot
	Module 3: Introduction to Copilot for Microsoft365

Demonstrations

In the PowerPoint deck, the demos include:

- Microsoft Copilot – Web Scope (copilot.microsoft.com)
- Microsoft Copilot – Work Scope (copilot.microsoft.com)
- Copilot in Word
- Copilot in Outlook
- Copilot in Teams

The aim of the first demo (slide 9) is to demonstrate Microsoft Copilot on the web which will be used inthe following Interactive Experience, helping participants familiarize themselves with the functionality and showing them how Microsoft Copilot can boost productivity and innovation.

Once the Interactive Experience is complete, Copilot for Microsoft 365 is introduced and the remainingdemos (slide 16) are to be demonstrated, showing participants how Copilot for Microsoft 365 can be seamlessly integrated into daily business workflows.