MS-4021

Copilot Immersion Experience

Course description

The Copilot Immersion Experience is designed to provide participants with a practical understanding of Microsoft 365 Copilot and its impact on business productivity. This training introduces key Copilot capabilities, demonstrates its applications across different business functions, and offers an interactive immersion experience tailored to real-world challenges.

This training is organized into the following key components:

- **Introduction to Microsoft 365 Copilot** – Gain foundational insights into Microsoft 365 Copilot, including its advanced AI capabilities, security principles, and Microsoft's commitment to responsible AI. Understand how Copilot integrates seamlessly with Microsoft 365 applications to streamline workflows and enhance productivity.
- **Crafting Effective Prompts for Copilot** – Learn how to craft precise, effective prompts to maximize Copilot's potential. Well-structured prompts are essential for generating high-quality, actionable results that support decision-making and task automation. After refining your prompt skills, experience a demonstration of a functional group business scenario, highlighting how Copilot applies to real-world tasks. Each session highlights different Microsoft 365 applications depending on the business function being explored.

Copilot Immersion Experience – Apply what you've learned in an interactive experience tailored to a specific business function. Participants will engage in tasks relevant to their roles, exploring how Copilot can drive efficiencies, enhance decision-making, and optimize workflows. Each session aligns with a functional area, ensuring participants gain practical insights into how Copilot can be integrated into their daily work**.**

Audience prerequisites

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

Table of Contents

Learning Path	Module
Course Introduction	
Learning Path 1: **MS-4021 Copilot Immersion Experience**	**Module 1:** Introduction to Microsoft 365 Copilot **Module 2:** Crafting effective prompts in Microsoft 365 Copilot

Demonstrations

Each functional group (FG) demonstration is aligned with a specific scenario and set of tasks, ensuring that participants engage with workflows relevant to their business function rather than focusing on individual applications.

In some demonstrations, multiple Microsoft 365 applications may be highlighted (e.g., Copilot Chat, Copilot in Word, Copilot in Outlook), while others may focus on a single application. This structure is intentional—each demo is designed to align with real-world workflows participants can relate to.