

MS-4008: Microsoft 365 Copilot Interactive Experience for Executives

Course Outline

1) Introduction to Microsoft 365 Copilot

- Describe the purpose and functionalities of Microsoft 365 Copilot
- Outline the working principles behind Microsoft 365 Copilot
- Identify the core components integral to Microsoft 365 Copilot
- Articulate Microsoft's dedication to responsible AI practices

2) An executives guide to crafting effective prompts in Microsoft 365 Copilot

- Understand and apply the principles of crafting effective prompts
- Use Copilot Prompt Gallery to discover new prompts
- Efficiently manage your email communications and weekly planning
- Enhance meeting summaries in Teams by highlighting key decisions and action items

3) Envision new ideas with Microsoft 365 Copilot

- Use Microsoft 365 Copilot Chat to research new topics
- Use Microsoft 365 Copilot in Word to create and review documents
- Use Microsoft 365 Copilot in PowerPoint to create and refine presentations
- Use Microsoft 365 Copilot Chat to build an agent
- Lab: Brainstorm ideas using Microsoft 365 Copilot Chat
- Lab: Develop a concept using Microsoft 365 Copilot in Word
- Lab: Create a presentation using Microsoft 365 Copilot in PowerPoint
- Lab: Build an agent using Copilot Chat