Copilot Immersion Experience (MS-4021) Training

Duration: **1 Day**

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Overview

The Copilot Immersion Experience (MS-4021) is a short, impactful webinar designed to help participants explore how Microsoft 365 Copilot enhances productivity and innovation across various business functions, including finance, HR, sales, marketing, operations, and IT.

This 60-minute session provides practical insights into crafting effective prompts and demonstrates how Copilot integrates seamlessly into everyday workflows. It is ideal for both business users and decision-makers looking to leverage AI for efficiency and smarter decision-making.

Note: Each session lasts 60 minutes, with the option to run up to four sessions in a single day.

Prerequisites

There are no mandatory prerequisites for this course.
However, having access to Microsoft 365 applications is recommended.

Who Should Attend

This course is suitable for:

- Business professionals
- Managers and decision-makers
- Microsoft 365 users
- Teams looking to improve productivity with AI

What You Will Learn

By the end of this course, learners will be able to:

- Understand how Microsoft 365 Copilot enhances productivity
- Explore how Copilot works and its core components
- Apply effective prompt-writing techniques
- Discover real-world use cases across business functions
- Understand the importance of responsible AI

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Outline

Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot
- How it works
- Core components
- Microsoft’s responsible AI approach

Crafting Effective Prompts

- Prompt writing techniques
- Using the Copilot Prompt Gallery
- Managing emails and planning in Outlook
- Drafting emails and meeting agendas
- Extracting key actions from Teams meetings