

Microsoft 365 Copilot Chat Interactive Experience for Executives (MS-4012)

Description

Discover How to Leverage Microsoft 365 Copilot Chat

The world of work is evolving rapidly, and optimizing time is essential. The MS-4012, Copilot Chat training enables you to fully harness Microsoft 365 Copilot to enhance your productivity and that of your team.

In this course, you will learn how to design effective prompts and integrate Copilot into your daily Microsoft 365 tools, such as Word, PowerPoint, Teams, and Outlook. Through hands-on exercises, you will develop advanced skills to interact with Copilot and automate complex tasks.

A Program Designed for Executives and Managers

The MS-4012 program is specifically designed for executives and managers looking to optimize their workflow with Copilot. You will learn how to structure relevant queries, analyze information, and leverage the advanced features of Microsoft 365 Copilot Chat to accelerate decision-making.

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Course Content

Module 1: An executive's guide to crafting effective prompts in Microsoft 365 Copilot

- Master the art of crafting effective prompts for Microsoft 365 Copilot
- Explore the art of the prompt
- Explore Copilot Prompt Gallery
- Catch up and prepare for the week with Microsoft 365 Copilot in Outlook
- Draft emails, replies, and meeting agendas with Microsoft 365 Copilot in Outlook
- Highlight key decisions and actions from Teams meetings

Module 2: Accelerate creativity with Microsoft 365 Copilot Chat

- Boost your productivity and accelerate your workflow with Microsoft 365 Copilot Chat
- Brainstorm your idea using Microsoft 365 Copilot Chat
- Build a compelling brand using Microsoft 365 Copilot Chat
- Analyze the competitive landscape using Microsoft 365 Copilot Chat

Module 3: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your

skills in a professional environment.

Documentation

- Access to Microsoft Learn, Microsoft's online learning platform, offering interactive resources and educational content to deepen your knowledge and develop your technical skills.

Participant profiles

- Business executives and senior managers
- Department heads and team managers
- Productivity and innovation consultants
- Professionals looking to optimize their workflow

Prerequisites

- Have basic experience with Microsoft 365 (Outlook, Word, PowerPoint, Teams)
- Understand the principles of team management and productivity
- Have an initial understanding of artificial intelligence tools (optional)

Objectives

- Create effective prompts for Microsoft 365 Copilot
- Optimize the use of Copilot in Outlook, Word, PowerPoint, and Teams
- Analyze key decisions and actions from Teams meetings
- Accelerate content and idea generation with Microsoft 365 Copilot Chat
- Understand the functionality and components of Microsoft 365 Copilot
- Explore Microsoft's commitment to responsible AI

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Classroom Registration Price (CHF)

900

Virtual Classroom Registration Price (CHF)

850

Duration (in Days)

1

Reference

MS-4012