

# Microsoft 365 Copilot Interactive Experience for Executives (MS-4008)

## Description

### Optimize Your Productivity with Microsoft 365 Copilot

Today, businesses are constantly seeking ways to boost productivity while simplifying daily tasks for their executives. That's exactly what the interactive course, The Microsoft 365 Copilot Interactive Experience for Executives (MS-4008), offers. Specifically tailored for the modern business executive, this course introduces how artificial intelligence integrated within Microsoft 365 can radically transform your daily workflow. Through practical, real-world scenarios tailored to your professional activities, you'll quickly learn to leverage Microsoft Copilot's unique capabilities. Hands-on exercises focusing on Word, Excel, PowerPoint, Outlook, Microsoft Teams, and OneNote will enable you to swiftly master the art of generating accurate and valuable results through simple prompts.

### Microsoft 365 Copilot: Enhancing Executive Performance

The interactive MS-4008 training places a strong emphasis on efficiency. It guides you step-by-step in creating effective prompts within Microsoft Copilot. You'll learn how to maximize your use of Microsoft 365 Apps, optimizing your time management and enhancing decision-making. The training highlights Microsoft's commitment to responsible and ethical AI use, ensuring confident and controlled mastery of this revolutionary technology.

## Niveau

Fondamental

## Course Content

### Module 1: Introduction to Microsoft 365 Copilot

- Understand Microsoft 365 Copilot
- Discover how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Learn about Microsoft's commitment to responsible AI

### Module 2: An executive's guide to crafting effective prompts in Microsoft 365 Copilot

- Master the art of crafting effective prompts
- Explore the Copilot Prompt Gallery
- Catch up and plan your week effectively using Outlook and Copilot
- Draft emails, replies, and meeting agendas efficiently with Copilot in Outlook
- Highlight key decisions and actions from Teams meetings

### Module 3: Envision new ideas with Microsoft 365 Copilot

- Brainstorm innovative ideas using Microsoft 365 Copilot Chat
- Develop compelling concepts using Copilot in Word
- Create impactful presentations using Copilot in PowerPoint

## 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**

- Chief Executive Officer (CEO)
- Chief Operating Officer (COO)
- Chief Financial Officer (CFO)
- Head of Innovation and Digital Transformation
- Executive Manager

### **Prerequisites**

- Basic knowledge of Microsoft 365 tools (Word, Excel, PowerPoint, Outlook)
- Basic understanding of collaborative applications (Microsoft Teams, OneNote)

### **Objectives**

- Understand key features of Microsoft 365 Copilot
- Create effective prompts in Microsoft 365 Copilot
- Optimize Outlook for proactive task management
- Leverage Microsoft Teams for quick meeting summaries
- Master innovative idea generation with AI
- Create compelling presentations with PowerPoint and Copilot

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#### **Classroom Registration Price (CHF)**

900

#### **Virtual Classroom Registration Price (CHF)**

850

#### **Duration (in Days)**

1

#### **Reference**

MS-4008