



# MS-4008: Copilot for Microsoft 365 Interactive Experience for Executives

Course ID #: 7000-990-ZZ-Z

Hours: 7

## Course Content

### Course Description:

Discover how Microsoft 365 Copilot elevates workplace productivity and innovation. This experience, tailored for the modern business leader, provides insights on crafting contextual prompts for Copilot and includes engaging use case exercises that showcase seamless integration into daily workflows.

### Topics:

#### Lesson 1: Introduction to Microsoft 365 Copilot

- Introduction
- 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
- Knowledge check
- Summary

#### Lesson 3: Transform executive productivity with Microsoft 365 Copilot

- Introduction
- Exercise: Extract actionable insights with Business Chat
- Exercise: Create an executive briefing using Microsoft 365 Copilot in Word
- Exercise: Create a slide presentation using Microsoft 365 Copilot in PowerPoint
- Knowledge check
- Summary

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

- Introduction
- Explore the art of the prompt
- Explore Copilot Lab
- 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
- Knowledge check
- Summary

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