



MS-4021: Copilot Immersion Experience

Course ID #: 7000-1052-ZZ-Z

Hours: 7

Course Content

Course Description: Discover how Microsoft 365 Copilot enhances productivity and innovation across diverse functional areas, from finance and HR to sales, operations, marketing, IT, and beyond. This experience provides insights into crafting contextual prompts for Copilot and engaging use case scenarios that showcase seamless integration into daily business workflows. Whether you're a business user looking to streamline tasks or a decision-maker exploring AI-driven efficiencies, this course equips you with the skills to maximize Copilot's potential in your role.

Prerequisites:

None

Target Audience:

This course is for those who are interested in Business applications, Productivity, and Artificial Intelligence.

Topics:

Lessons:

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
- Module assessment
- Summary

Craft effective prompts in Microsoft 365 Copilot

- Introduction
- 3 min
- Explore the art of the prompt
- 3 min
- Explore Copilot Prompt Gallery
- 3 min
- Catch up and prepare for the week with Microsoft 365 Copilot in Outlook
- 4 min
- Draft emails, replies, and meeting agendas with Microsoft 365 Copilot in Outlook
- 4 min
- Highlight key decisions and actions from Teams meetings
- 4 min
- Module assessment
- 3 min
- Summary

Register for this class by visiting us at:

www.tcworkshop.com or calling us at 800-639-3535



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NASBA Information

Level: Intermediate

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Fields: Computer Software & Applications

CPEs: 14

Policies: Course Registration, Cancellation, Refund and Complaint Resolution

For more information regarding administrative policies such as complaint and refund, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

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NOTE: Since our information is in multiple places on our web site or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.