



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:

Business Owner, Business User

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 2: Craft effective prompts in Microsoft 365 Copilot

- Introduction
- 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
- Knowledge check
- Summary

Register for this class by visiting us at:

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



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Microsoft Copilot BYOL

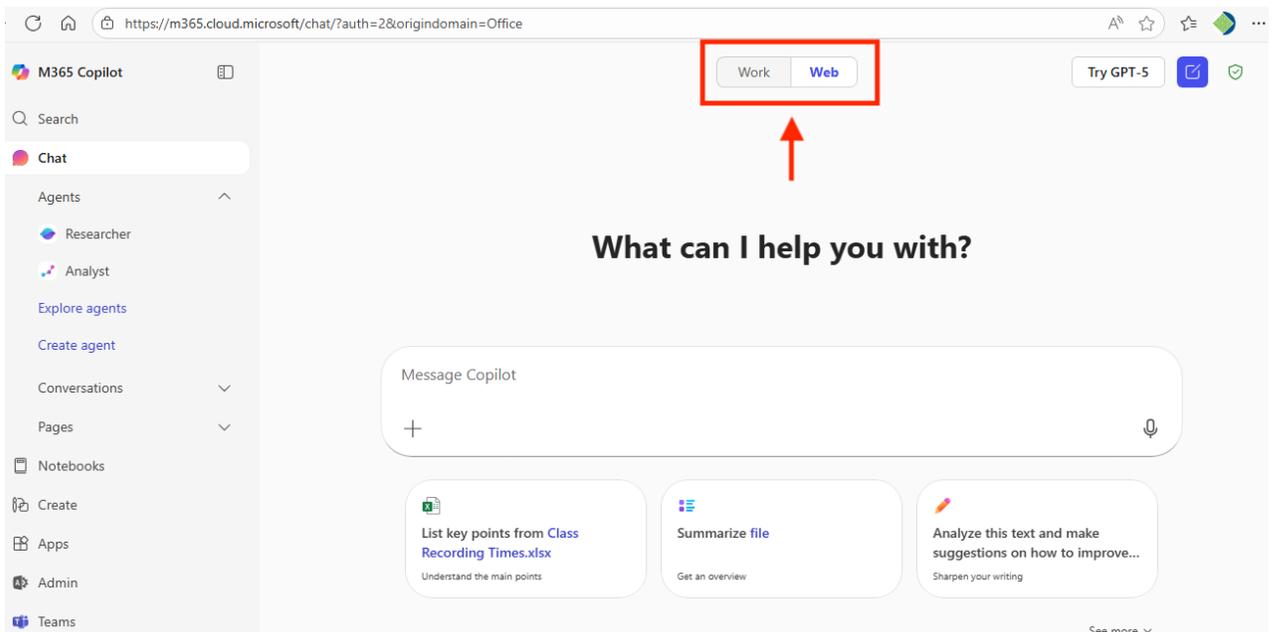
Bring Your Own License (BYOL):

To have this class be the most effective for its students, they must have purchased a Microsoft CoPilot License. They *MUST* check that they have this license more than 24 hours* before the class starts.

How to Check if you have a Copilot license:

Online

1. Navigate to your M365 Copilot chat (<https://m365.cloud.microsoft/chat>)
 - If you have the options “Work | Web” you have a license.
 - If you do not see these options, you only have the free version of Copilot.



Desktop App

1. Open a MS Office application on your desktop.
2. Look for the Copilot icon/button on the Home tab of the top ribbon.
 - Examples of what it could look like:
 - A sparkle or star icon ✨
 - A label like “Copilot”, “Ask Copilot”, or “Draft with Copilot”



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Additional Information:

*After purchasing a license, it may take up to 24 hours to activate. Some users may have an organizational license, but their administration or tech team may have it only available for certain users.

When activated, Copilot usually opens in a sidebar on the right side of the application window, where you can:

- Ask questions
- Generate or rewrite text
- Summarize documents
- Get formatting help

In some versions, Copilot may also appear as a floating suggestion box when you highlight text or start typing, offering to help rewrite, summarize, or expand content.

If you cannot find the icon/button, you can also try typing “Copilot” into the “Tell me what you want to do” search bar at the top of the office application to locate it quickly.



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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.