

training code: MS-4008 / ENG DL 1d / EN

Microsoft 365 Copilot Interactive Experience for Executives

The training is designed to unlock the full potential of Microsoft Copilot within Microsoft 365 through a structured exploration of three comprehensive modules. It provides practical hands-on experience with Copilot's capabilities across Microsoft 365 applications, focusing on executive-level scenarios and decision-making processes. The training is authorized Microsoft content specifically tailored for executive-level training delivery.

Duration

1 day/ 1 hour



Training recipients

This training is intended for:

- C-level Executives – executive-level professionals seeking to enhance productivity and improve decision-making processes
- Business Leaders – individuals responsible for strategic organizational direction looking to leverage AI for operational efficiency
- Senior Managers – professionals managing teams who want to optimize workflows and increase organizational productivity



Benefits

- Comprehensive AI Integration Understanding – You'll gain insights into how Copilot seamlessly integrates with Microsoft 365 to enhance workflow efficiency
- Strategic Prompt Engineering Skills – You'll master the art of crafting effective prompts for optimal results across Microsoft 365 applications
- Practical Executive-Level Application – You'll experience hands-on scenarios specifically designed for executive decision-making and productivity enhancement
- Cross-Platform Functionality – You'll learn to leverage Copilot across various platforms including Word, PowerPoint, and Teams
- Real-World Implementation Strategy – You'll develop practical knowledge for implementing Copilot solutions across your organization



Training program

1. Introduction to Microsoft 365 Copilot

- Overview of functionalities
- Ethical implementation of AI

2. Creating Effective Prompts

- Introduction
- The art of prompting
- Copilot prompt gallery
- Weekly planning with Outlook
- Drafting emails and meeting agendas
- Highlighting key decisions and actions in Teams

3. Imagining New Ideas

- Brainstorming with chat
- Developing concepts in Word
- Creating presentations in PowerPoint



Expected preparation of the participant

- BYOS – Microsoft 365 and Microsoft Copilot for Microsoft 365
- Basic familiarity with Microsoft 365 applications

Recommended and Featured Products :

- MS-4012: Microsoft 365 Copilot Chat Interactive Experience for Executives
- MS-4007: Microsoft 365 Copilot User Enablement Specialist

- MS-4004: Empower your workforce with Microsoft 365 Copilot Use Cases



Training Includes

* electronic handbook available at:

<https://learn.microsoft.com/pl-pl/training/>

- access to the Altkom Akademia student portal

Product Includes

- Lecture (40%)
- Demonstrations (20%)
- Interactive Experience (30%)
- Group Discussion (10%)



Duration

1 days / 1 hours

Language

- Lecture: English
- Materials: English