Microsoft CoPilot Web Based Interactive Experience for Executives (MS-4012)

COURSE OVERVIEW

Discover how Microsoft Copilot and Microsoft 365 Copilot elevates 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.

COURSE OBJECTIVES

Students will learn to:

- An Executive's Guide to Crafting Effective Prompts in Microsoft 365 CoPilot
- Accelerate Creativity with Microsoft CoPilot
- Introduction to Microsoft 365 CoPilot

COURSE OUTLINE

An Executive's Guide to Crafting Effective Prompts in Microsoft 365 CoPilot:

- 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

Accelerate Creativity with Microsoft CoPilot:

- Exercise: Brainstorm your idea using Microsoft Copilot
- Exercise: Build a compelling brand using Microsoft Copilot
- Exercise: Analyze the competitive landscape using Microsoft Copilot

Introduction to Microsoft 365 CoPilot:

- 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

WHY TRAIN WITH SUNSET LEARNING INSTITUTE?

Sunset Learning Institute (SLI) has been an innovative leader in developing and delivering authorized technical training since 1996. Our goal is to help our customers optimize their technology Investments by providing convenient, high quality technical training that our customers can rely on. We empower students to master their desired technologies for their unique environments.

What sets SLI apart is not only our immense selection of trainings options, but our convenient and consistent delivery system. No matter how complex your environment is or where you are located, SLI is sure to have a training solution that you can count on!

Premiere World Class Instruction Team
- All SLI instructors have a four-year technical degree, instructor level certifications and field consulting work experience
- Sunset Learning has won numerous Instructor Excellence and Instructor Quality Distinction awards since 2012

Enhanced Learning Experience
- The goal of our instructors during class is ensure students understand the material, guide them through our labs and encourage questions and interactive discussions.

Convenient and Reliable Training Experience
- You have the option to attend classes live with the instructor, at any of our established training facilities, or from the convenience of your home or office
- All Sunset Learning Institute classes are guaranteed to run – you can count on us to deliver the training you need when you need it!

Outstanding Customer Service
- You will work with a dedicated account manager to suggest the optimal learning path for you and/or your team
- An enthusiastic student services team is available to answer any questions and ensure a quality training experience

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