



Microsoft 365 Copilot Chat Interactive Experience for Executives (MS-4012)

ID MS-4012 **Price** on request **Duration** 1 hour

Prerequisites

None

Course Objectives

- Understand and apply the principles of crafting effective prompts.
- Use Copilot Lab to discover and employ premade prompts.
- Efficiently manage your email communications and weekly planning.
- Enhance meeting summaries in Teams by highlighting key decisions and action items.
- Utilize Microsoft Copilot to generate innovative concepts quickly.
- Harness Microsoft Copilot to quickly generate a range of creative outputs.
- Use Microsoft Copilot to quickly research topics of your choice.
- Describe the purpose and functionalities of Copilot for Microsoft 365.
- Outline the working principles behind Copilot for Microsoft 365.
- Identify the core components integral to Copilot for Microsoft 365.
- Articulate Microsoft's dedication to responsible AI practices.

Training Centres worldwide



Fast Lane Institute for Knowledge Transfer (Switzerland) AG

Husacherstrasse 3
CH-8304 Wallisellen
Tel. +41 44 832 50 80

info@flane.ch, <https://www.flane.ch>