

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

ID MS-4012 **Price** CHF 690.—(excl. VAT) **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.

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