

Copilot Immersion Experience (CIE) for Microsoft 365 (MS-4021)

ID MS-4021 **Price** CHF 690.—(excl. VAT) **Duration** 2 hours

Course Content

Introduction to Microsoft 365 Copilot

This module explores the intricacies of Microsoft 365 Copilot, offering insights into its functionality and Microsoft's dedication to implementing AI responsibly and ethically.

- 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

Craft effective prompts in Microsoft 365 Copilot

Master the art of crafting effective prompts for Microsoft 365 Copilot. This Module is designed to enhance your skills in creating prompts that generate precise and useful results across various Microsoft 365 Apps, including Word, PowerPoint, Teams, and Outlook.

- 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

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