



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

ID MS-4012 Prix sur demande Durée 1 heure

## Pré-requis

None

## Objectifs

- 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.

## Module 2

- Accelerate creativity with Microsoft Copilot.
  - Boost your productivity and accelerate your workflow by effectively harnessing the robust capabilities and advanced features of Microsoft Copilot.

## Module 3

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

## Contenu

### 3 Modules:

#### Module 1

- An executive's guide to crafting 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.

## Centres de formation dans le monde entier



## Fast Lane Institute for Knowledge Transfer (Switzerland) AG

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

[info@flane.ch](mailto:info@flane.ch), <https://www.flane.ch>