

MS-4012 Microsoft 365 Copilot Chat Interactive Experience for Executives

Duration: 1 Day

Course Description:

This executive-focused course demonstrates how Microsoft 365 Copilot can enhance productivity, decision-making, creativity, and communication. Participants learn practical ways to use Copilot across Outlook, Teams, Word, PowerPoint, and Copilot Chat through real-world executive scenarios and guided exercises.

Course Outlines:

Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- How Microsoft 365 Copilot works
- Core components of Microsoft 365 Copilot
- Responsible AI and Microsoft's AI principles
- Understanding business value and executive use cases

Module 2: An Executive's Guide to Crafting Effective Prompts

- Explore the art of prompting
- Use Copilot Lab / Prompt Gallery
- Create contextual prompts for business scenarios
- Manage weekly planning with Outlook
- Draft emails, replies, and meeting agendas
- Summarize meetings and identify action items in Teams

Module 3: Transform Executive Productivity with Copilot

- Summarize emails and business communications
- Review conversations across chats and meetings
- Draft and enhance executive documents in Word
- Create and refine presentations in PowerPoint
- Accelerate information gathering and review

Module 4: Accelerate Creativity with Microsoft Copilot

- Brainstorm ideas using Copilot
- Generate innovative concepts and strategies
- Conduct rapid topic research
- Analyze competitive landscapes
- Develop business and branding ideas

REGISTER NOW!

training@trends.com.ph
(+632) 8863-2123
www.trendssacademy.com.ph