

Document Generated: 11/05/2025

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

MS-4008: Copilot for Microsoft 365 Interactive Experience for Executives



About This Course:

Discover how Microsoft Copilot for Microsoft 365 elevates workplace productivity and innovation. This experience, tailored for the modern business leader, and provides insights on crafting contextual prompts for Copilot, along with engaging

use case exercises that showcase seamless integration into daily business workflows.

Course Objectives:

- 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
- Explore the art of the prompt
- Explore Copilot Lab
- 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

Audience:

- C-level executives (CEOs, CIOs, CFOs, COOs, etc.)
- Business leaders and decision-makers
- Department heads and senior managers
- Directors and VP-level professionals
- IT leaders and digital transformation strategists

Prerequisites:

- Basic familiarity with Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, and Teams)
- Understanding of business workflows and productivity tools
- Interest in AI-powered solutions for business operations
- No technical or coding experience required (Designed for executives and business leaders)

Course Outline:

- Introduction to Microsoft 365 Copilot
- An executive's guide to crafting effective prompts in Microsoft 365 Copilot
- Envision new ideas with Microsoft 365 Copilot