



Microsoft 365 Copilot Interactive Experience for Executives (MS-4008)

ID MS-4008 **Price 690.—** €excl. tax **Duration 1 day**

Course Overview

Discover how Microsoft 365 Copilot elevates workplace productivity and innovation.

This experience, tailored for the modern business leader, provides insights on crafting contextual prompts for Copilot and includes engaging use case exercises that showcase seamless integration into daily workflows.

Who should attend

Students wishing to experience Microsoft 365 Copilot.

Course Objectives

Students will learn to:

- Introduction to Microsoft 365 Copilot An executive's guide to crafting effective prompts in Microsoft 365 Copilot
- Transform executive productivity with Microsoft 365 Copilot

Detailed Course Outline

Module 1 : Introduction to Microsoft 365 Copilot

- Describe the purpose and functionalities of Microsoft 365 Copilot.
- Outline the working principles behind Microsoft 365 Copilot.
- Identify the core components integral to Microsoft 365 Copilot.
- Articulate Microsoft's dedication to responsible AI practices.

Module 2 : An executive's guide to crafting effective prompts in Microsoft 365 Copilot

- 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.

Module 3: Transform executive productivity with Microsoft 365 CopilotUse Business Chat to extract actionable insights.

- Use Microsoft 365 Copilot in Word to create and review documents.
- Use Microsoft 365 Copilot in PowerPoint to create and refine presentations.

About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

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- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
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Germany

Fast Lane Institute for Knowledge
Transfer GmbH

Tel. +49 40 25334610

info@flane.de / www.flane.de

Austria

ITLS GmbH

(Partner of Fast Lane)

Tel. +43 1 6000 8800

info@itls.at / www.itls.at

Switzerland

Fast Lane Institute for Knowledge
Transfer (Switzerland) AG

Tel. +41 44 8325080

info@flane.ch / www.flane.ch