



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

ID MS-4012 **Price 690.—** €(excl. tax) **Duration 1 day**

Course Overview

Discover how Microsoft Copilot and Microsoft 365 Copilot elevates 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.

Prerequisites

None

Course Objectives

- 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.

- 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.

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.

Detailed Course Outline

3 Modules:

Module 1

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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- ✓ Business & Soft Skill Training
- ✓ Consulting Services
- ✓ Managed Training Services
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- ✓ Content Development
- ✓ Remote Labs
- ✓ Talent Programs
- ✓ Event Management Services

Training Methods

- ✓ Classroom Training
- ✓ Instructor-Led Online Training
- ✓ FLEX Classroom – Classroom & Online Hybrid
- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

Technologies & Solutions

- ✓ Digital Transformation
- ✓ Artificial Intelligence
- ✓ Cloud
- ✓ Networking
- ✓ Cyber Security
- ✓ Wireless & Mobility
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Experienced SMEs
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