

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

**Course Number:** MOC-MS-4008
**Duration:** 0.5 days

**Overview**

This official Microsoft course (MS-4008), Copilot for Microsoft 365 Interactive Experience for Executives training, teaches attendees how to leverage Copilot to boost workplace productivity and innovation. Modern business leaders learn how to craft contextual prompts for Copilot and how to integrate Copilot with everyday Microsoft 365 apps to streamline their organizations’ workflows.

**Prerequisites**

No prior experience is presumed.

**Materials**

All Copilot for Microsoft 365 training students receive Microsoft official courseware. An exam voucher is included for each participant for all Microsoft Official Courses taught in their entirety that have a corresponding certification exam.

**Software Needed on Each Student PC**

To complete the Use Case exercises in this course, each student must have access to a Microsoft 365 subscription (BYOS) in which they're licensed to use Copilot for Microsoft 365.

**Objectives**

* Explore Copilot for Microsoft 365's functionalities
* Understand Microsoft's dedication to implementing AI responsibly and ethically
* Create prompts that generate precise and useful results across various Microsoft 365 apps, including Word, PowerPoint, Teams, and Outlook
* Interact with and explore Copilot for Microsoft 365's capabilities
* Discover how generative AI can enhance your workflow and productivity
* Understand how to boost productivity and accelerate workflows with the basic and advanced features of Microsoft Copilot

**Outline**

* Introduction to Copilot for Microsoft 365
	+ What is Copilot for Microsoft 365?
	+ Explore how Copilot for Microsoft 365 works
	+ Explore the core components of Copilot for Microsoft 365
	+ Examine how Microsoft is committed to responsible AI
* An executive's guide to crafting effective prompts in Copilot for Microsoft 365
	+ Explore the art of the prompt
	+ Explore Copilot Lab
	+ Catch up and prepare for the week with Copilot in Outlook
	+ Draft emails, replies, and meeting agendas with Microsoft Copilot in Outlook
	+ Highlight key decisions and actions from Teams meetings
* Transform executive productivity with Copilot for Microsoft 365
	+ Prepare for a meeting using Microsoft Copilot within Teams
	+ Create an executive briefing using Copilot in Word
	+ Create a slide presentation using Copilot in PowerPoint
* Accelerate creativity with Microsoft Copilot
	+ Brainstorm your idea using Microsoft Copilot
	+ Build a compelling brand using Microsoft Copilot
	+ Analyze the competitive landscape using Microsoft Copilot
* Conclusion