Document Generated: 11/19/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

MS-4021 Copilot Immersion Experience



About This Course:

Explore how Microsoft 365 Copilot transforms productivity across business functions. Learn to craft effective prompts and integrate Copilot into daily workflows. Enhance collaboration, automate tasks, and optimize decision-making with AI-driven efficiency. Gain hands-on experience with real-world use case scenarios. Unlock the full potential of Copilot to streamline operations and boost innovation.

Note: Students have to bring their own copilot license.

Course Objectives:

- Understand the purpose, functionalities, and principles of Microsoft 365 Copilot.
- Identify core components that drive Copilot's AI capabilities.
- Apply responsible AI principles in Copilot-assisted tasks.
- Craft effective prompts to optimize Copilot’s responses.
- Utilize the Copilot Prompt Gallery to discover efficient workflows.
- Enhance productivity with AI-powered email management and task planning.
- Improve meeting efficiency by generating actionable summaries in Teams

Audience:

- Business Managers
- IT Professional

Prerequisites:

- None

Course Outline:

- Introduction to Microsoft 365 Copilot
- Crafting Effective Prompts in Microsoft 365 Copilot
- Microsoft 365 Copilot Demonstrations
- Immersion Experience with Microsoft 365 Copilot Chat
- Enhancing Productivity with Microsoft 365 Copilot