

Document Generated: 03/11/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

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



About This Course:

The MS-4012: Microsoft 365 Copilot Chat Interactive Experience for Executives is a specialized course designed to introduce executives and business leaders to the capabilities of Microsoft 365 Copilot. This interactive experience focuses on

demonstrating how Copilot can seamlessly integrate into daily business workflows to enhance productivity and innovation

Course Objectives:

- Understand the Core Functionalities of Microsoft Copilot
- Craft Effective Prompts for Enhanced Productivity
- Transform Executive Productivity with Copilot
- Accelerate Creativity with Microsoft Copilot
- Hands-on Experience with Copilot in Real-world Scenarios

Audience:

- Chief Executives
- Business Managers

Prerequisites:

- None

Course Outline:

1. **An executive's guide to crafting effective prompts in Copilot for Microsoft 365**
2. **Accelerate creativity with Microsoft Copilot**
3. **Introduction to Copilot for Microsoft 365**