MS-4021 Copilot Immersion Experience

Category: AI, Data & Analytics | **Vendor:** Microsoft Apps

Duration: 1.00 hours (1 days) **0.8 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format:	Instructor Led - Online
Certification:	Microsoft Applied Skills: Copilot Immersion Experience
Related Exam:	MS-4021

Course Overview

Discover how Microsoft 365 Copilot enhances productivity and innovation across diverse functional areas, from finance and HR to sales, operations, marketing, IT, and beyond. This experience provides insights into crafting contextual prompts for Copilot and engaging use case scenarios that showcase seamless integration into daily business workflows. Whether you're a business user looking to streamline tasks or a decision-maker exploring AI-driven efficiencies, this course equips you with the skills to maximize Copilot's potential in your role.

About This Course

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Learning Outcomes

Upon successful completion of this course, participants will be able to:

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., 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., 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., 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., 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., 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., 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., 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., 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

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Detailed Course Outline

1 - Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

2 - Craft effective prompts in Microsoft 365 Copilot

- Explore the art of the prompt
- Explore Copilot Prompt Gallery
- Catch up and prepare for the week with Microsoft 365 Copilot in Outlook
- Draft emails, replies, and meeting agendas with Microsoft 365 Copilot in Outlook
- Highlight key decisions and actions from Teams meetings

, Introduction to Microsoft 365 Copilot, Craft effective prompts in Microsoft 365 Copilot

□□ Certification Path

Microsoft Applied Skills: Copilot Immersion Experience

Exam: MS-4021

Frequently Asked Questions

Q: What delivery options are available for MS-4021 Copilot Immersion Experience?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: What certification does this course prepare me for?

The MS-4021 Copilot Immersion Experience course helps prepare you for the Microsoft Applied Skills: Copilot Immersion Experience certification path.

Q: Which exam does this course prepare me for?

This course prepares you for the MS-4021 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 1-day MS-4021 Copilot Immersion Experience course provides up to 0.8 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the MS-4021 Copilot Immersion Experience training?

The training takes place over 1 day(s), with each day lasting approximately 1.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for MS-4021 Copilot Immersion Experience?

Yes, we provide corporate training, dedicated training, and closed classes for MS-4021 Copilot Immersion Experience. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: What related terms do people search for?

Popular related searches include: MS-4021: Copilot Immersion Experience, Microsoft, vILT, MS-4021

Q: Why choose Nexus Human for MS-4021 Copilot Immersion Experience?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your MS-4021 Copilot Immersion Experience training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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