

## **MS-4021: Copilot Immersion Experience**

### **Course Outline**

#### **1. Introduction to Microsoft 365 Copilot**

- Describe the purpose and functionalities of Microsoft 365 Copilot
- Outline the working principles behind Microsoft 365 Copilot
- Identify the core components integral to Microsoft 365 Copilot
- Articulate Microsoft's dedication to responsible AI practices

#### **2. Craft effective prompts in Microsoft 365 Copilot**

- Understand and apply the principles of crafting effective prompts
- Use Copilot Prompt Gallery to discover new prompts
- Efficiently manage your email communications and weekly planning
- Enhance meeting summaries in Teams by highlighting key decisions and action items

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