

# COURSE OVERVIEW

## Course name

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

**DURATION: 3 Hours**

### Gauteng

3rd Floor, 34 Whiteley Road,  
Melrose Arch  
Johannesburg 2196

### Gauteng

192 on Bram  
192 Bram Fischer Drive Ferndale,  
Randburg Johannesburg 2160

### Cape Town

1st floor, TBE, 3 Bridgeway  
Bridgeway Precinct,  
Century City 7411

### Durban

9 Mountview Close Broadlands  
Mount Edgecombe  
Durban  
4302



087 941 5764



[sales@impactful.co.za](mailto:sales@impactful.co.za)



[impactful.co.za](http://impactful.co.za)

## COURSE OVERVIEW

Discover how Microsoft 365 Copilot elevates workplace productivity and innovation.

This experience, tailored for the modern business leader, provides insights on crafting contextual prompts for Copilot and includes engaging use case exercises that showcase seamless integration into daily workflows.

## COURSE OBJECTIVES

By the end of this course, you will be able to:

- Identify the key features and benefits of Microsoft 365 Copilot
- Craft effective prompts in Microsoft 365 Copilot
- Envision new ideas with Microsoft 365 Copilot

## AUDIENCE

This course is targeted towards modern business leaders who want to evaluate the business value of Microsoft 365 Copilot

## PREREQUISITES

None but it would be helpful to have access to Microsoft 365 Copilot

## CONTENT

### Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- How Microsoft 365 Copilot works
- The core components of Microsoft 365 Copilot
- How Microsoft is committed to responsible AI

### Module 2: An executive's guide to crafting effective prompts in Microsoft 365 Copilot

- Explore the art of the prompt
- Explore Copilot Lab
- Catch up and prepare for the week with Copilot in Outlook
- Highlight key decisions and actions from Teams meetings

### Module 3: Envision new ideas with Microsoft 365 Copilot

- Brainstorm ideas using Microsoft 365 Business Chat
- Develop a concept using Copilot in Word
- Create a presentation using Copilot in PowerPoint

## DELIVERY METHOD

Our courses offer flexible delivery options:

- In-person classroom training at Impactful facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally: On-site at the client