

MS-4008: Microsoft 365 Copilot Interactive Experience for Executives Certification Course

Course Duration: 4 Hours

Course code: MS-4008

1. Course Overview

The **Microsoft 365 Copilot Interactive Experience for Executives** is a high-impact, hands-on session designed to help business leaders and decision-makers explore the transformative potential of Microsoft 365 Copilot. This interactive workshop provides executives with real-world scenarios and guided experiences to understand how Copilot can enhance productivity, improve decision-making, and accelerate innovation across their organization.

2. What You'll Learn?

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

- Understand the core capabilities and benefits of Microsoft 365 Copilot.
- Experience live demonstrations of Copilot in Microsoft Teams, Word, Excel, PowerPoint, and Outlook.
- Identify practical use cases for your executive and organizational needs.
- Learn how Copilot integrates with your business data for actionable insights.
- Discover strategies for successful adoption and change management.

3. Target Audience

This course is designed for:

- C-level executives (CEO, CFO, CIO, CTO, CMO, etc.)
- Senior business leaders and decision-makers
- Department heads and strategy managers
- Innovation and digital transformation leaders

4. Pre-Requisites

Participants should have:

- A basic understanding of Microsoft 365 applications.
- Familiarity with organizational workflows and decision-making processes.
- An interest in exploring AI-driven productivity tools.

5. Course Content

Module 1: Introduction to Microsoft 365 Copilot

- Overview of Copilot features and capabilities
- AI and productivity transformation for executives

Module 2: Copilot in Microsoft Teams

- Enhancing meetings and collaboration with AI
- Intelligent summaries, action items, and follow-ups

Module 3: Copilot in Microsoft Word & PowerPoint

- Generating, refining, and summarizing documents
- Creating impactful presentations with AI assistance

Module 4: Copilot in Microsoft Excel

- Data analysis and visualization made easy
- Forecasting and insights generation

Module 5: Copilot in Outlook

- Managing emails efficiently with AI
- Scheduling and communication optimization

Module 6: Strategic Adoption & Use Case Development

- Identifying high-value Copilot scenarios for your business
- Change management and adoption best practices

