

# MS-4012: Microsoft Copilot Interactive Experience for Executives Course

**Course Duration: 4 Hours**

**Course code: MS-4012**

## 1. Course Overview

The **MS-4012: Microsoft Copilot Interactive Experience for Executives** course is designed to help business leaders, decision-makers, and senior executives harness the full potential of Microsoft Copilot. This immersive, hands-on experience demonstrates how AI-powered tools can enhance productivity, streamline decision-making, and foster innovation within your organization. Participants will engage in real-world executive-level scenarios to understand how Copilot can be strategically applied for maximum business impact.

## 2. What You'll Learn?

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

- Understand the core capabilities and benefits of Microsoft Copilot in an executive context.
- Leverage AI-driven insights to support business strategies and operations.
- Apply Copilot to enhance collaboration, communication, and decision-making.
- Explore advanced use cases for data analysis, presentations, and reporting.
- Identify opportunities to integrate Copilot across organizational workflows.

### 3. Target Audience

This course is ideal for:

- C-suite executives (CEO, CFO, CTO, CIO, etc.)
- Senior business leaders and department heads
- Strategic decision-makers and innovation leads
- Business consultants and advisors working with AI adoption

### 4. Pre-Requisites

- Basic familiarity with Microsoft 365 applications (Word, Excel, PowerPoint, Teams, Outlook).
- An understanding of organizational processes and decision-making workflows.
- No prior AI expertise required — this course is designed for executives with a focus on strategy and outcomes.

### 5. Course Content

#### **Module 1:** Introduction to Microsoft Copilot for Executives

- Overview of Copilot capabilities and ecosystem
- Understanding AI in the business context
- Executive benefits and strategic value

#### **Module 2:** Copilot for Productivity and Collaboration

- Using Copilot in Microsoft Teams, Outlook, and Word
- Enhancing internal communication and document creation
- AI-driven meeting summaries and action items

#### **Module 3:** Copilot for Data-Driven Decision Making

- Leveraging Copilot in Excel for analysis and forecasting
- Visualizing insights in PowerPoint
- Using AI to identify trends and opportunities

**Module 4: Strategic AI Integration in the Enterprise**

- Aligning Copilot with business goals
- Identifying automation opportunities
- Change management and AI adoption strategies

**Module 5: Real-World Executive Scenarios & Hands-On Labs**

- Case studies from industry
- Practical exercises for executive-level problem solving
- Building your AI-enhanced leadership toolkit

**Module 6: Future of AI in Business Leadership**

- Upcoming Copilot features and roadmap
- Preparing your organization for AI transformation