

Training: Microsoft  
MS-4021: Copilot Immersion Experience

Microsoft  
Partner

## TRAINING GOALS:

In MS-4021, 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 exercises that showcase seamless integration into daily business workflows.

### Audience Profile:

MS-4021 is designed for business professionals who want to enhance their daily workflows and productivity through AI. It is ideal for those seeking to understand and leverage Microsoft 365 Copilot to streamline tasks, improve decision-making, and drive impact in their roles and teams.

## CONSPECT:

- Copilot Immersion Experience
  - Module 1: Introduction to Microsoft 365 Copilot
  - Module 2: Craft effective prompts in Microsoft 365 Copilot

## REQUIREMENTS:

Basic functional experience with Microsoft 365 services.

### Difficulty level



## CERTIFICATE:

The participants will obtain certificates signed by Microsoft (course completion).

## TRAINER:

Microsoft Certified Trainer (MCT)

