

Course : Copilot Immersion Experience (Microsoft MS-4021)

Official Microsoft course, non-certification course

Synthesis course - 1d - 7h00 - Ref. MM4

Price : 990 € E.T.

NEW

In this training course, you'll learn how to use Microsoft 365 Copilot to write effective prompts, automate your tasks, and improve your daily productivity.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understanding How Microsoft 365 Copilot Works
- ✓ Use Copilot in the main Microsoft 365 apps
- ✓ Writing Effective Prompts to Get Relevant Results
- ✓ Use Copilot Chat to search for and make use of information
- ✓ Understanding Security and Data Protection Principles with Copilot

Intended audience

Professionals, business users, and decision-makers who want to use Microsoft 365 Copilot to improve their day-to-day productivity.

Prerequisites

No prior experience with Microsoft 365 Copilot is required; however, a general understanding of Microsoft 365 tools and their professional applications is recommended.

Certification

This official Microsoft training course does not prepare participants for certification.

[Comment passer votre examen ?](#)

Course schedule

PARTICIPANTS

Professionals, business users, and decision-makers who want to use Microsoft 365 Copilot to improve their day-to-day productivity.

PREREQUISITES

No prior experience with Microsoft 365 Copilot is required; however, a general understanding of Microsoft 365 tools and their professional applications is recommended.

TRAINER QUALIFICATIONS

The experts who lead the training courses are specialists in the subjects covered. They are approved by the publisher and certified for the course. They have also been validated by our teaching teams in terms of both professional knowledge and teaching skills for each course they teach. They have at least three to ten years of experience in their field and hold or have held positions of responsibility in companies.

ASSESSMENT TERMS

Assessment of targeted skills prior to training.

Assessment by the participant, at the end of the training course, of the skills acquired during the training course.

Validation by the trainer of the participant's learning outcomes, specifying the tools used: multiple-choice questions, role-playing exercises, etc.

At the end of each training course, ITTCERT provides participants with a course evaluation questionnaire, which is then analysed by our teaching teams. Participants also complete an official evaluation of the publisher.

An attendance sheet for each half-day of attendance is provided at the end of the training course, along with a certificate of completion if the participant has attended the entire session.

1 Get Ready to Work with Microsoft 365 Copilot

- Learn how Copilot works in various Microsoft 365 apps.
- Learn about data security in Copilot.
- Write prompts that yield good results.

2 Boost Productivity and Stimulate Creativity with AI-Powered Chat

- Understanding Microsoft 365 Copilot Chat.
- Use your work data to get better results with Copilot Chat.
- Use Copilot Chat to search for external information.

Hands-on work

Ace Your Interview with Copilot Chat

TEACHING AIDS AND TECHNICAL RESOURCES

The teaching resources used are the publisher's official materials and practical exercises.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training course.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you have specific accessibility requirements? Contact Ms FOSSE, disability advisor, at the following address: psh-accueil@orsys.fr so that we can assess your request and its feasibility.

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Dates and locations

REMOTE CLASS

2026 : 16 Dec.

2027 : 15 Mar., 18 June, 20 Sep., 10 Dec.

PARIS LA DÉFENSE

2026 : 16 Dec.

2027 : 15 Mar., 18 June, 20 Sep., 10 Dec.