

Craft effective prompts for Microsoft Copilot for Microsoft 365 (MS-4005)

Duration: 1 Day Course Code: M-MS4005

Overview:

Discover ways to craft effective and contextual prompts for Microsoft Copilot for Microsoft 365 that create, simplify, transform, and compile content across Microsoft 365 applications. Learn the importance of providing a clear goal, context, source, and expectation in your prompt for the best results. This course covers real world scenarios and examples using Copilot in Microsoft 365 apps like Word, Excel, PowerPoint, Teams, Outlook, OneNote, and Chat.

This course has been created by Microsoft as a "Bring Your Own Environment" course, allowing individuals to use their personal devices and settings. If a student wants to complete the hands-on activities, the individual must bring their own CoPilot environment. Otherwise, demonstrations and lectures will be conducted by the instructor

Target Audience:

Learners should be familiar working in Microsoft 365 apps like Word, Excel, and PowerPoint. This course is intended for all types of users working with Microsoft Copilot for Microsoft 365.

Content:

Get started with Copilot for Microsoft 365

- Introduction to Copilot for Microsoft 365
- Explore the possibilities with Copilot for Microsoft 365
- Optimize and extend Copilot for Microsoft 365

Craft effective prompts for Microsoft Copilot for Microsoft 365

- Summarize with Microsoft Copilot for Microsoft 365
- Create and draft with Microsoft Copilot for Microsoft 365
- Edit and transform content with Microsoft Copilot for Microsoft 365
- Ask questions and analyze content with Microsoft Copilot for Microsoft 365

Further Information:

For More information, or to book your course, please call us on 00 20 (0) 2 2269 1982 or 16142

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