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

**Cursusduur: 1 Dag    Cursuscode: M-MS4005    Trainingsmethode: Maatwerk**

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### Beschrijving:

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

### Maatwerk

Global Knowledge biedt zowel standaard- als maatwerkcursussen die zijn afgestemd op uw wensen en die als besloten cursus op uw eigen locatie of onze locatie gevolgd kunnen worden.

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### Doelgroep:

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.

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## Cursusinhoud:

### Introduction to Copilot for Microsoft 365

- Describe the purpose and functionalities of Copilot for Microsoft 365.
- Outline the working principles behind Copilot for Microsoft 365.
- Identify the core components integral to Copilot for Microsoft 365.
- Articulate Microsoft's dedication to responsible AI practices.

### Explore the possibilities with Copilot for Microsoft 365

- Identify and apply the key features of Copilot for Microsoft 365 in each Microsoft 365 application to enhance your productivity and workflow.
- Understand how Copilot for Microsoft 365 integrates with Business Chat in Teams to provide a centralized hub for all your work-related information.
- Utilize the AI capabilities of Copilot for Microsoft 365 to transform your approach to tasks in Microsoft 365, making them more intuitive and efficient.

### Optimize and extend Copilot for Microsoft 365

- Describe the best practices for using Copilot for Microsoft 365.
- Understand how to effectively prompt Copilot for Microsoft 365.
- Describe the capabilities of plugins within Copilot for Microsoft 365.
- Understand Microsoft Graph connectors and how they can be used to integrate data from external sources into Copilot for Microsoft 365.

### Summarize with Microsoft Copilot for Microsoft 365

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Prompt Copilot to summarize or extract key information in Word documents, Excel tables, and PowerPoint presentations.
- Summarize chats and meetings to look for key action items with Copilot in Teams.
- Task Copilot in Outlook with summarizing emails to look for action items or mentions.
- Compile information from multiple documents and generate a combined summary with Microsoft Copilot.

### Create and draft with Microsoft Copilot for Microsoft 365

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Use Copilot to create new agendas, to-do lists, project plans, and more from Word, Excel, and OneNote.
- Ask Copilot in Outlook to draft new emails, compose replies, and plan meetings.
- Prompt Microsoft Copilot for Microsoft 365 to generate new ideas, new content, and FAQs from existing files.

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## Nadere informatie:

Neem voor nadere informatie of boekingen contact op met onze Customer Service Desk 030 - 60 89 444

[info@globalknowledge.nl](mailto:info@globalknowledge.nl)

[www.globalknowledge.com/nl-nl/](http://www.globalknowledge.com/nl-nl/)

Iepenhoeve 5, 3438 MR Nieuwegein