

Prompt Engineering for Microsoft Copilot for Microsoft 365 (MS-4005)

Duration: 1 Day **Course Code: GKMSMS4005PE**

Overview:

Learn how to craft an effective prompt to save time and effort by using Microsoft 365 Copilot to: Summarize, simplify, and visualize complex information in Microsoft Word, PowerPoint, Excel, and Outlook. Create, draft, and brainstorm new ideas and material using Microsoft 365 Copilot in Microsoft Word, PowerPoint, Teams, and Outlook. Edit, transform, and rewrite information using Copilot in Microsoft Word, PowerPoint, Excel, and Outlook.

Discover ways to prompt Microsoft 365 Copilot in Word, PowerPoint, Teams, and Outlook to ask, analyze, and receive recommendations for fresh ideas and content. Whether you need specific information, comparative analysis, or helpful suggestions, Copilot is your goto tool.

Please note these sessions are approx 2 hours in duration.

Target Audience:

This course is intended for all types of users working with Microsoft Copilot for Microsoft 365.

Objectives:

- **By the end of this module, you should be able to:**
- 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 365 Copilot.
- 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 365 Copilot to generate new ideas, new content, and FAQs from existing file
- Organize outlines and content in Word documents with Copilot.
- Convert text to tables and write more confidently with Copilot in Word.
- Add images, slides, and organize your presentation with Copilot in PowerPoint.
- Format, sort, filter, and highlight data with Copilot in Excel.
- Rewrite messages with Coaching by Copilot in New Outlook.

Prerequisites:

Attendees should meet the following prerequisites:

- Learners should be familiar working in Microsoft 365 apps like Word, Excel, and PowerPoint.

Testing and Certification

Recommended as preparation for the following exams:

- There is no exam currently aligned to this course

Content:

Summarize with Microsoft Copilot for Microsoft 365	Edit and transform content with Microsoft Copilot for Microsoft 365
Create and draft 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 Head Office 01189 123456 / Northern Office 0113 242 5931

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