MS-4005: Craft effective prompts for Microsoft Copilot for Microsoft 365

Course Description

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.

Course Duration

1 day

Prerequisites

No Prerequisites

Course Outline

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

Who Should Attend

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.