



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

### Description

#### Learn to Write Effective Prompts with Microsoft 365 Copilot

Artificial intelligence tools are revolutionizing productivity. Microsoft 365 Copilot is at the heart of this transformation, enabling content automation, analysis, and synthesis within Microsoft 365 applications. However, to fully leverage its capabilities, it is essential to master the art of crafting effective prompts.

The MS-4005 course teaches you how to create precise and relevant prompts to interact optimally with Copilot. You will learn how to structure your requests to maximize result quality by incorporating clear objectives, context, and expectations.

#### Master the Art of Prompting to Enhance Your Productivity

Through real-world scenarios and practical use cases within Microsoft 365 Apps (Word, Excel, PowerPoint, Outlook, Teams, OneNote, and Chat), you will learn how to simplify tasks, generate impactful content, and automate complex processes. Whether you are an administrator, a business user, or an executive, this training will equip you with the essential skills to work more efficiently with AI.

#### Niveau

Fondamental

#### Course Content

##### Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

##### Module 2: Explore the possibilities with Microsoft 365 Copilot

- Compose and summarize documents with Microsoft 365 Copilot in Word
- Summarize and draft emails with Microsoft 365 Copilot in Outlook
- Design captivating presentations with Microsoft 365 Copilot in PowerPoint
- Analyze and transform data with Microsoft 365 Copilot in Excel

- Elevate productivity with Microsoft 365 Copilot in Teams
- Empower your workflow with Microsoft 365 Copilot Chat

### **Module 3: Optimize and extend Microsoft 365 Copilot**

- Examine the art and science of working with AI
- Review best practices for using Microsoft 365 Copilot
- Examine how to build an effective prompt
- Review prompting best practices
- Extend Microsoft 365 Copilot

### **Module 4: Summarize and simplify information with Microsoft 365 Copilot**

- Simplify and extract key information with Copilot in Word
- Identify key information and summarize with Copilot in PowerPoint
- Spot trends and visualize data with Copilot in Excel
- Highlight key decisions and actions from Teams meetings
- Catch up and prepare for the week with Copilot in Outlook
- Summarize information on a topic with Microsoft 365 Copilot Chat

### **Module 5: Create and draft with Microsoft 365 Copilot**

- Draft cover letters, marketing plans, and outlines with Microsoft 365 Copilot in Word
- Build new slides, agendas, and to-do lists with Microsoft 365 Copilot in PowerPoint
- Draft emails, replies, and meeting agendas with Microsoft 365 Copilot in Outlook
- Brainstorm new ideas, lists, and reports with Microsoft 365 Copilot Chat

### **Module 6: Edit and transform content with Microsoft 365 Copilot**

- Write, organize, and transform content using Microsoft 365 Copilot in Word
- Add images, slides, and organize your presentation using Microsoft 365 Copilot in PowerPoint
- Format, sort, filter, and highlight data using Microsoft 365 Copilot in Excel
- Rewrite messages and replies for tone using Microsoft 365 Copilot in Outlook

### **Module 7: Ask questions and analyze content with Microsoft 365 Copilot**

- Ask Microsoft 365 Copilot in Word for help and recommendations
- Get design and organization tips with Microsoft 365 Copilot in PowerPoint
- Analyze and work with tables using Microsoft 365 Copilot in Excel
- Ask questions about your notes using Microsoft 365 Copilot in OneNote
- Ask about your meetings and messages with Microsoft 365 Copilot in Teams

### **Lab / Exercises**

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

### **Documentation**

- Access to Microsoft Learn, Microsoft's online learning platform, offering interactive resources and educational content to deepen your knowledge and develop your technical skills.

### **Participant profiles**

- IT administrators looking to optimize the use of Copilot

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- Managers and directors seeking to improve productivity
  - Professional users working with Microsoft 365 Apps

**Prerequisites**

- Understand the basics of generative artificial intelligence
- Gain initial experience with Microsoft 365 Copilot

**Objectives**

- Understand how Microsoft 365 Copilot works
- Structure and write effective prompts
- Leverage Copilot to write, analyze, and summarize content
- Optimize your workflow with Microsoft 365 Apps
- Master best practices for using Copilot
- Extend and customize Copilot according to your needs

**Description**

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**Classroom Registration Price (CHF)**

900

**Virtual Classroom Registration Price (CHF)**

850

**Duration (in Days)**

1

**Reference**

MS-4005