



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

Course ID #: 7000-928-ZZ-Z

Hours: 7

## Course Content

### 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.

### Prerequisites:

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.

### Target Audience:

Business User

### Topics:

#### Get started with Copilot for Microsoft 365

##### Lesson 1: Introduction to Copilot for Microsoft 365

- Introduction
- What is Copilot for Microsoft 365?
- Explore how Copilot for Microsoft 365 works
- Explore the core components of Copilot for Microsoft 365
- Examine how Microsoft is committed to responsible AI
- Knowledge check
- Summary

##### Lesson 2: Explore the possibilities with Copilot for Microsoft 365

- Introduction
- Compose and summarize documents with Copilot in Word
- Summarize and draft emails with Copilot in Outlook
- Design captivating presentations with Copilot in PowerPoint
- Analyze and transform data with Copilot in Excel
- Elevate productivity with Copilot in Teams
- Empower employees through Microsoft Copilot with Graph-grounded chat
- Knowledge check
- Summary



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## Lesson 3: Optimize and extend Copilot for Microsoft 365

- Introduction
- Examine the art and science of working with AI
- Review best practices for using Copilot for Microsoft 365
- Examine how to build an effective prompt
- Review prompting best practices
- Extend Copilot for Microsoft 365 with plugins
- Explore Microsoft Graph connectors
- Knowledge check
- Summary

## Craft effective prompts for Microsoft Copilot for Microsoft 365

## Lesson 4: Summarize with Microsoft Copilot for Microsoft 365

- Introduction
- Exercise - Follow along using sample data with Copilot for Microsoft 365
- 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
- are for the week with Copilot in Outlook
- Summarize information on a topic with Microsoft Copilot for Microsoft 365
- Knowledge check
- Summary

## Lesson 5: Create and draft with Microsoft Copilot for Microsoft 365

- Introduction to creating draft content with Microsoft Copilot in Microsoft 365
- Exercise - Follow along using sample data with Copilot for Microsoft 365
- Draft cover letters, marketing plans, and outlines with Microsoft Copilot in Word
- Build new slides, agendas, and to-do lists with Microsoft Copilot in PowerPoint
- Draft emails, replies, and meeting agendas with Microsoft Copilot in Outlook
- Brainstorm new ideas, lists, and reports from across Microsoft 365 with Microsoft Copilot
- Knowledge check
- Summary to creating draft content with Microsoft Copilot in Microsoft 365

## Lesson 6: Edit and transform content with Microsoft Copilot for Microsoft 365

- Introduction
- Exercise - Follow along using sample data with Copilot for Microsoft 365
- Write, organize, and transform content using Microsoft Copilot in Word
- Add images, slides, and organize your presentation using Microsoft Copilot in PowerPoint
- Format, sort, filter, and highlight data using Microsoft Copilot in Excel
- Rewrite messages and replies for tone using Microsoft Copilot in Outlook
- Knowledge check
- Summary



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## Lesson 7: Ask questions and analyze content with Microsoft Copilot for Microsoft 365

- Introduction
- Exercise - Follow along using sample data with Copilot for Microsoft 365
- Ask Microsoft Copilot for help and recommendations in Word
- Get design and organization tips using Microsoft Copilot in PowerPoint
- Analyze and work with tables using Copilot in Excel
- Ask questions about your notes using Copilot in OneNote
- Chat with Copilot about meetings and messages in Teams
- Knowledge check
- Summary

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