

COURSE OVERVIEW

Course Name:

Craft Effective Prompts with Copilot for Microsoft 365
MS-4005-A

COURSE DURATION: 1 Day

Gauteng:

3rd Floor, 34 Whitely Road
Melrose Arch
Johannesburg
2196

Gauteng:

192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
Johannesburg
2160

Cape Town:

3rd Floor, Thomas Pattullo Building
19 Jan Smuts St
Cape Town
8000

Durban:

9 Mountview Close
Broadlands
Mount Edgecombe
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4302

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COURSE OVERVIEW

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.

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.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Explain the benefits and features of Microsoft Copilot for Microsoft 365
- Write effective prompts for various types of writing tasks using Microsoft Copilot
- Evaluate and refine the generated text from Microsoft Copilot
- Apply best practices and responsible AI principles when using Microsoft Copilot

DELIVERY METHOD

Our courses offer flexible delivery options:

- In-person classroom training at the Impactful training facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally: On-site at the client

COURSE CONTENT

Module 1: Introduction to Copilot for Microsoft 365

- 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

Module 2: Optimise and extend Copilot for Microsoft 365

- 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

Module 3: Summarise with Copilot for Microsoft 365

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

Module 4: Create and draft with Copilot for Microsoft 365

- Introduction to creating draft content with Copilot in Microsoft 365.
- Draft cover letters, marketing plans, and outlines with Copilot in Word
- Build new slides, agendas, and to-do lists with Copilot in PowerPoint
- Draft email replies, and meeting agendas with Copilot in Outlook
- Brainstorm new ideas, lists, and reports from across Microsoft 365 with Copilot

Module 5: Edit and transform content with Copilot for Microsoft 365

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

Module 6: Ask questions and analyse content with Copilot for Microsoft 365

- Ask Copilot for help and recommendations in Word
- Get design and organisation tips using Copilot in PowerPoint
- Analyse 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 Team