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Learning Style: Virtual Classroom

Provider: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Next Course Date: April 4, 2025

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

About This Course:

The Craft Effective Prompts for Microsoft Copilot for Microsoft 365 (MS-4005) course equips you with the skills to leverage Microsoft Copilot's AI-powered

capabilities effectively. Designed for users of Microsoft 365 apps, this course focuses on teaching you how to create clear, context-aware prompts to improve productivity and collaboration across tools like Word, Excel, PowerPoint, Outlook, and Teams.

Course Objectives:

- Understand the functionality and benefits of Microsoft Copilot within the Microsoft 365 ecosystem.

- Develop skills to craft clear, concise, and effective AI prompts for optimal results.

- Learn how to customize Copilot interactions to align with specific tasks and workflows.

- Enhance productivity by automating repetitive processes using Copilot.

- Use Copilot effectively across Microsoft 365 apps like Word, Excel, PowerPoint, Outlook, and Teams.

- Leverage AI-driven insights for decision-making and data analysis.

Prerequsites:

- Learners should be familiar with 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 Outline:

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

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 Business Chat

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

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 Business Chat

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 Business Chat

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

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