

Craft effective prompts for Microsoft Copilot for Microsoft 365

The training covers key aspects of working with Microsoft Copilot for Microsoft 365, focusing on crafting effective prompts and utilizing the tool across various Microsoft 365 applications. The course is composed of two learning paths: getting started with Copilot for Microsoft 365 and crafting effective prompts. This training is authorized by Microsoft and prepares participants to work with Copilot in various Microsoft 365 applications such as Word, PowerPoint, Outlook, and more.



Training recipients

This training is intended for:

- All types of learners working with Microsoft Copilot for Microsoft 365
- Business users looking to enhance their productivity with AI-powered tools
- Professionals who want to learn effective prompt crafting techniques
- Microsoft 365 users seeking to optimize their workflow with Copilot



Benefits

- Comprehensive understanding of Copilot – You'll learn how to effectively use Copilot across various Microsoft 365 applications
- Practical prompt crafting skills – You'll master the art of creating effective, contextual prompts for different scenarios
- Enhanced productivity – You'll learn to optimize workflows by leveraging Copilot's capabilities across

Microsoft 365 apps

- Flexible learning approach - You'll be able to practice with either Copilot for Microsoft 365, Copilot Pro, or other LLMs
- Real-world application - You'll work on practical exercises that mirror common business tasks and workflows



Training program

1. Course Introduction
2. Learning Path 1: Getting started with Copilot for Microsoft 365
 - Introduction to Copilot for Microsoft 365
 - Explore the possibilities with Copilot for Microsoft 365
 - Optimize and extend Copilot for Microsoft 365
3. Learning Path 2: Craft effective prompts for Microsoft 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



Expected preparation of the participant

- Knowledge from MS-4004 training
- Knowledge of Microsoft 365 applications (Word, Excel, Power Point, Teams)

Recommended and Featured Products :

MS-4008: Copilot for Microsoft 365 Interactive Experience

- MS-4007: Microsoft 365 Copilot User Enablement Specialist



Training Includes

* electronic handbook available at:

<https://learn.microsoft.com/pl-pl/training/>

- access to the Altkom Akademia student portal

Product Includes

- Lecture (40%)

- Exercises (60%)



Duration

1 days / 7 hours

Language

- Lecture: English
- Materials: English