

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

Course Duration: 8 Hours (1 Day)

Overview

The MS-4005—A: Craft Effective Prompts for Microsoft Copilot for Microsoft 365 certification centres on mastering Prompt engineering for Copilot, Microsoft’s AI-powered tool in Microsoft 365. The certification ensures professionals can expertly guide Copilot to maximize productivity and efficiency across various industries such as finance, healthcare, and education. By learning to craft precise, context-aware prompts, users optimize Copilot’s assistance in Document creation, Data analysis, and Workflow automation, enhancing decision-making and operational processes. This focus on effective AI utilization is crucial for businesses aiming to leverage advanced technology to stay competitive and innovative.

Audience Profile

- IT professionals and administrators deploying Microsoft 365
- Corporate trainers and educators in technology
- End-users of Microsoft 365 interested in utilizing Microsoft Copilot
- Business managers looking to optimize team productivity with AI tools
- Technology enthusiasts eager to explore advanced features of Microsoft 365

Course Syllabus

Module No. 1: Introduction to Copilot for Microsoft 365

Lessons:

- What Copilot for Microsoft 365 is.
- How Copilot for Microsoft 365 works.
- The core components of Copilot for Microsoft 365.
- Microsoft’s commitment to responsible AI practices.

Module No. 2: Explore the possibilities with Copilot for Microsoft 365

Lessons:

- 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

Demos/Exercise:

- 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.

Module No. 3: Optimize and extend Copilot for Microsoft 365

Lessons:

- Examine the art and science of working with AI
- Review the 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 No. 4: Summarize with Microsoft Copilot for Microsoft 365

Lessons:

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Prompt Copilot to summarize or extract key information in Word documents, Excel tables, and PowerPoint presentations.
- Summarize chats and meetings to look for key action items with Copilot in Teams.
- Task Copilot in Outlook with summarizing emails to look for action items or mentions.
- Compile information from multiple documents and generate a combined summary with Microsoft Copilot.

Demos/Exercises:

- 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

Module No. 5: Create and draft with Microsoft Copilot for Microsoft 365

Lessons:

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Use Copilot to create new agendas, to-do lists, project plans, and more from Word, Excel, and OneNote.
- Ask Copilot in Outlook to draft new emails, compose replies, and plan meetings.
- Prompt Microsoft Copilot for Microsoft 365 to generate new ideas, new content, and FAQs from existing files.

Demos/Exercises:

- 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

Module No. 6: Edit and transform content with Microsoft Copilot for Microsoft 365

Lessons:

- Identify the key elements of an effective prompt and apply them to your own prompts.
- Organize outlines and content in Word documents with Copilot.
- Convert text to tables and write more confidently with Copilot in Word.
- Add images, slides, and organize your presentation with Copilot in PowerPoint.
- Format, sort, filter, and highlight data with Copilot in Excel.
- Rewrite messages with Coaching by Copilot in New Outlook.

Demos/Exercises:

- 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

Module No. 7: Ask questions and analyze content with Microsoft Copilot for Microsoft 365

Lessons:

- Identify the key elements of an effective prompt and apply them to your own prompts.

- Ask Copilot how to accomplish a task in Microsoft 365 apps.
- Use Copilot to answer questions and provide insights about documents, presentations, tables, and notes.
- Chat with Copilot in Microsoft 365 about projects, documents, and data throughout your organization.

Demos/Exercises:

- 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