



Train. Employ. Empower.

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

Price
\$495.00

Duration
**1 Daytime Class
or
2 Evening Classes**

Delivery Methods
**Virtual, Private
Group,**

CAREER SKILLS+™

Delve into the innovative realm of Microsoft Copilot for Microsoft 365, tailored for the DSDT's Career Skills+ program. This course uniquely combines DSDT's emphasis on digital technology integration and local industry engagement to enhance your proficiency in utilizing Microsoft 365 applications. Experience a transformative learning approach that not only teaches you how to craft effective, context-aware prompts but also utilizes real-world scenarios across various platforms such as Word, Excel, PowerPoint, Teams, Outlook, OneNote, and Chat. Master the nuances of setting clear goals and expectations within your prompts to achieve optimal outcomes.

Who Should Attend

This course is designed for individuals who are already familiar with Microsoft 365 applications such as Word, Excel, and PowerPoint and are looking to deepen their understanding and utilization of Microsoft Copilot. It is ideal for professionals across various industries who seek to leverage AI to enhance productivity and creativity in their workflows.

Course Prerequisites

No prior experience with Microsoft Copilot is necessary, although

basic familiarity with Microsoft 365 applications is beneficial.

Course Objectives

Understand the fundamentals and advanced features of Microsoft Copilot for Microsoft 365.

Learn to compose prompts that are precise and contextual to enhance content creation and management across Microsoft 365 apps.

Apply real-world examples to integrate Copilot effectively into daily business operations.

Develop skills in responsible AI use and explore Copilot's potential through practical, hands-on applications.

Agenda

Introduction to Microsoft Copilot for Microsoft 365

Overview of Copilot capabilities and integration with Microsoft 365. Exploration of Copilot's core components and Microsoft's commitment to responsible AI.

Exploring Functionalities with Copilot

Hands-on exercises for document composition and summarization in Word.

Email drafting and presentation design in Outlook and PowerPoint.

Data analysis and productivity enhancement in Excel and Teams.

Best Practices and Extension Techniques

Mastering the art of effective AI-prompting and extending Copilot functionalities with plugins.

Introduction to Microsoft Graph connectors and their applications.

Comprehensive Review with Microsoft Copilot

Techniques for information summarization and key decision highlighting across applications.

Practical sessions on simplifying complex information with AI tools.

Creative Applications of Microsoft Copilot

Drafting professional documents such as cover letters and marketing plans.

Generating innovative ideas and organizing tasks effectively across Microsoft 365.

Content Transformation and Editing with Copilot

Advanced editing and content organization using AI in Word, PowerPoint, and Excel.

Tailoring communication tone and style in Outlook using AI.

Interactive Session: Queries and Content Analysis

Engaging with Copilot to receive guidance on content design, data analysis, and note-taking.

Collaborative problem-solving and query resolution in real-time scenarios.

By the end of this course, participants will be equipped with the skills to effectively integrate Microsoft Copilot into their daily professional activities, driving both personal and organizational growth.