

COURSE OVERVIEW

Course name

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



DURATION: 1 Day

Gauteng

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Johannesburg 2196

Gauteng

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Cape Town

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Durban

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COURSE OVERVIEW

Discover ways to craft effective and contextual prompts for Microsoft 365 Copilot 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.

COURSE OBJECTIVES

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

- Identify the key features and benefits of Microsoft 365 Copilot
- Apply Copilot for Microsoft 365 to various business processes
- Use Copilot to create and edit documents, presentations, emails, and more with natural language generation
- Collaborate and communicate effectively with your team and customers using Copilot for Microsoft 365
- Evaluate the quality and relevance of the content generated by Copilot

AUDIENCE

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 365 Copilot.

PREREQUISITES

It essential that attendees have Microsoft 365 Copilot available to them

CONTENT

Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- How Microsoft 365 Copilot works
- The core components of Microsoft 365 Copilot
- How Microsoft is committed to responsible AI

Module 2: Explore the possibilities with Microsoft 365 Copilot

- Compose and summarise documents with Copilot in Word
- Summarise and draft emails with Copilot in Outlook
- Design captivating presentations with CoPilot in Excel
- Elevate productivity with Copilot in Teams
- Empower employees through Microsoft Copilot with Graph-grounded chat.

Module 3: Optimise 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 with plugins
- Explore Microsoft Graph connectors

Module 4: Summarise and simplify information

- 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 365 Business Chat

Module 5: Create and draft

- Draft cover letters, marketing plans and outlines with Copilot in Word
- Build new slides, agendas and to-do lists with Copilot in PowerPoint
- Draft emails, replies and meeting agendas with Copilot in Outlook
- Brainstorm new ideas, lists and reports with Microsoft 365 Business Chat

Module 6: Edit and transform content

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

Module 7: Ask questions and analyse content

- Ask Copilot in Word for help and recommendations
- Get design and organisation tips with Copilot in PowerPoint
- Analyse and work with tables using Copilot in Excel
- Ask questions about your notes using Copilot in OneNote
- Ask about your meetings and messages with Copilot in Teams

DELIVERY METHOD

Our courses offer flexible delivery options:

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