Craft effective prompts for Microsoft Copilot for Microsoft 365

Duration: 1 Day

Content:

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