

Prompt Engineering with Microsoft Copilot

Duration: 16 hours

Course overview:

This course offers a comprehensive journey into the world of prompting and the innovative applications of Microsoft Copilot. It begins with foundational insights into prompts, their structures, and styles before diving into text and image prompting techniques, enriched with advanced methodologies and practical use cases. Participants will explore how Copilot streamlines daily tasks, enhances productivity, and drives efficiency across Microsoft 365 tools like Word, Excel, Outlook, PowerPoint, Teams, and Chat. The course further delves into tailored use cases spanning diverse domains such as IT, sales, marketing, finance, HR, and operations, empowering learners to unlock the full potential of Microsoft Copilot in their professional endeavours.

Course Agenda

Module 01: Introduction to Prompting

- Understanding Prompts
- Importance of Prompt Structure
- Prompting Styles and Their Usage
- Overview of Copilot
- Deep Dive into Microsoft Copilot
- Understanding the Capabilities of Copilot

Module 02: Text Prompting and Image Prompting with Microsoft Copilot

- Understanding Text Prompting
- Iterative Techniques for Text Prompting
- Using Summarization Techniques
- Inference Techniques in Text Prompting
- Transformation Techniques for Text
- Practical Applications of Text Prompting Techniques
- Basics of Image Prompting
- Advanced Techniques for Enhancing Image Generation
- Use Cases and Examples in Image-based Applications
- Practical Applications of Image Prompting

Module 03: Applications of Copilot

- Using Copilot in Daily Tasks
- Code generation using Copilot
- Case Studies and Examples

Module 04: Copilot for Microsoft 365

- Introduction to Microsoft 365 Copilot
- Core components of Microsoft 365 Copilot
- Compose and summarize documents with Microsoft 365 Copilot in Word

- Summarize and draft emails with Microsoft 365 Copilot in Outlook
- Design captivating presentations with Microsoft 365 Copilot in PowerPoint
- Analyze and transform data with Microsoft 365 Copilot in Excel
- Elevate productivity with Microsoft 365 Copilot in Teams
- Empower your workflow with Microsoft 365 Copilot Chat
- Review prompting best practices

Module 05: Microsoft 365 Copilot Use Cases

- Microsoft 365 Copilot: IT Use Case
- Microsoft 365 Copilot: Sales Use Case
- Microsoft 365 Copilot: Marketing Use Case
- Microsoft 365 Copilot: Finance Use Case
- Microsoft 365 Copilot: HR Use Case
- Microsoft 365 Copilot: Operations Use Case