

KOENIG SOLUTIONS • COURSE OUTLINE

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

Learn to craft effective prompts that guide Copilot to summarise, draft, edit and analyse content across Word, Excel, PowerPoint, Outlook and Teams.

1 Day

8 HOURS

7

MODULES

36

TOPICS

20

HANDS-ON ACTIVITIES

COURSE 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.

WHO THIS COURSE IS FOR

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

What You Will Learn

- Explain what Copilot for Microsoft 365 is and how it works
- Identify the core components of Copilot and its responsible AI practices
- Apply best practices for building effective prompts
- Extend Copilot for Microsoft 365 with plugins and Graph connectors
- Prompt Copilot to summarise documents, emails, chats and meetings
- Use Copilot to draft agendas, emails, plans and new content
- Edit and transform content with Copilot in Word, Excel and PowerPoint
- Ask Copilot questions to analyse documents, tables and data

COURSE SYLLABUS

7 Modules, 36 Topics

01

Introduction to Copilot for Microsoft 365

TOPICS

- 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

02

5 Demos/Exercises

Explore the Possibilities with Copilot for Microsoft 365

TOPICS

- 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

03

Optimize and Extend Copilot for Microsoft 365

TOPICS

- 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

04

4 Demos/Exercises

Summarize with Microsoft Copilot for Microsoft 365

TOPICS

- 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

05

3 Demos/Exercises

Create and Draft with Microsoft Copilot for Microsoft 365

TOPICS

- 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

Edit and Transform Content with Microsoft Copilot for Microsoft 365

TOPICS

- 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

Ask Questions and Analyze Content with Microsoft Copilot for Microsoft 365

TOPICS

- 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

Practise What You Learn

#	MODULE	ACTIVITY
02	Explore the Possibilities with Copilot for Microsoft 365	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
04	Summarize with Microsoft Copilot for Microsoft 365	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
05	Create and Draft with Microsoft Copilot for Microsoft 365	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
06	Edit and Transform Content with Microsoft Copilot for Microsoft 365	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
07	Ask Questions and Analyze Content with Microsoft Copilot for Microsoft 365	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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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