

## KOENIG SOLUTIONS · COURSE OUTLINE

# Prompt Engineering for Microsoft 365 Copilot

Learn to craft structured, goal-driven prompts for Microsoft 365 Copilot, from intent and context grounding to reusable enterprise templates.

**3**

MODULES

**12**

TOPICS

**10**

HANDS-ON ACTIVITIES

60 minutes

## COURSE OVERVIEW

This course introduces prompt engineering for the Copilot era, focusing on how to create structured, goal-driven prompts for reliable outcomes. It covers how Copilot interprets intent, context, and document grounding, followed by practical guidance on designing effective enterprise prompts and avoiding common mistakes. The course concludes with hands-on use of prompt templates to ensure consistency, precision, and control across analytical, instructional, and summarization tasks.

## WHO THIS COURSE IS FOR

Business Users

Knowledge Workers

IT Professionals

Business Analysts

Productivity Consultants

## LEARNING OBJECTIVES

- Understand the evolution of prompt engineering and its importance in the Copilot era
- Explain how Copilot interprets intent, context, and grounded data
- Design structured, enterprise-ready prompts using roles, goals, constraints, and output formats
- Identify and correct common prompt design mistakes
- Apply prompt templates to achieve consistent, precise, and repeatable outcomes across tasks

## 3 Modules, 12 Topics

01

2 Demos

### Introduction to Prompt Engineering in the Copilot Era

#### TOPICS

- Evolution of prompt engineering
- Why Copilot requires structured, goal-driven prompts

02

2 Demos

### How Copilot Interprets Prompts

#### TOPICS

- Intent recognition vs literal instruction following
- Role of conversational memory and context retention
- Grounding prompts in documents and data

03

3 Demos

### Prompt Design

#### COMPONENTS OF AN EFFECTIVE ENTERPRISE PROMPT USING PARAMETERS

Role · Goal · Context · Input · Constraints · Output format

Common prompt design mistakes and mitigation

### Guide on Prompt Templates for Consistent Outcomes

3 Demos

# Practise What You Learn

| #  | MODULE                                                       | ACTIVITY                                                                                                                                                                                                                                                                                                                         |
|----|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | <b>Introduction to Prompt Engineering in the Copilot Era</b> | <ul style="list-style-type: none"><li>■ Compare an unstructured chat-style prompt vs a structured Copilot prompt for the same task (e.g., “summarize this document”)</li><li>■ Show how Copilot behaves differently when given a clear role and goal</li></ul>                                                                   |
| 02 | <b>How Copilot Interprets Prompts</b>                        | <ul style="list-style-type: none"><li>■ Use Copilot in Word to show intent-based interpretation</li><li>■ Ground a prompt explicitly to a document and compare outputs</li></ul>                                                                                                                                                 |
| 03 | <b>Prompt Design</b>                                         | <ul style="list-style-type: none"><li>■ Live construction of a “poor” prompt and iterative improvement using the full architecture</li><li>■ Show how adding constraints (tone, length, audience) changes Copilot’s output</li><li>■ Highlight a real-world enterprise mistake (overloading context) and how to fix it</li></ul> |
| 04 | <b>Guide on Prompt Templates for Consistent Outcomes</b>     | <ul style="list-style-type: none"><li>■ Analytical prompt templates</li><li>■ Instructional and summarization templates</li><li>■ Constraint-based prompts for precision and control</li></ul>                                                                                                                                   |

#### 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.

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