

**Craft Effective Prompts for Microsoft Copilot for Microsoft 365 (MS-4005)**

**Course Number:** MOC-MS-4005  
**Duration:** 1 day

**Overview**

This Craft Effective Prompts for Microsoft Copilot for Microsoft 365 training (Microsoft course MS-4005) teaches attendees how to craft effective and contextual prompts that create, simplify, transform, and compile content across Microsoft 365 applications. Students learn the importance of providing a clear goal, context, source, and expectation in their prompt for the best results. This course covers real-world scenarios and examples using Copilot in Microsoft 365 apps, including Word, Excel, PowerPoint, Teams, Outlook, OneNote, and Chat.

**Prerequisites**

* All attendees must be comfortable working in Microsoft 365 apps like Word, Excel, and PowerPoint
* This course is intended for all users working with Microsoft Copilot for Microsoft 365

**Materials**

All Microsoft 365 training students receive Microsoft official courseware. An exam voucher is included for each participant for all Microsoft Official Courses taught in their entirety that have a corresponding certification exam.

**Software Needed on Each Student PC**

Attendees will not need to install any software on their computers for this class. The class will be conducted in a remote environment that Accelebrate will provide; students will only need a local computer with a web browser and a stable Internet connection. Any recent version of Microsoft Edge, Mozilla Firefox, or Google Chrome will work well.

**Objectives**

* Understand Copilot for Microsoft 365's functionality and Microsoft's dedication to implementing AI responsibly and ethically
* Gain practical experience with Copilot for Microsoft 365 across Microsoft 365 applications to streamline workflow and increase productivity
* Implement best practices for Copilot for Microsoft 365 and key extension methods
* Perform a series of use case exercises to build Copilot for Microsoft 365 skills in multiple scenarios
* Use Copilot for Microsoft 365 to address various business scenarios

**Outline**

* Introduction to Copilot for Microsoft 365
  + What is Copilot for Microsoft 365?
  + Explore how Copilot for Microsoft 365 works
  + Explore the core components of Copilot for Microsoft 365
  + Examine how Microsoft is committed to responsible AI
* Explore the possibilities with Copilot for Microsoft 365
  + 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
* Optimize and extend Copilot for Microsoft 365
  + Examine the art and science of working with AI
  + Review 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
* Summarize with Microsoft Copilot for Microsoft 365
  + 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
  + Catch up and prepare for the week with Copilot in Outlook
  + Summarize information on a topic with Microsoft Copilot for Microsoft 365
* Create and draft with Microsoft Copilot for Microsoft 365
  + 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
  + Brainstorm new ideas, lists, and reports from across Microsoft 365 with Microsoft Copilot
* Edit and transform content with Microsoft Copilot for Microsoft 365
  + 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
* Ask questions and analyze content with Microsoft Copilot for Microsoft 365
  + 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
  + Chat with Copilot about meetings and messages in Teams
* Conclusion