# MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365

**Category:** AI, Data & Analytics | **Vendor:** Microsoft Technical

**Duration:** 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

## Course Information

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| **Delivery Format:** | Instructor Led - Online |
| **Certification:** | Microsoft Applied Skills: Craft effective prompts for Microsoft Copilot for Microsoft 365 |
| **Related Exam:** | MS-4005 |

## Course Overview

Discover ways to craft effective and contextual prompts for Microsoft 365 Copilot that create, simplify, transform, and compile content across Microsoft 365 applications. Learn the importance of providing a clear goal, context, source, and expectation in your prompt for the best results. This course covers real world scenarios and examples using Copilot in Microsoft 365 apps like Word, Excel, PowerPoint, Teams, Outlook, OneNote, and Chat.

## About This Course

Discover ways to craft effective and contextual prompts for Microsoft 365 Copilot that create, simplify, transform, and compile content across Microsoft 365 applications. Learn the importance of providing a clear goal, context, source, and expectation in your prompt for the best results. This course covers real world scenarios and examples using Copilot in Microsoft 365 apps like Word, Excel, PowerPoint, Teams, Outlook, OneNote, and Chat.

## Who Should Attend

Learners should be familiar working in Microsoft 365 apps like Word, Excel, and PowerPoint. This course is intended for all types of users working with Microsoft 365 Copilot.

### Prerequisites & Entry Requirements

**General Prerequisites:**

Learners should be familiar with working in Microsoft 365 apps like Word, Excel, and PowerPoint. This course is intended for all types of users working with Microsoft Copilot for Microsoft 365.

# Detailed Course Outline

## 1 - Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

## 2 - Explore the possibilities with 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 Business Chat

## 3 - Optimize and extend Microsoft 365 Copilot

- Examine the art and science of working with AI
- Review best practices for using Microsoft 365 Copilot
- Examine how to build an effective prompt
- Review prompting best practices
- Extend Microsoft 365 Copilot

## 4 - Summarize and simplify information with Microsoft 365 Copilot

- 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 365 Business Chat

## 5 - Create and draft with Microsoft 365 Copilot

- Draft cover letters, marketing plans, and outlines with Microsoft 365 Copilot in Word
- Build new slides, agendas, and to-do lists with Microsoft 365 Copilot in PowerPoint
- Draft emails, replies, and meeting agendas with Microsoft 365 Copilot in Outlook
- Brainstorm new ideas, lists, and reports with Microsoft 365 Business Chat

## 6 - Edit and transform content with Microsoft 365 Copilot

- Write, organize, and transform content using Microsoft 365 Copilot in Word
- Add images, slides, and organize your presentation using Microsoft 365 Copilot in PowerPoint
- Format, sort, filter, and highlight data using Microsoft 365 Copilot in Excel
- Rewrite messages and replies for tone using Microsoft 365 Copilot in Outlook

## 7 - Ask questions and analyze content with Microsoft 365 Copilot

- Ask Microsoft 365 Copilot in Word for help and recommendations
- Get design and organization tips with Microsoft 365 Copilot in PowerPoint
- Analyze and work with tables using Microsoft 365 Copilot in Excel
- Ask questions about your notes using Microsoft 365 Copilot in OneNote
- Ask about your meetings and messages with Microsoft 365 Copilot in Teams

### □□ Certification Path

Microsoft Applied Skills: Craft effective prompts for Microsoft Copilot for Microsoft 365

Exam: MS-4005

# Frequently Asked Questions

### Q: What delivery options are available for MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

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### Q: What certification does this course prepare me for?

The MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365 course helps prepare you for the Microsoft Applied Skills: Craft effective prompts for Microsoft Copilot for Microsoft 365 certification path.

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### Q: Which exam does this course prepare me for?

This course prepares you for the MS-4005 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

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### Q: How many CPD hours does this course provide?

The 1-day MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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### Q: What is the duration of the MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

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### Q: Do you provide corporate training for MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365?

Yes, we provide corporate training, dedicated training, and closed classes for MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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### Q: Why choose Nexus Human for MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

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### Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.


## Nexus Human

**Professional Training & Development**

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)


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