

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

### Content

#### **Module 1: Introduction to Copilot for Microsoft 365**

##### **Lessons:**

- 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.
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#### **Module 2: Explore the Possibilities with Copilot for Microsoft 365**

##### **Lessons:**

- 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.

##### **Demos/Exercises:**

- 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.
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#### **Module 3: Optimize and Extend Copilot for Microsoft 365**

##### **Lessons:**

- Examine the art and science of working with AI.
- Review best practices for using Copilot for Microsoft 365.
- Learn how to build effective prompts.
- Review prompting best practices.
- Extend Copilot for Microsoft 365 with plugins.
- Explore Microsoft Graph connectors.

## **Module 4: Summarize with Microsoft Copilot for Microsoft 365**

### **Lessons:**

- 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 identify key action items with Copilot in Teams.
- Task Copilot in Outlook to summarize emails for action items or mentions.
- Compile information from multiple documents to generate a combined summary with Microsoft Copilot.

### **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.
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## **Module 5: Create and Draft with Microsoft Copilot for Microsoft 365**

### **Lessons:**

- 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 to generate new ideas, content, and FAQs from existing files.

### **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.
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## **Module 6: Edit and Transform Content with Microsoft Copilot for Microsoft 365**

### **Lessons:**

- 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.

**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.
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**Module 7: Ask Questions and Analyze Content with Microsoft Copilot for Microsoft 365**

**Lessons:**

- 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.

**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.