

MS-4005: Craft effective prompts for Microsoft 365 Copilot

Course Duration: 8 Hours

Course code: MS-4005

1. Course Overview

The **MS-4005: Craft Effective Prompts for Microsoft 365 Copilot** course is designed to help professionals unlock the full potential of Microsoft 365 Copilot through effective prompt engineering. You will learn how to communicate with AI in a precise, clear, and context-aware manner to get accurate, relevant, and high-value outputs. This course blends AI principles with practical Microsoft 365 applications, ensuring you can confidently integrate Copilot into your daily workflows for increased productivity, creativity, and decision-making.

2.2. What You'll Learn?

By the end of this course, you will be able to:

- Understand the fundamentals of prompt engineering for Microsoft 365 Copilot.
- Craft clear, specific, and goal-oriented prompts to generate better results.
- Apply context and role-based prompts across Microsoft Word, Excel, PowerPoint, Outlook, and Teams.
- Optimize AI-generated responses for professional and business use cases.
- Troubleshoot and refine prompts to improve Copilot's accuracy and relevance.
- Use advanced prompting techniques for creative, analytical, and technical tasks.

3.3. Target Audience

This course is ideal for:

- Business professionals who want to maximize efficiency with Microsoft 365 Copilot.
- Project managers, marketers, analysts, and consultants seeking AI-powered productivity.
- Educators, trainers, and content creators looking to enhance creative output.
- IT professionals supporting Copilot adoption in organizations.

4.4. Pre-Requisites

Participants should have:

- Basic knowledge of Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, Teams).
- Familiarity with general AI concepts is helpful but not mandatory.
- A Microsoft 365 subscription with Copilot access is recommended for hands-on practice.

5.5. Course Content

Module 1: Introduction to Microsoft 365 Copilot and Prompt Engineering

Module 2: Principles of Effective Prompt Writing

Module 3: Crafting Prompts for Different Microsoft 365 Apps

Module 4: Contextual and Role-Based Prompting

Module 5: Advanced Prompting Techniques and Optimization

Module 6: Troubleshooting and Refining Prompts

Module 7: Real-World Scenarios and Hands-On Practice

Module 8: Best Practices for Business and Team Collaboration

