MS-4005 Craft Effective Prompts for Microsoft Copilot for Microsoft 365

Price: 695

Duration: 1 days

Delivery Methods: Virtual

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. Please note: there are many licensing options when it comes to Microsoft Copilot. This course is specifically designed and intended for use with a Microsoft 365 work or school Copilot license (something your organization would enable and supply on your behalf). Logical Operations does not provide any trial or demo licensing within this course (and any free trials publicly accessible would not allow you to complete all the activities within this course). In order to participate in this course, the student needs to have a Microsoft 365 work or school Copilot license provided by their organization. Before registering for this class, please confirm with your IT group that your organization Microsoft 365 license has Copilot enabled and attached to it (and please be prepared to sign in to your organizational account, within our virtual activity environments, during your class).

Course Schedule

Date	Time	Price	Options

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How do I enroll for this class?

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What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

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