

Craft effective prompts for Microsoft Copilot for Microsoft 365

Course code: MS-4005

Discover ways to craft effective and contextual prompts for Microsoft Copilot for Microsoft 365 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.

| Affiliate | Duration | Course price | ITB |
|------------|----------|--------------|-----|
| Praha | 1 | 5 900 Kč | 0 |
| Brno | 1 | 5 900 Kč | 0 |
| Bratislava | 1 | 250 € | 0 |

The prices are without VAT.

Course terms

| Date | Duration | Course price | Type | Course language | Location |
|------------|----------|--------------|----------|-----------------|----------------------------|
| 23.01.2025 | 1 | 5 900 Kč | Presence | CZ/SK | GOPAS Praha |
| 07.02.2025 | 1 | 5 900 Kč | Presence | CZ/SK | GOPAS Praha |
| 18.02.2025 | 1 | 250 € | Online | CZ/SK | GOPAS Bratislava prezenčne |
| 18.02.2025 | 1 | 5 900 Kč | Online | CZ/SK | GOPAS Praha online |
| 21.03.2025 | 1 | 5 900 Kč | Presence | CZ/SK | GOPAS Brno |
| 21.03.2025 | 1 | 250 € | Online | CZ/SK | GOPAS Bratislava online |
| 03.04.2025 | 1 | 5 900 Kč | Presence | CZ/SK | GOPAS Praha |
| 14.05.2025 | 1 | 5 900 Kč | Online | CZ/SK | GOPAS Praha online |
| 14.05.2025 | 1 | 250 € | Online | CZ/SK | GOPAS Bratislava online |
| 26.05.2025 | 1 | 5 900 Kč | Presence | CZ/SK | GOPAS Praha |
| 30.06.2025 | 1 | 5 900 Kč | Presence | CZ/SK | GOPAS Brno |
| 04.07.2025 | 1 | 250 € | Presence | CZ/SK | GOPAS Bratislava prezenčne |

The prices are without VAT.

Who is the course for

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 Copilot for Microsoft 365.

Course Outline

Get started with Copilot for Microsoft 365

- Introduction to Copilot for Microsoft 365
- Explore the possibilities with Copilot for Microsoft 365
- Optimize and extend Copilot for Microsoft 365

Craft effective prompts for Microsoft Copilot for Microsoft 365

- Summarize with Microsoft Copilot for Microsoft 365
- Create and draft with Microsoft Copilot for Microsoft 365
- Edit and transform content with Microsoft Copilot for Microsoft 365
- Ask questions and analyze content with Microsoft Copilot for Microsoft 365

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



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