

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
18.11.2025	1	250 €	Presence	CZ/SK	GOPAS Bratislava
01.12.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
15.12.2025	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
23.02.2026	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
05.03.2026	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
20.04.2026	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
12.06.2026	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
15.06.2026	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha

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

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