TRAINING OFFERING

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MS-4005: Craft effective prompts for Microsoft 365 Copilot

CODE:	LENGTH:	PRICE:
MCS_MS-4005	8 Hours (1 day)	£950.00

Description

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.

Audience

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 365 Copilot.

Session Dates

Date	Location	Time Zone	Language	Type	Guaranteed	PRICE
08 Jul 2025	Virtual Classroom	BST	English	Instructor Led Online		£950.00
19 Aug 2025	Virtual Classroom	BST	English	Instructor Led Online		£950.00

Additional Information

This training is also available as onsite training. Please contact us to find out more.