

Your grade: 100%

Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

1. Which of the following best describes Microsoft O365 Copilot?

1 / 1 point

- ☐ A physical hardware device enhancing office productivity.
- ☒ A software tool that leverages AI to enhance productivity across the Microsoft 365 suite.
- ☐ A set of manual guides for Microsoft Office applications.
- ☐ An external plugin for social media platforms.

☒ **Correct**
Spot on. Copilot utilizes AI to improve efficiency and productivity in using Microsoft Office applications.

2. Which feature of Copilot in Microsoft Word can assist in improving the language and formatting of your documents?

1 / 1 point

- ☐ Spell check.
- ☐ Auto-correct.
- ☒ Text suggestions and style improvements.
- ☐ Page numbering

☒ **Correct**
Yes, that's correct. Copilot provides suggestions for improving text style and structure.

3. Which approach best demonstrates the practice of iterating prompts for improvement?

1 / 1 point

- ☐ Using the same prompt repeatedly without changes.
- ☒ Refining the prompt based on feedback and results.
- ☐ Changing the prompt entirely for each attempt.
- ☐ Avoiding feedback on prompt effectiveness.

☒ **Correct**
Correct. Iteration with adjustments based on outcomes is key to improving prompt effectiveness.

4. If you want to ensure accuracy, what will be a crucial step after receiving the response to your prompt?

1 / 1 point

- ☒ Review and verify the information provided by Copilot.
- ☐ Immediately implement the Copilot suggestions without review.
- ☐ Discard the response and try a different AI tool.
- ☐ Ask a colleague to write the prompt instead.

☒ **Correct**
Spot on. Reviewing and verifying Copilot's output ensures the accuracy and relevance of the information.

5. How does Microsoft 365 Copilot's configuration differ from individual use for effective team collaboration?

1 / 1 point

- ☐ Requires additional software installations.
- ☐ Does not require an internet connection.
- ☐ Only available for senior management.
- ☒ Emphasizes identity and access management.

☒ **Correct**
That's correct. For team use, configuring identity and access management is crucial for data security and collaboration efficiency.

6. How does mastering Copilot in Microsoft Office boost efficiency in applications like Word, Excel, and PowerPoint?

1 / 1 point

- ☐ By increasing the need for manual data entry.
- ☒ Reducing the time spent on searching and formatting.
- ☐ Limiting the functionality to basic tasks.
- ☐ Requiring extensive technical training.

☒ **Correct**
Spot on. Copilot enhances productivity by streamlining tasks like searching and formatting, allowing users to focus on high-value activities.

7. What are the prerequisites for accessing Microsoft O365 Copilot features for individual use? (Select all that apply.)

1 / 1 point

☒ An active internet connection.

☒ **Correct**
Spot on. An active internet connection is essential for accessing cloud-based services like Copilot.

☒ A valid Microsoft 365 subscription.

☒ **Correct**
Yes, correct. A valid subscription is necessary to access Microsoft 365 and its features.

☒ License prerequisites.

☒ **Correct**
That's correct. Certain licenses are required to access Copilot features.

☐ A specific type of hardware.

8. In Excel, Copilot can be used for all of the following (select all that apply):

1 / 1 point

☒ Creating complex formulas.

☒ **Correct**
That's correct. Copilot can assist in crafting complex formulas to analyze data.

☒ Analyzing data trends.

☒ **Correct**
Yes, correct. It can also help identify trends within your data set.

☐ Playing video content.

☒ Generating charts and graphs.

☒ **Correct**
Spot on. Generating visual representations of data like charts and graphs is another area where Copilot excels.

9. What is the benefit of setting up templates in PowerPoint for Copilot use in a team environment? (Select all that apply.)

1 / 1 point

☐ Increases the file size.

☒ Ensures consistency across presentations.

☒ **Correct**
Yes, that's correct. Templates ensure that all team presentations maintain a consistent look and feel.

☒ Saves time in design.

☒ **Correct**
Spot on. By using templates, teams can save time on design aspects and focus on content.

☐ Requires additional software installation

10. Which of the following are key benefits of integrating 365 Copilot with Microsoft 365 Suite? (Select all that apply.)

1 / 1 point

☒ Streamlining workflow across applications.

☒ **Correct**
That's correct. Integration with Microsoft 365 Suite streamlines workflows, making transitions between applications seamless.

☒ Enhancing data analysis in Excel.

☒ **Correct**
That's right. Copilot significantly enhances Excel's capabilities for data analysis.

☐ Reducing software compatibility.

☒ Improving document drafting in Word.

☒ **Correct**
Yes, correct. Copilot improves efficiency in drafting and formatting documents in Word.

11. What capabilities does prompt engineering with O365 Copilot enhance? (Select all that apply.)

1 / 1 point

☒ Accuracy of Copilot's outputs.

☒ **Correct**
Spot on. Effective prompt engineering leads to more accurate responses from Copilot.

☒ Creativity in document creation.

☒ **Correct**
Yes, that's right. It enables more creative solutions and outputs in document creation.

☐ Manual data entry requirements.

☒ Efficiency in completing tasks.

☒ **Correct**
That's correct. By crafting precise prompts, users can complete tasks more efficiently with Copilot's assistance.

12. Which principles are crucial for refining prompts for better responses and improving prompting skills with O365 Copilot? (Select all that apply.)

1 / 1 point

☒ Defining clear objectives for each task.

☒ **Correct**
Yes, exactly. Clearly defined objectives are essential to guide the development of effective prompts that achieve desired outcomes.

☒ Utilizing feedback loops for iterative refinement.

☒ **Correct**
That's correct. Feedback loops are critical for iteratively refining prompts based on the quality of Copilot's responses, leading to improved accuracy and relevance.

☐ Ignoring previous outcomes to ensure novelty.

☒ Experimenting with different prompt structures

☒ **Correct**
Yes, that's right. Experimenting with various structures can help identify the most effective ways to communicate with Copilot, enhancing the quality of its responses.