



Craft effective prompts for Microsoft 365 Copilot

✓ 3900 ervaringspunten



2 uur 10 min. • Learning Path4 Modules



Level

Beginner



Product

Microsoft Copilot,
Microsoft 365, Microsoft
365 Apps, Word,
PowerPoint, Excel, Outlook,
Microsoft Teams, OneNote



Role

Business User



Subject

Business applications,
Productivity, Artificial
intelligence

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.



Notitie

This content was partially created with the help of AI. An author reviewed and revised the content as needed. [Read more.](#)

Prerequisites

Learners should have completed the following content prior to this course:

- [Fundamentals of Generative AI](#)

- [Get started with Microsoft 365 Copilot](#)

⊕ [Toevoegen](#)

Je code inwisselen

Heb je een prestatiecode? [Wissel je code nu in.](#)

Modules in this learning path



Summarize and simplify information with Microsoft 365 Copilot ✓ 1100 ervaringspunten ►

34 min. • Module10 Eenheden

Learn how to craft an effective prompt to save time and effort by using Microsoft 365 Copilot to summarize, simplify, and visualize complex information in Microsoft Word, PowerPoint, Excel, and Outlook.

Overzicht ^

Introduction

3 min.



Exercise - Follow along using sample data with Microsoft 365 Copilot

1 min.



Simplify and extract key information with Copilot in Word

4 min.



Identify key information and summarize with Copilot in PowerPoint

4 min.



Spot trends and visualize data with Copilot in Excel

4 min.



Highlight key decisions and actions from Teams meetings

4 min.



Catch up and prepare for the week with Copilot in Outlook

4 min.



Summarize information on a topic with Microsoft 365 Copilot Chat

4 min.



Module assessment

4 min.



Summary

2 min.



Create and draft with Microsoft 365 Copilot  900 ervaringspunten 

27 min. • Module8 Eenheden

Learn how to craft an effective prompt to save time and effort by using Microsoft 365 Copilot to create, draft, and brainstorm new ideas and material using Microsoft 365 Copilot in Microsoft Word, PowerPoint, Teams, and Outlook.

Overzicht 

Introduction to creating draft content with Microsoft 365 Copilot

2 min.



Exercise - Follow along using sample data with Microsoft 365 Copilot

1 min.



Draft cover letters, marketing plans, and outlines with Microsoft 365 Copilot in Word

4 min.



Build new slides, agendas, and to-do lists with Microsoft 365 Copilot in PowerPoint ✓

4 min.

Draft emails, replies, and meeting agendas with Microsoft 365 Copilot in Outlook ✓

4 min.

Brainstorm new ideas, lists, and reports with Microsoft 365 Copilot Chat ✓

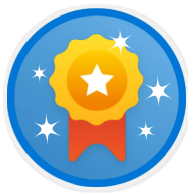
4 min.

Module assessment ✓

6 min.

Summary ✓

2 min.



Edit and transform content with Microsoft Copilot ✓ 900 ervaringspunten ►

31 min. • Module8 Eenheden

Learn how to craft an effective prompt to save time and effort using Copilot to edit, transform, and rewrite information using Copilot in Microsoft Word, PowerPoint, Excel, and Outlook.

Overzicht ^

Introduction ✓

2 min.

Exercise - Follow along using sample data with Microsoft 365 Copilot ✓

1 min.

Write, organize, and transform content using Microsoft 365 Copilot in Word ✓

4 min.

Add images, slides, and organize your presentation using Microsoft 365 Copilot in PowerPoint ✓

5 min.

Format, sort, filter, and highlight data using Microsoft 365 Copilot in Excel ✓

5 min.

Rewrite messages and replies for tone using Microsoft 365 Copilot in Outlook ✓

4 min.

Module assessment ✓

8 min.

Summary ✓

2 min.



Ask questions and analyze content with Microsoft 365 Copilot ✓ 1000 ervaringspunten ►

38 min. • Module9 Eenheden

Discover ways to prompt Microsoft 365 Copilot in Word, PowerPoint, Teams, and Outlook to ask, analyze, and receive recommendations for fresh ideas and content. Whether you need specific information, comparative analysis, or helpful suggestions, Copilot is your goto tool.

Overzicht ^

Introduction ✓

2 min.

Exercise - Follow along using sample data with Microsoft 365 Copilot ✓

4 min.

Ask Microsoft 365 Copilot in Word for help and recommendations ✓

4 min.

Get design and organization tips with Microsoft 365 Copilot in PowerPoint ✓

5 min.

Analyze and work with tables using Microsoft 365 Copilot in Excel ✓

4 min.

Ask questions about your notes using Microsoft 365 Copilot in OneNote ✓

4 min.

Ask about your meetings and messages with Microsoft 365 Copilot in Teams ✓

5 min.

Module assessment ✓

8 min.

Summary ✓

2 min.

