



Course Syllabus

Copilot Prompt Engineering Bootcamp

We are glad you have joined us for this course! Here is some information that will help you to navigate your learning platform and locate course content.

Joining the Session

Before the first live session please confirm that you can access Zoom:

1. Visit <https://support.zoom.us> and click on **Getting Started**.
2. Attn Percipio Users - The **Join Now** option is available where you registered for the session in Percipio 15 minutes prior to the start of class.

Course Description

This course offers actionable insights into maximizing Copilot's capabilities. Through step-by-step guidance, real-world examples, and expert tips, you'll learn how to write clear, specific, and contextually rich prompts that deliver accurate, impactful results. You'll explore the principles of effective prompt design, avoid common pitfalls, and refine your techniques to adapt to diverse scenarios—from creative writing and data analysis to customer support. Explore the principles of effective prompt design, avoid common pitfalls, and refine your techniques to adapt to diverse scenarios—from creative writing and data analysis to customer support.

Target Audience

Everyone

Agenda

- The core capabilities of Microsoft Copilot and how it works.
- Principles of clarity, specificity, and contextualization for prompt creation.
- Common mistakes to avoid when crafting prompts and how to refine them for better results.
- Effective application of prompts across various scenarios, including creative writing, data analysis, and customer support.

Key Takeaways

- Comprehensive Understanding: Understand the fundamental capabilities of Copilot and its operational mechanisms.
- Enhanced Prompt Creation: Learn how to create clear, specific, and contextually rich prompts.
- Improved Techniques: Avoid common pitfalls and refine your prompts to achieve more accurate and impactful results.
- Versatile Applications: Discover how to effectively apply prompts in diverse scenarios, from creative projects to analytical tasks and customer service.

Technical Support

We offer 24/7 support if you need assistance with your Percipio or Skillport learning platforms. To access support, click the initials of your profile and select “Help”.

Percipio

The screenshot displays the Percipio Skillsoft learning platform interface. At the top, there is a search bar and navigation icons. The left sidebar contains a 'Main menu' with options: Home, Library, What's New, My Learning (with a sub-menu for Live learning), Role Advisor, Certifications, Skill Benchmarks, AI Simulations, AI Assistant, My Settings, Help, and Log Out. The main content area features a 'FEATURED VIDEO' titled 'Quality Assurance versus Quality Control' with a 'Learn More' button. Below this is a section for 'Get better at your role!' with a 'Visit your Role Advisor' button. To the right, there is a 'LEARNING OF THE WEEK' section for 'JOURNEY INTRODUCTION' with a 'Start now!' link. The bottom of the page shows 'Recommendations for the Month'.