

MASK-4 - MOC MS-4005 - CRAFT EFFECTIVE PROMPTS FOR MICROSOFT 365 COPILOT

Categoria: **Applied Skills**

INFORMAZIONI SUL CORSO



Durata:
1 Giorni



Categoria:
Applied Skills



Qualifica Istruttore:
Microsoft Certified
Trainer



Dedicato a:
Utente Esperto



Produttore:
Microsoft

OBIETTIVI

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.

PREREQUISITI

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.

CONTENUTI

Get started with Microsoft 365 Copilot

- Introduction to Microsoft 365 Copilot
- Explore the possibilities with Microsoft 365 Copilot
- Optimize and extend Microsoft 365 Copilot

Craft effective prompts for Microsoft 365 Copilot

- Summarize and simplify information with Microsoft 365 Copilot
- Create and draft with Microsoft 365 Copilot
- Edit and transform content with Microsoft 365 Copilot
- Ask questions and analyze content with Microsoft 365 Copilot

INFO

Materiale didattico: Materiale didattico ufficiale Microsoft in formato digitale

Costo materiale didattico: incluso nel prezzo del corso a Calendario

Natura del corso: Operativo (previsti lab su PC)