Fundamentals of prompting in Microsoft 365 Copilot Training

Duration: **3 Day**

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Overview

This three-hour {*training} is designed for **beginners in Microsoft 365 Copilot**. Participants will gain a **comprehensive understanding of prompt engineering** and learn practical techniques for creating effective prompts tailored to specific tasks.

By the end of the course, attendees will be able to design **clear, powerful, and task-oriented prompts** to enhance both productivity and creativity with Microsoft 365 Copilot.

Prerequisites

- No formal prerequisites required.
- Basic understanding of Microsoft 365 applications and Copilot is recommended.

Who Should Attend

- Professionals new to Microsoft 365 Copilot
- Users aiming to boost productivity through prompt design
- Business users seeking higher-quality AI-assisted outputs
- Teams exploring scalable generative AI use in workflows

What You Will Learn

By the end of this {*training}, you will have gained knowledge and skills in the following areas:

- What Microsoft 365 Copilot is
- Key considerations when working with Copilot
- What prompting is
- Common prompting pitfalls and how to avoid them
- Understanding Microsoft’s GCSE Framework
- Leveraging the Copilot Prompt Gallery

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Outline

1. Introducing Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Requirements
- How it works
- Microsoft and responsible AI
- Extending Copilot
- Key considerations

2. Microsoft 365 Copilot & Prompt Engineering

- Introduction to prompting
- Prompt design considerations
- Tone and style in prompting
- Common pitfalls and solutions
- Iteration and feedback
- GCSE Framework explained

3. The Copilot Prompt Gallery

- Introducing the Gallery
- Creating prompts with the Gallery
- Saving and reusing favorite prompts