



# Training 4 Programmers

To discuss this course and customizations:

Call: +1 434-509-5680 or Email: [sales@training4programmers.com](mailto:sales@training4programmers.com)

## Professional Microsoft Copilot 365

### Duration

Half-day

### Description

This comprehensive course provides an in-depth understanding of Microsoft Copilot and its applications across various platforms. It covers the functionalities of Microsoft Copilot for Microsoft 365, GitHub Copilot for programmers, and Microsoft Copilot for Bing and Windows. The course also delves into the integrations of Copilot 365 with Microsoft Word, Excel, PowerPoint, Outlook, and Teams. Participants will gain hands-on experience with the Copilot 365 chat application and learn the intricacies of prompt engineering. The course emphasizes practical application, encouraging learners to generate content from existing Microsoft 365 documents, summarize Outlook emails, create PowerPoint presentations with Copilot, and more. Tailored to the needs of the participants, the course also explores other examples as requested.

### Objectives

- Understand the functionalities and applications of Microsoft Copilot for Microsoft 365.
- Explore other Copilot services including GitHub Copilot for programmers and Microsoft Copilot for Bing and Windows.
- Learn about Copilot 365 integrations with Microsoft Word, Excel, PowerPoint, Outlook, and Teams.
- Gain a comprehensive understanding of the Copilot 365 chat application and its user experience.
- Master the art of prompt engineering, including the construction of clear, specific, and effective prompts.
- Understand the concept of iterative prompting and strategies for troubleshooting and improving suboptimal responses.
- Apply the knowledge gained in practical scenarios such as generating content from existing Microsoft 365 documents, summarizing Outlook emails, and creating PowerPoint presentations with Copilot.
- Customize the learning experience by exploring other examples as requested.

### Prerequisites

Experience with Microsoft 365 is helpful, but not required.



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## Training Materials

All students receive comprehensive courseware covering all topics in the course.

## Software Requirements

Student may choose to simply watch the instructor or follow along with the instructor. If students choose to follow along, they will need a Microsoft 365 and Microsoft Copilot 365 subscription, and the various Microsoft 365 applications installed on their computer.

## Outline

- What is Copilot?
  - Microsoft Copilot for Microsoft 365
  - Generative AI and OpenAI
  - Prompt Engineering
  - Real-World Stories of How Copilot Helps
  - Copilot Licensing
- Other Copilot Services
  - GitHub Copilot for Programmers
  - Microsoft Copilot for Bing and Windows
  - Microsoft Dynamics Copilot
- Copilot 365 Integrations
  - Documents: Microsoft Word, Excel, PowerPoint
  - Communication: Microsoft Outlook, Microsoft Teams
- Copilot 365 Chat Application
  - Copilot 365 User Experience
  - Web App Copilot 365
  - Desktop App Copilot 365
  - Chat History
  - Prompt Search
  - Improving Context with Documents, Contacts, and Communications
  - Web Content Plugin
  - Copilot Suggested Prompts
  - Copilot Lab
- Prompt Engineering
  - What is a Prompt and a Completion/Suggestion/Response?
  - Techniques for constructing clear, specific, and effective prompts
  - Context, precision, and expected outcomes in prompt formulation



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- Refine Outputs with Iterative Prompting
- Strategies for troubleshooting and improving suboptimal responses
- Practical Exploration
  - Generate content from existing content in Microsoft 365 documents
  - Improve the efficiency of searching and summarizing Outlook emails
  - Microsoft Teams Copilot Chat to Summarize Meetings
  - Create PowerPoint Presentations with Copilot
  - Other Examples as requested