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## Craft effective prompts for Microsoft Copilot for Microsoft 365 (MS-4005)

**ID** MS-4005 **Price** CHF 870.—(excl. VAT) **Duration** 1 day

### Who should attend

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 Copilot for Microsoft 365.

### Course Content

- Introduction to Copilot for Microsoft 365
- Explore the possibilities with Copilot for Microsoft 365
- Optimize and extend Copilot for Microsoft 365
- Summarize with Microsoft Copilot for Microsoft 365
- Create and draft with Microsoft Copilot for Microsoft 365
- Edit and transform content with Microsoft Copilot for Microsoft 365
- Ask questions and analyze content with Microsoft Copilot for Microsoft 365



Training Centres worldwide



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