



Course Code: M1673

MS-4005 Craft Effective Prompts for Microsoft 365 Copilot

COURSE INFORMATION

Sessions
1 day

Duration
7.5 hrs

Level
Beginner

Assessment
NA

VENUE

Address: Tertiary Courses Ghana Company Ltd, North Legon, Greater Accra, Ghana.

WHAT'S THIS COURSE ABOUT

LU1 Get started with Microsoft 365 Copilot

Topic 1: Introduction to Copilot for Microsoft 365

Topic 2: Explore the possibilities with Copilot for Microsoft 365

Topic 3: Optimize and extend Copilot for Microsoft 365

LU2 MS-4005 Craft Effective Prompts for Microsoft 365 Copilot

Topic 4: Summarize and simplify information with Microsoft 365 Copilot

Topic 5: Create and draft with Microsoft 365 Copilot

Topic 6: Edit and transform content with Microsoft 365 Copilot

Topic 7: Ask questions and analyze content with...

COURSE FEE

Full Fee GHS 1,600.00

CERTIFICATION

- **Certificate of Completion from Tertiary Courses** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Courses.

REGISTRATION

<https://www.tertiarycourses.com.gh/craft-effective-prompts-for-microsoft-365-copilot.html>



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SUPPORT

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