



MFE-IT

Reference: MS-4005

Microsoft Copilot Prompting MS-4005 Training Course

Optimise Your Prompts to Boost Productivity with Microsoft
Copilot

Duration: 1 Day | Hours: 6 h

Remote · Sessions guaranteed from 1 registrant · 60% hands-on practice

DESCRIPTION

This training course teaches you to write effective prompts for Microsoft 365 Copilot in order to maximise productivity across all Microsoft 365 applications. You will learn the principles of prompt engineering applied to Copilot and master advanced techniques for generating high-quality content in Word, Excel, PowerPoint, Teams and Outlook.

The programme follows the official Microsoft MS-4005 curriculum and prepares participants for the corresponding Microsoft certification.

LEARNING OBJECTIVES

By the end of this training course, participants will be able to:

- Understand the principles of prompt engineering applied to Microsoft Copilot
- Write effective prompts for Word, Excel, PowerPoint, Teams and Outlook
- Create, summarise and transform content with Copilot
- Automate repetitive tasks using Copilot
- Evaluate and improve the quality of Copilot responses
- Apply responsible AI best practices in daily work

PREREQUISITES

- Regular use of Microsoft 365 applications (Word, Excel, PowerPoint, Teams, Outlook)
- Active Microsoft 365 Copilot licence
- No programming skills required

Because each participant is unique, a personalised interview is systematically organised in advance with our expert to design a training programme perfectly aligned with their objectives, level and professional challenges.

TARGET AUDIENCE

- Microsoft 365 users wishing to maximise their use of Copilot
- Office workers and knowledge workers
- Managers and business professionals
- Profiles preparing for MS-4005 certification

DETAILED PROGRAMME

The training alternates between theoretical input and hands-on practice (approximately 60% of the time). Modules are built around practical exercises based on real-world business use cases.

Module 1 – Understanding Prompts and Microsoft Copilot

- What is a prompt?
- Role of prompts in how Copilot works
- Examples of simple prompts vs effective prompts

Module 2 – Structuring Effective Prompts

- Structuring a prompt: context, objective, output format
- Choosing the right level of precision while leaving flexibility for Copilot
- The Microsoft GCSE method (Goal, Context, Source, Expectations)

Module 3 – Advanced Prompt Techniques

- Adding constraints to refine responses
- Reformulation techniques for improved quality
- Reducing ambiguity and controlling output style

Module 4 – Content Generation with Copilot

- Writing professional emails and meeting summaries
- Generating document summaries, plans and agendas
- Optimised translations and reformulations

Module 5 – Application-Specific Prompts

- Prompts focused on Teams, Outlook and Word/Docs
- Excel and PowerPoint specific patterns
- Advanced examples to automate workflows

Module 6 – Reusable Prompts and Templates

- Discovering reusable prompts
- Creating, storing and sharing your own templates
- Integrating shared prompts within a team

Module 7 – Measuring Prompt Effectiveness

- Simple indicators: acceptance rate, satisfaction, required revisions
- Adjusting prompts based on metrics
- Practical exercises on real automation tasks

TEACHING METHODS

Format and Delivery

The training is delivered remotely via an interactive virtual classroom. It can also be delivered on-site, with content customised to match the needs of your professional project. The theory/practice split is approximately 40%/60%.

MFE-IT Ultra-Personalised Format

Each session accommodates between 1 and 3 participants, ensuring highly individualised support. A preliminary interview allows us to tailor the content to each participant's profile. Inter-company sessions are guaranteed from just 1 registrant (except in cases of force majeure).

Skills Assessment

Throughout the training, the trainer assesses participant progress through multiple-choice questions, role-playing exercises and hands-on work. At the end, a certificate of achievement is issued to each participant.

Post-Training Support

For one month following the training, each participant can contact MFE-IT trainers with questions about implementing acquired knowledge. A response is provided by email or telephone within 48 working hours.

Accessibility

MFE-IT is committed to welcoming people with disabilities. Contact: contact@mfe-it.com.

PRACTICAL INFORMATION

Trainer Resources

- Structured demonstrations aligned with the detailed programme
- Exercise briefs and solutions throughout the training
- A ready-to-use technical environment for practical workshops
- Trainer validation of acquired knowledge at the end of each workshop
- Digital reference documents

Certification and Validation

At the end of the training, a certificate is sent by email specifying the objectives, nature, duration and assessment results. A completion certificate can also be provided on request.

Benefits for Participants

- Train from your workplace or home, with no travel required
- Benefit from an expert trainer-consultant on the subject
- Enjoy an ultra-personalised format (1 to 3 participants)
- Continue training even in the event of unforeseen circumstances

Benefits for the Organisation

- Optimise the training budget by reducing travel and accommodation costs
- Offer quality training to all employees, regardless of location
- Reduce absence time linked to travel
- Support team upskilling in all contexts