AI Adoption Build Series: Prompting to Productivity Using M365 Copilot

ANI_226 | Expert-Led Live | Automation and Insights | Expert
Course Duration: 1 day

This hands?on, instructor?led workshop introduces participants to the fundamentals of Generative AI and M365 Copilot. Through guided demos and structured exercises, participants will learn about prompting and its advanced techniques. Learners will explore how Copilot enhances productivity across Microsoft 365 applications.

Intended Audience

General business users, operational teams, and anyone interested in learning how to safely and effectively leverage Generative AI and M365 Copilot to improve daily work.

Objectives

After completing this course, the learner will be able to:

- Explain the fundamentals of GenAI and M365 Copilot.
- Design high-quality prompts for reliable and useful outputs.
- Create effective, task-aligned prompts that produce actionable results.
- Apply advanced prompting techniques for complex reasoning.
- Build and execute multi-step prompting sequences in Copilot.
- Use Copilot responsibly by applying Responsible AI principles.
- Leverage Copilot across the M365 ecosystem to improve productivity.

Outline

1. Introduction to GenAI and Prompting
1.1 What is Generative AI?
1.2 How prompting works
1.3 Prompt quality: Intent, context, constraints
1.4 Structured output, tone & style control
1.5 Iterative prompting
Exercise: Copilot Hands-on
Exercise: Prompt Playground
Exercise: Prompting Do’s & Don’ts

2. Designing Effective Prompts with Advanced Techniques
2.1 Zero?Shot Prompting Technique
2.2 Few?Shot Prompting Technique
2.3 Chain?of?Thought Based Prompting Technique
2.4 Persona-Based Prompt
Exercise: Zero?Shot Prompting Technique
Exercise: Few?Shot Prompting Technique
Exercise: CoT Based Prompting Technique
Exercise: Persona-Based Prompt

3. Multi-Step Prompting Technique
3.1 Meta prompting
3.2 Task decomposition
3.3 Prompt chaining
3.4 Reflective prompting
Exercise: Multi step prompting Technique

4. Copilot Productivity Lab
Exercise: Copilot for Word: Document Creation Lab
Exercise: Copilot for Excel: Data Insights Lab
Exercise: Copilot for PowerPoint: Presentation Lab
Exercise: Copilot for Outlook: Communications Lab

Wrap-up and Discussion

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