

Course Code: C856

# MS-4005 Craft Effective Prompts for Microsoft 365 Copilot

## COURSE INFORMATION

Sessions  
1 day

Duration  
7.5 hrs

Level  
Beginner

Assessment  
NA

### VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

## 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...

## COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

## CERTIFICATION

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

## REGISTRATION

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<https://www.tertiarycourses.com.sg/ms-4005-craft-effective-prompts-for-microsoft-365-copilot.html>



SCAN TO REGISTER

## SUPPORT

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