AI Fundamentals with Prompt-a-Thon: Microsoft Copilot Pro

Category: AI, Data & Analytics | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This hands-on course introduces participants to Artificial Intelligence (AI) through the lens of Microsoft Copilot Pro. The morning session builds foundational understanding of AI concepts and how Copilot leverages them inside the Microsoft 365 suite. Learners will explore prompting techniques not only in Copilot Chat but also directly within Word, Excel, PowerPoint, Outlook, and Teams. The afternoon Prompt-a-Thon invites participants to apply their knowledge by designing practical AI-driven solutions using Microsoft Copilot. Working in teams, they’ll identify real workplace challenges, experiment with prompts, and showcase their results in short presentations.

About This Course

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Who Should Attend

Professionals of any background who want to increase productivity and creativity using Microsoft Copilot Pro in the Microsoft 365 environment.

Prerequisites & Entry Requirements

General Prerequisites:

- No prior AI or coding experience required.
- Familiarity with Microsoft 365 apps (Teams, Word, Excel, Outlook, etc.).

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Define AI in practical terms and describe how it powers Microsoft Copilot. Explain how Copilot Pro integrates across the Microsoft 365 ecosystem. Demonstrate effective prompting techniques in Copilot Chat and 365 applications. Differentiate between good and poor prompts through hands-on examples. Apply structured prompting to real-world business problems during the Prompt-a-Thon. Reflect on ethical implications of AI use (bias, transparency, data privacy).

Detailed Course Outline

1 - Welcome & Course Overview

- Instructor introductions and learning goals
- Overview of Copilot Pro and the day’s agenda

2 - Understanding AI & Copilot

- What is Artificial Intelligence?
- How large language models (LLMs) work in simple terms
- What makes Microsoft Copilot “intelligent”
- The Copilot ecosystem: Chat, Word, Excel, PowerPoint, Outlook, Teams
- Data privacy and security overview

3 - Copilot in Action

Live Demos + Guided Exploration

- **Copilot Chat:** Conversational interface and productivity workflows
- **Word:** Drafting and refining content
- **Excel:** Data summaries, formulas, and trend analysis
- **PowerPoint:** Presentation creation and design suggestions
- **Outlook:** Drafting responses, summarizing threads
- **Teams:** Meeting recaps and brainstorming

4 - Prompting Fundamentals in Microsoft Copilot

- What is a “prompt” and how Copilot interprets it
- Anatomy of an effective prompt
- Prompt styles:
  - Instruction prompts (“Write a professional email about…”)
  - Question prompts (“What are three key trends in our data?”)
  - Role-based prompts (“Act as a communications expert and…”)
  - Contextual/few-shot prompts
  - Refinement and follow-up prompts
- Hands-on Practice: Participants create and refine prompts in different Microsoft 365 apps

5 - Transition to Prompt-a-Thon

- Overview of the Prompt-a-Thon challenge
- Team setup and expectations
- Tips for success with Copilot during collaboration

6 - Kickoff & Instructions

- Review Prompt-a-Thon flow and deliverables
- Emphasize collaboration and creativity

7 - Team Brainstorming

- Identify 3–5 common productivity challenges or workflows deliverables
- Choose one challenge to address using Microsoft Copilot

8 - Prompt Design & Testing

- Draft initial prompts for Copilot
- Test and iterate using real Microsoft 365 applications
- Capture best-performing prompts and outputs

9 - Group Review & Selection

- Discuss prompt results and select the strongest solution

10 - Team Presentations & Reflection

- Present your challenge, prompt evolution, and outcome
- Peer and instructor feedback
- Ethical reflection and wrap-up discussion

Frequently Asked Questions

Q: What delivery options are available for AI Fundamentals with Prompt-a-Thon: Microsoft Copilot Pro?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day AI Fundamentals with Prompt-a-Thon: Microsoft Copilot Pro course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the AI Fundamentals with Prompt-a-Thon: Microsoft Copilot Pro training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for AI Fundamentals with Prompt-a-Thon: Microsoft Copilot Pro?

Yes, we provide corporate training, dedicated training, and closed classes for AI Fundamentals with Prompt-a-Thon: Microsoft Copilot Pro. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for AI Fundamentals with Prompt-a-Thon: Microsoft Copilot Pro?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your AI Fundamentals with Prompt-a-Thon: Microsoft Copilot Pro training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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