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

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 course introduces participants to the fundamentals of Artificial Intelligence (AI) through the lens of Microsoft Copilot Chat. Learners will explore what AI is, how Copilot Chat works within the Microsoft 365 ecosystem, and how to design effective prompts to boost productivity and creativity. The afternoon focuses on a hands-on “Prompt-a-Thon” where participants work in small teams to identify a workplace challenge and use Copilot Chat to create and refine prompts that deliver practical, real-world results. The session blends conceptual learning with applied practice to help participants leave confident using Copilot Chat in their daily work.

About This Course

This course introduces participants to the fundamentals of Artificial Intelligence (AI) through the lens of Microsoft Copilot Chat. Learners will explore what AI is, how Copilot Chat works within the Microsoft 365 ecosystem, and how to design effective prompts to boost productivity and creativity. The afternoon focuses on a hands-on “Prompt-a-Thon” where participants work in small teams to identify a workplace challenge and use Copilot Chat to create and refine prompts that deliver practical, real-world results. The session blends conceptual learning with applied practice to help participants leave confident using Copilot Chat in their daily work.

Who Should Attend

- Professionals across departments looking to improve productivity using Microsoft Copilot Chat.
- Employees with access to Microsoft 365 and Copilot Chat.
- No technical background required.

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 and explain how it applies to Microsoft Copilot Chat. Describe how Copilot Chat integrates with Microsoft 365 and supports productivity. Apply prompting fundamentals including instruction, role-based, and contextual prompting. Create and refine effective prompts for Copilot Chat to improve workflows and outcomes. Collaboratively solve real business problems using Copilot Chat in a guided Prompt-a-Thon. Evaluate the ethical implications of using AI tools such as privacy, bias, and transparency.

Detailed Course Outline

1 - Welcome & Overview

- Introductions and learning goals
- Overview of the day’s structure

2 - Introduction to AI Concepts Overview

- What is AI?
- Key terminology: models, prompts, hallucinations, bias
- Everyday examples of AI in action structure

3 - Understanding Microsoft Copilot Chat Overview

- What is Microsoft Copilot Chat and how it works
- Integration with Microsoft 365 tools
- Accessing Copilot Chat at https://copilot.cloud.microsoft/
- Live demo: exploring the interface and key features

4 - Prompting Fundamentals Overview

- What makes a good prompt works
- Core prompt types: instruction, question, role-based, contextual/few-shot works
- Live examples in Copilot Chat works
- Guided practice and iteration features

5 - Prompt-a-Thon Kickoff

- Overview of the afternoon challenge
- Group assignments and expectations

6 - Kickoff & Instructions

- Review challenge structure and judging criteria
- Emphasize collaboration, experimentation, and refinement

- Step 1: Identify a Workplace Challenge
- Step 2: Design & Test Prompts
- Step 3: Prepare Presentations
- Step 4: Team Presentations & Wrap-Up

Frequently Asked Questions

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

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 Chat 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 Chat 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 Chat?

Yes, we provide corporate training, dedicated training, and closed classes for AI Fundamentals with Prompt-a-Thon: Microsoft Copilot Chat. 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 Chat?

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 Chat 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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