



Microsoft Copilot for Professionals

Get reliable business results from Microsoft 365 Copilot.

Certificate Course | A33

Duration: 24 Hours

Level: Intermediate



**AMSTERDAM
DATA ACADEMY**

WHAT YOU'LL LEARN

- Understand how Microsoft 365 Copilot works
- Ground Copilot in your organisation's data
- Apply the GCSE prompting framework
- Prompt across Word, Excel, Outlook and Teams
- Chain prompts to automate workflows
- Build a custom Copilot agent



COURSE CONTENT

Module 1 — Foundations of prompt engineering

- How Copilot works (LLM + Microsoft Graph) vs ChatGPT
- The GCSE framework for effective, verified prompts

Module 2 — App-specific mastery & chaining

- Prompting for Word, Excel, PowerPoint, Outlook and Teams
- Chain prompts across apps to automate workflows

Module 3 — Custom solutions & Copilot agents

- Combine techniques into full prompt workflows
- Build a Copilot agent that automates a multi-step process (capstone)



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AFTER THIS COURSE

You'll ground Copilot in your organisation's data and automate real business workflows with confidence.

OFFICIAL CERTIFICATE

This course leads to an official ADA certificate at NLQF level 6, the nationally recognised qualification framework equivalent to a bachelor's degree. Your certificate proves a verified, professional level of knowledge and skills — valued by employers across the Netherlands.

Ready for your next step?

Book a free study-advice call

amsterdamdataacademy.com/study-advice

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