Explore Microsoft 365 Copilot Chat (MS-4023)

ID MS-4023   **Price** on request   **Duration** 3 hours

Prerequisites

You should be familiar with accessing and using Microsoft 365.

Course Content

Get started with Microsoft 365 Copilot Chat

This module introduces Microsoft 365 Copilot Chat as a secure, AI-powered assistant that boosts productivity by leveraging web-based insights, while guiding you on how to access it, navigate the interface, and start using it effectively.

- Introduction
- Understand Microsoft 365 Copilot Chat
- Access Microsoft 365 Copilot Chat
- Utilize Microsoft 365 Copilot Chat
- Knowledge check
- Summary

Write effective prompts to achieve optimal results

This module teaches you how to write clear, effective prompts for Microsoft 365 Copilot Chat by exploring key elements, best practices, and the Prompt Gallery to help you achieve optimal results.

- Introduction
- Write an effective prompt
- Review prompting best practices
- Discover, share, and save prompts with Copilot Prompt Gallery
- Knowledge check
- Summary

Work smarter with Microsoft 365 Copilot Chat

This module teaches you how to use Microsoft 365 Copilot Chat's AI-powered features to enhance productivity, collaborate in real time, and streamline work within a secure, enterprise-ready environment.

- Introduction

- Enhance productivity and creativity with enterprise-ready AI Chat
- Format and collaborate on Copilot responses with Microsoft 365 Copilot Pages
- Simplify workflows and automate tasks with Agents in Copilot Chat
- Keep your data safe while using Copilot Chat
- Exercise - Plan a Client Summit with Microsoft 365 Copilot Chat
- Knowledge check
- Summary

Training Centres worldwide

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