

# Transform ideas into action with Copilot Chat (MS-4023)

**ID** MS-4023 **Price** 690.— €(excl. tax) **Duration** 1 day

## Course Overview

This course teaches learners how to get started with Microsoft 365 Copilot Chat, craft effective prompts, and use its AI-powered features to enhance productivity, streamline work, and collaborate securely in real-time.

## 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
- Keep your data safe while using Copilot Chat
- Module assessment
- 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
- Module assessment
- 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
- Exercise - Plan a Client Summit with Microsoft 365 Copilot Chat
- Module assessment
- Summary

### Explore Copilot Chat Notebooks

Enhance your productivity and simplify your workflow by applying the key features and intuitive design of Copilot Notebooks.

- Introduction
- Why should I use Copilot Notebooks?
- Build your first Notebook
- Interact with your Notebook
- Knowledge check
- Summary

# About Fast Lane



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- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

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