



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



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

Fast Lane Services

- ✓ High End Technology Training
- ✓ Business & Soft Skill Training
- ✓ Consulting Services
- ✓ Managed Training Services
- ✓ Digital Learning Solutions
- ✓ Content Development
- ✓ Remote Labs
- ✓ Talent Programs
- ✓ Event Management Services

Training Methods

- ✓ Classroom Training
- ✓ Instructor-Led Online Training
- ✓ FLEX Classroom – Classroom & Online Hybrid
- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

Technologies & Solutions

- ✓ Digital Transformation
- ✓ Artificial Intelligence
- ✓ Cloud
- ✓ Networking
- ✓ Cyber Security
- ✓ Wireless & Mobility
- ✓ Modern Workplace
- ✓ Data Center



Worldwide Presence
with high-end training centers
around the globe



Multiple Awards
from vendors such as AWS,
Microsoft, Cisco, Google, NetApp,
VMware



Experienced SMEs
with over 19.000 combined
certifications

Germany

Fast Lane Institute for Knowledge
Transfer GmbH

Tel. +49 40 25334610

info@flane.de / www.flane.de

Austria

ITLS GmbH

(Partner of Fast Lane)

Tel. +43 1 6000 8800

info@itls.at / www.itls.at

Switzerland

Fast Lane Institute for Knowledge
Transfer (Switzerland) AG

Tel. +41 44 8325080

info@flane.ch / www.flane.ch