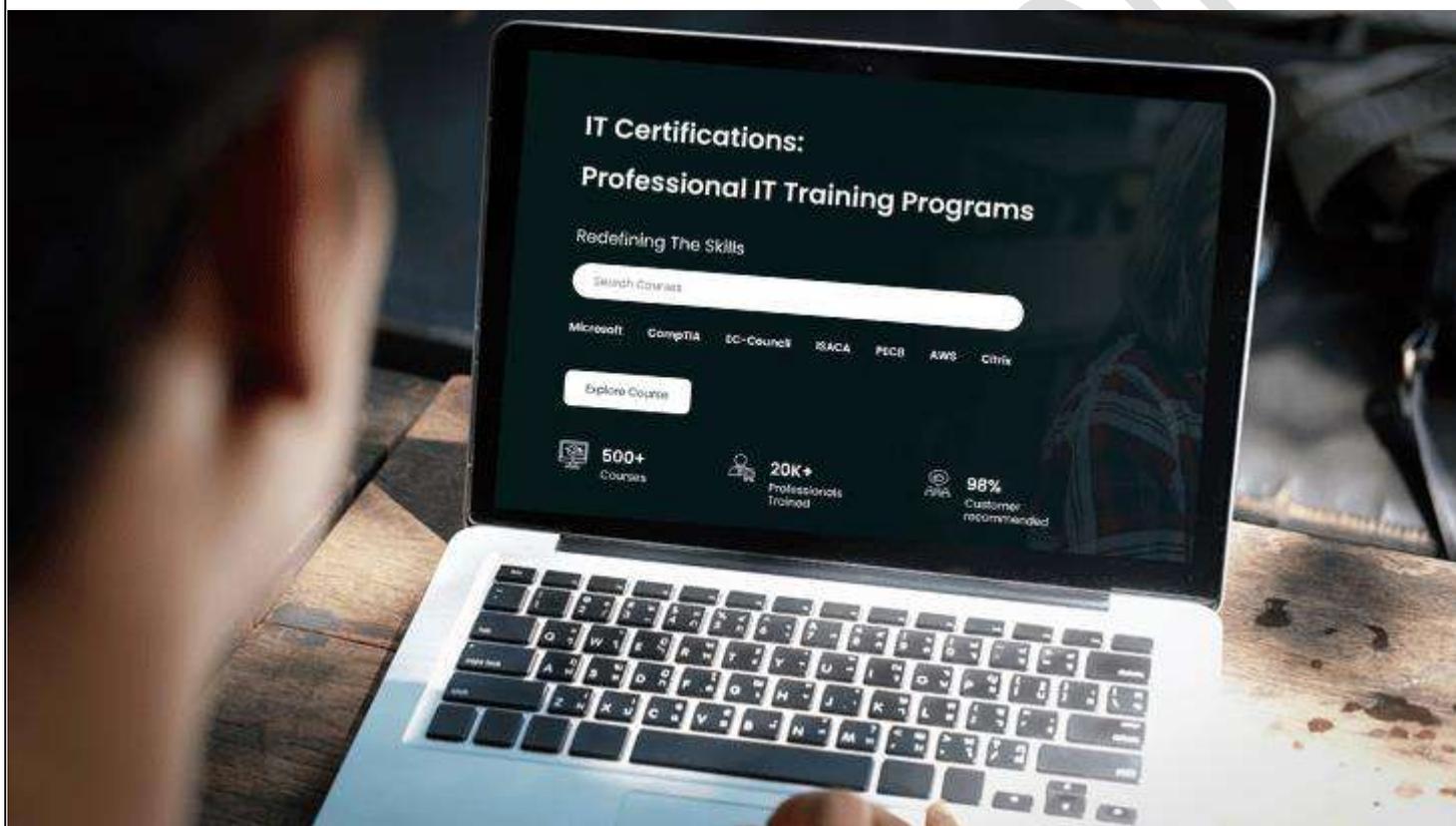




Redefining The Skills



## **MS-4023: Explore Microsoft 365 Copilot Chat Training**

**DURATION: 0.5 DAY**

## **Course Description**

### **Unlock the Power of Microsoft 365 Copilot Chat with MS-4023**

Elevate your productivity by mastering Microsoft 365 Copilot Chat. In this course, you'll discover how to access, leverage, and optimize Copilot Chat to streamline your workflows. Develop proven prompting techniques to generate accurate, relevant AI responses, avoid common mistakes, and harness the Microsoft Copilot Prompt Gallery to collaborate smarter and faster.

**Enroll today and start transforming the way you work with Microsoft 365 Copilot Chat!**

## **Who should attend this course?**

- Business Managers

## **What you will learn**

- Understand the fundamentals and capabilities of Microsoft 365 Copilot Chat.
- Learn how to access and utilize Copilot Chat for productivity and collaboration.
- Master the four key elements of an effective Copilot prompt: context, goal, source, and expectations.
- Apply best practices to write clear, concise, and structured prompts.
- Utilize the Microsoft Copilot Prompt Gallery to discover, save, edit, and share optimized prompts.

## **Prerequisites**

- You should be familiar with using Microsoft 365 Copilot, and other Microsoft 365 apps.

## **Curriculum**

### **Module 1: 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.

- Understand Microsoft 365 Copilot Chat
- Access Microsoft 365 Copilot Chat
- Utilize Microsoft 365 Copilot Chat

### **Module 2: 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.

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

### **Module 3: 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.

- 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

#### **Module 4: Explore Copilot Chat Notebooks**

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

- Why should I use Copilot Notebooks?
- Build your first Notebook
- Interact with your Notebook

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*For any query Contact Us – Microtek Learning*

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