EXPLORE MICROSOFT 365 COPILOT CHAT (MS-4023)

Course Code: 834108

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.

Who Needs to Attend

This course is designed for business users and anyone interested in learning the basics of Microsoft 365 Copilot Chat to enhance their daily work and productivity.

Prerequisites

- You should be familiar with accessing and using Microsoft 365.

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CLASSROOM LIVE	$495 CAD	1 Day

Classroom Live Outline

Module 1: Get started with Microsoft 365 Copilot Chat

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

Module 2:Write effective prompts to 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

- 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

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

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VIRTUAL CLASSROOM LIVE	$495 CAD	1 Day

Virtual Classroom Live Outline

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Visit us at www.globalknowledge.com or call us at 1-866-716-6688.