

# TRANSFORM IDEAS INTO ACTION WITH 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 USD

1 Day

## Classroom Live Outline

### **Module 1: Explore Microsoft 365 Copilot Chat**

- Get started with Microsoft 365 Copilot Chat
- Write effective prompts to achieve optimal results
- Work smarter with Microsoft 365 Copilot Chat
- Explore Copilot Chat Notebooks

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