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.

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: 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

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VIRTUAL CLASSROOM LIVE	$495 USD	1 Day

Virtual Classroom Live Outline

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

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