

Transform Ideas into Action with Copilot Chat (MS-4023)

Duration: 1 Day **Course Code: M-MS4023** **Delivery Method: Company Event**

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.

Company Events

These events can be delivered exclusively for your company at our locations or yours, specifically for your delegates and your needs. The Company Events can be tailored or standard course deliveries.

Target Audience:

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.

Content:

Module 1: Explore Microsoft 365 Copilot Chat	Explore Copilot Chat Notebooks
<ul style="list-style-type: none">■ Get started with Microsoft 365 Copilot Chat■ Write effective prompts to achieve optimal results■ Work smarter with Microsoft 365 Copilot Chat	

Further Information:

For More information, or to book your course, please call us on 00 20 (0) 2 2269 1982 or 16142

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