

Explore Microsoft 365 Copilot Chat (MS-4023)

Duración: 1 Días **Código del Curso: M-MS4023** **Método de Impartición: Curso Remoto (Virtual)**

Temario:

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.

Curso Remoto (Abierto)

Nuestra solución de formación remota o virtual, combina tecnologías de alta calidad y la experiencia de nuestros formadores, contenidos, ejercicios e interacción entre compañeros que estén atendiendo la formación, para garantizar una sesión formativa superior, independiente de la ubicación de los alumnos.

Dirigido a:

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.

Prerequisitos:

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

Contenido:

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

Más información:

Para más información o para reservar tu plaza llámanos al (34) 91 425 06 60

info.cursos@globalknowledge.es

www.globalknowledge.com/es-es/

Global Knowledge Network Spain, C/ Retama 7, 6ª planta, 28045 Madrid