

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

Duration: 1 Day Course Code: M-MS4023

### 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.

### 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"><li>Get started with Microsoft 365 Copilot Chat</li><li>Write effective prompts to achieve optimal results</li><li>Work smarter with Microsoft 365 Copilot Chat</li></ul>	

### Further Information:

For More information, or to book your course, please call us on 00 966 92000 9278

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