

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

Duration: 1 Day **Course Code: M-MS4023** **Delivery Method: Virtual Classroom**

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.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

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

- 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 00 966 92000 9278

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