

Explore Microsoft 365 Copilot Chat (MS-4023)

Description

Discover the benefits of Microsoft 365 Copilot Chat

Understanding and mastering Copilot Chat is now a real asset for boosting efficiency. With the rise of artificial intelligence, Microsoft Copilot has become an essential partner for many professional tasks. This course, "Exploring Microsoft 365 Copilot Chat (MS-4023)," will help you unlock the full potential of this innovative tool.

This training will guide you through how to access the Copilot Chat experience and fully leverage its features. You will also learn how to craft effective prompts to get the best responses from the tool. This skill will become a true productivity booster in your daily work.

Why take the Exploring Microsoft 365 Copilot Chat course?

The market is evolving rapidly, and AI tools are taking a central place in organizations. Mastering Microsoft Copilot today means anticipating tomorrow's needs. With this course, you will stay competitive, agile, and ready to harness the full power of artificial intelligence to enhance your productivity.

Course Content

Module 1: Getting started with Microsoft 365 Copilot Chat

- Understand Microsoft 365 Copilot Chat
- Access Microsoft 365 Copilot Chat
- Use Microsoft 365 Copilot Chat

Module 2: Writing effective prompts for optimal results

- Write an effective prompt
- Review best practices for prompt writing
- Discover, share, and save prompts with the Copilot Prompt Gallery

Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

Documentation

- Access to Microsoft Learn, Microsoft's online learning platform, offering interactive resources and educational content to deepen your knowledge and develop your technical skills.

Participant profiles

- Microsoft 365 users looking to optimize their productivity
- Administrative assistants and office professionals
- Managers and project leaders using Microsoft 365
- Consultants specializing in digital transformation

Prerequisites

- Be familiar with using Microsoft 365 Copilot
- Have basic experience with key Microsoft 365 applications

Objectives

- Understand how Microsoft 365 Copilot Chat works
- Access and navigate the Copilot Chat interface
- Use Copilot Chat effectively in daily tasks
- Write clear and precise prompts
- Apply best practices for prompt writing
- Explore and use the Copilot Prompt Gallery

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Classroom Registration Price (CHF)

900

Virtual Classroom Registration Price (CHF)

850

Duration (in Days)

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Reference

MS-4023