MS-4023: Explore Microsoft 365 Copilot Chat

Course Content

Description:
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.

Prerequisites:
You should be familiar with accessing and using Microsoft 365.

Topics:

Lesson 1: Get started with Microsoft 365 Copilot Chat
- Introduction
- Understand Microsoft 365 Copilot Chat
- Access Microsoft 365 Copilot Chat
- Utilize Microsoft 365 Copilot Chat
- Knowledge check
- Summary

Lesson 2: Write effective prompts to achieve optimal results
- Introduction
- Write an effective prompt
- Review prompting best practices
- Discover, share, and save prompts with Copilot Prompt Gallery
- Knowledge check
- Summary

Lesson 3: Work smarter with Microsoft 365 Copilot Chat
- Introduction
- 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 assessment
- Summary

Register for this class by visiting us at:
www.tcworkshop.com or by calling us at 800-639-3535

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NASBA Information

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.
Recommended Field(s) of Study:
Recommended CPEs: 23.40

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution
For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: **www.tcworkshop.com**

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NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.