

Explore Microsoft 365 Copilot Chat (MS-4023)

Duration: 0,5 day

Audience: Pour tous

Who is this training for?

- Managers, project managers
- Business analysts
- Digital transformation specialists, as well as anyone who wants to integrate AI-powered tools into their daily workflow

Training objectives

- Write effective prompts for Copilot Chat
- Use Copilot Chat's AI-powered features to improve productivity
- Simplify work and collaborate securely in real-time

Summary

This course teaches how to get started with Microsoft 365 Copilot Chat, write effective prompts, and use its AI-powered features to improve productivity, simplify work, and collaborate securely in real-time. Through hands-on modules, you'll learn the skills needed to effectively use this AI assistant in the Microsoft 365 environment. Does not require the Copilot license.

Course outline

- Get started with Microsoft 365 Copilot Chat
- Understand Microsoft 365 Copilot Chat
- Access Microsoft 365 Copilot Chat
- Use Microsoft 365 Copilot Chat
- Write effective prompts for best results
- Write an effective prompt
- Review best practices for writing prompts
- Discover, share, and save prompts with the Copilot Prompt Gallery

- Work smarter with Microsoft 365 Copilot Chat
- Improve the Productivity and creativity with enterprise-ready conversational AI
- Format and collaborate on Copilot responses with Microsoft 365 Copilot Pages
- Simplify workflows and automate tasks with Copilot Chat agents
- Protect your data while using Copilot Chat
- Exercise: Plan a customer summit with Microsoft 365 Copilot Chat

Approach and methodology

Practical and structured approach combining focused theory and guided workshops. Participants gradually explore Microsoft 365 Copilot Chat through real-world exercises inspired by professional scenarios, promoting immediate application of learning. They learn how to make effective queries, leverage Copilot's conversational capabilities, and maximize their productivity in Microsoft 365 environments. Led by a Microsoft certified trainer, the training focuses on interactivity and the development of directly transferable skills to take full advantage of Copilot in a professional context.

Prerequisites

- Basic knowledge of Microsoft 365
- Experience with collaborative tools
- Interest in AI and productivity

Recommendations

- No technical expertise required (training accessible to beginners)
- Fluency with Microsoft 365 tools (Teams, Outlook, Web, etc.)
- Interest in generative AI and conversational interfaces Ability to formulate clear (prompt) queries
- Openness to experimentation and interactive learning