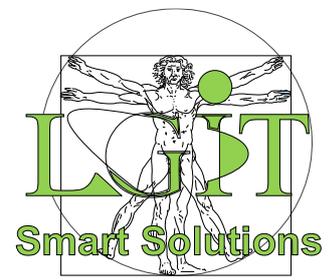


# Transform Ideas into Action with Copilot Chat #MS-4023-A



## Overview

Transform Ideas into Action with Copilot Chat 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.

## Audience

Transform Ideas into Action with Copilot Chat is designed for business users and anyone interested in learning the basics of Microsoft 365 Copilot Chat to enhance their daily work and productivity.

**Duration:** 1 day (2 x 3 hours)

## Course Content

### Module 1: Get started with Microsoft 365 Copilot Chat

This module introduces Microsoft 365 Copilot Chat as a secure, AI-powered assistant that boosts productivity by leveraging web-based insights, while guiding you on how to access it, navigate the interface, and start using it effectively

#### Lessons

- Introduction
- Understand Microsoft 365 Copilot Chat
- Access Microsoft 365 Copilot Chat
- Utilize Microsoft 365 Copilot Chat
- Keep your data safe while using Copilot Chat
- Module assessment
- Summary

## Module 2: Write effective prompts to achieve optimal results

This module teaches you how to write clear, effective prompts for Microsoft 365 Copilot Chat by exploring key elements, best practices, and the Prompt Gallery to help you achieve optimal results.

### Lessons

- Introduction
- Write an effective prompt
- Review prompting best practices
- Discover, share, and save prompts with Copilot Prompt Gallery
- Module assessment
- Summary

## Module 3: Work smarter with Microsoft 365 Copilot Chat

This module teaches you how to use Microsoft 365 Copilot Chat's AI-powered features to enhance productivity, collaborate in real time, and streamline work within a secure, enterprise-ready environment

### Lessons

- 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
- Exercise - Plan a Client Summit with Microsoft 365 Copilot Chat
- Copilot Chat in Microsoft 365 apps
- Exercise - Plan a virtual team-building event with Microsoft 365 Copilot Chat
- Module assessment
- Summary