

Training: Microsoft
MS-4023: Transform Ideas into Action with Copilot Chat (Basic)

Microsoft
Partner

TRAINING GOALS:

MS-4023 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 Profile:

MS-4023 is designed for business users and anyone interested in learning the basics of Microsoft 365 Copilot Chat to enhance their daily work and productivity.

CONSPECT:

- Transform ideas into action with Copilot Chat (Basic)
 - Module 1: Get started with Microsoft 365 Copilot Chat (Basic)
 - Module 2: Write effective prompts to achieve optimal results
 - Module 3: Work smarter with Microsoft 365 Copilot Chat (Basic)

REQUIREMENTS:

You should be familiar with accessing and using Microsoft 365.

Difficulty level



CERTIFICATE:

The participants will obtain certificates signed by Microsoft (course completion).

TRAINER:

Microsoft Certified Trainer (MCT)