

Course MS-4023-A: Transform Ideas into Action with Copilot Chat

Artificial intelligence

This course teaches you the fundamentals of generative AI and responsible AI principles, then guides you through getting started with Microsoft Copilot Chat, writing effective prompts, and using 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.

Module: Prepare to use generative AI at work

Build a foundation for using generative AI at work by exploring how it creates content, how to review its output responsibly, and how Microsoft Copilot modes support business tasks.

Lessons:

Introduction

What is generative AI?

Understand responsible AI

Your Microsoft Copilot workflow companions

Module: Explore how Microsoft Copilot Chat works

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

Lessons:

Introduction

Understand Microsoft Copilot Chat

Access Microsoft Copilot Chat

Navigate Microsoft Copilot Chat

Keep your data safe while using Copilot Chat

Module: Write effective prompts to achieve optimal results

This module teaches you how to write clear, effective prompts for Microsoft Copilot Chat (Basic) by exploring key elements, best practices, personalization features, and Prompt Lab to help you achieve optimal results.

Lessons:

Introduction

Write an effective prompt
Review prompting best practices
Personalize Copilot with memory and custom instructions
Discover, share, and save prompts with Prompt Lab

Module: Work smarter with Microsoft Copilot Chat

This module teaches you how to use Microsoft 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
Create and collaborate with Copilot Pages
Simplify workflows and automate tasks with Agents in Copilot Chat
Exercise - Plan a client summit with Microsoft 365 Copilot Chat