

# MS-4023

## Explore Microsoft 365 Copilot Chat

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### Course description

This course is designed to help business users confidently get started with Microsoft 365 Copilot Chat and unlock its full potential to enhance productivity, creativity, and collaboration at work. It is ideal for those with a basic understanding of Microsoft 365 applications. Students will explore how to access and navigate Copilot Chat within various Microsoft 365 apps and through the web. The course covers how to craft effective prompts and use the Copilot Prompt Gallery. Students will apply Copilot Chat to summarize content, brainstorm ideas, draft content, upload files, analyze and visualize data, and generate images or code. The course also highlights how to collaborate using Copilot Pages, automate tasks with Copilot Agents, and work confidently with AI while maintaining enterprise-grade security and data protection.

### Audience prerequisites

- Students should have basic functional experience with Microsoft 365 applications.

### Table of Contents

Learning Path	Module
Course Introduction	N/A
<b>Learning Path 1:</b> <b>Explore Microsoft 365 Copilot Chat</b>	<b>Module 1:</b> Get started with Microsoft 365 Copilot Chat <b>Module 2:</b> Write effective prompts to achieve optimal results <b>Module 3:</b> Work smarter with Microsoft 365 Copilot Chat