

KOENIG SOLUTIONS • COURSE OUTLINE

MS-4023: Explore Microsoft 365 Copilot Chat

Learn to access Microsoft 365 Copilot Chat, craft effective prompts, and use it to summarise, create, and collaborate at work.

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

Business Users

Knowledge Workers

Microsoft 365 Users

Team Collaborators

PREREQUISITES

Audience prerequisites

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

4 Modules

Course Introduction

01

Get Started with Microsoft 365 Copilot Chat

02

Write Effective Prompts to Achieve Optimal Results

03

Work Smarter with Microsoft 365 Copilot Chat

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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