

# Transform ideas into action with Copilot Chat



This course 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.



## Training recipients

The training is intended for:

- Business Users



## Benefits

1. Extend of Microsoft 365 Copilot – You will learn how to extend Microsoft 365 Copilot.
2. Hands-on learning – Through the labs, you will gain experience that you can easily translate into real tasks at work.
3. Integration between Copilot Studio and Microsoft 365 – You will gain knowledge on how to use both products together.
4. Understanding Microsoft 365 Copilot – You will learn how to get more from Microsoft 365 using Copilot.
5. Understanding the new features – You will learn in practice how to use new agents in Security Copilot.



## Training program

### 1. Get started with Microsoft 365 Copilot Chat

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

### 2. Write effective prompts to achieve optimal results

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

### 3. Work smarter with Microsoft 365 Copilotdomps Chat

- 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
- Copilot Chat in Microsoft 365 appsAdd tools to declarative agents



### Expected preparation of the participant

- Familiarity with accessing and using Microsoft 365.



### Training Includes

access to Altkom Akademia student portal



### Duration

1 days / 3 hours

## Language

- Training: English
- Materials: English