

Transform Ideas into Action with Copilot Chat

Courses Code: MS-4023

Duration: 1 Day

Delivery Mode: Instructor-led Training (ILT) | Virtual Instructor led Training (VILT)

Overview

Transform Ideas into Action with Copilot Chat 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.

Skills Covered

- Describe the purpose of Microsoft 365 Copilot Chat.
- Identify where and how to access Copilot Chat.
- Distinguish between work and web grounding modes and their use cases.
- Navigate the Copilot Chat interface and how to start chatting.
- Identify the four key elements of an effective Copilot prompt: context, goal, source, and expectations.
- Apply best practices to write clear, concise, and well-structured prompts.
- Recognize common prompting mistakes and how to avoid them.
- Utilize the Copilot Prompt Gallery to discover, save, edit, and share useful prompts.
- Leverage Copilot Chat to brainstorm ideas, summarize information, create content, visualize data, and generate code.
- Upload and analyze files to generate insights and create new content.
- Use Copilot Pages to collaborate in real-time and organize content in a shared workspace.
- Describe how Copilot Agents can streamline workflows and task automation.
- Describe how Enterprise Data Protection keeps your data secure while using Copilot Chat.

Who Should Attend

Transform Ideas into Action with Copilot Chat is designed for business users and anyone interested in learning the basics of Microsoft 365 Copilot Chat to enhance their daily work and productivity.

Prerequisites

You should be familiar with accessing and using Microsoft 365.

Course Modules

1. Introduction to declarative agents for Microsoft 365 Copilot

Determine the scenarios which declarative agents are suitable for customizing and extending Microsoft 365 Copilot. Describe the function of custom knowledge and custom actions.



2. Build your first declarative agent for Microsoft 365 Copilot by using Copilot Studio

Create an agent tailored to a specific scenario to extend Microsoft 365 Copilot. Your declarative agent provides relevant and accurate responses using custom knowledge.

3. Introduction to actions for declarative agents in Copilot Studio

Explore how to create and configure actions in Copilot Studio to expand the capabilities of your declarative agents. Connect your declarative agent to external data sources and customize generative responses.

4. Extend declarative agents with prompt actions in Copilot Studio

Customize your declarative agent's generative responses by extending your agent with prompt actions. Craft custom prompts, test your prompts against the LLM, and add prompt actions to declarative agents that extend Microsoft 365 Copilot.

5. Extend declarative agents with connector actions in Copilot Studio

Connect your declarative agent to external services and data using connector actions. Configure out-of-the-box and custom connectors and add them to agents that extend Microsoft 365 Copilot.

Ref: <https://trainocate.com/courses/microsoft/ms-4023-explore-microsoft-365-copilot-chat-training>

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