



# GTech Learn

*"Our focus is your Success"*



## Course Contents

# MS-4023: Transform Ideas into Action with Copilot Chat

<b>Duration:</b> 1 day	<b>Level:</b> Beginner	<b>Role:</b> Business User
<b>Certification:</b> Available	<b>Public Schedules:</b> <a href="#">View Dates</a>	<b>Private Delivery:</b> <a href="#">Reach Us</a>

### What's included?

- ✓ Learn from Microsoft Certified Trainer (MCT's)
- ✓ 24x7 Lab Access
- ✓ Official Courseware
- ✓ Exam Preps / Practice Tests
- ✓ Badges & Completion Certificate
- ✓ Discounted Exam Vouchers



Modern Work

Training Services

Email: [info@gtechlearn.com](mailto:info@gtechlearn.com)

## Overview

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.

## Audience Profile

This course is designed for business users and anyone interested in learning the basics of Microsoft 365 Copilot Chat to enhance their daily work and productivity.

## Contents

### Learning Path 1: Transform ideas into action with Copilot Chat

- Get started with Microsoft 365 Copilot Chat
- Write effective prompts to achieve optimal results
- Work smarter with Copilot Chat

## About GTech Learn

Established in 2011 in the USA, GTech Learn is one of the leading IT training organizations in North America & South East Asia. Driven by its unique USPs, GTech Learn is spurring competition, meeting the unmet needs of customers, assisting in skills upgrade, and supplementing talent pools with its presence in the USA, Canada, Singapore and India. This is consistent with our vision to help our Learners with skills upgrade for enhanced career opportunities.







As a Microsoft Learning Partner, we offer a broad range of learning solutions across the full Microsoft technology stack that can be customized.

Since 2011, GTech Learn has been developing custom-fit learning solutions that involve creating and delivering maximum results.

We have successfully helped all types of businesses, government entities, and individuals. For this reason, GTech has chosen by Microsoft to deliver comprehensive learning programs around the globe.

With flexible learning options, state-of-the-art delivery methods, numerous language preferences, experienced instructors, and complete dedication to our students, GTech Learn has the capabilities to help students develop their Microsoft skill sets and achieve increasingly high standards of productivity while organizations of all sizes realize the full potential of their technology investments.

## Our Accreditations with Microsoft

 Security Training Services	 Modern Work Training Services	 Business Applications Training Services
 Infrastructure Azure Training Services	 Digital & App Innovation Azure Training Services	 Data & AI Azure Training Services