MICROSOFT OFFICIAL CURRICULUM

Transform Ideas into Action with Copilot Chat (Basic)

Official Microsoft Learn-aligned instructor-led program for Transform Ideas into Action with Copilot Chat (Basic).

Microsoft | MS-4023

DURATION	LEVEL	FORMAT	CERTIFICATION
1 day	Beginner	Virtual, On-site, or Hybrid	MS-4023

AUDIENCE PROFILE

Built for these roles

MS-4023: 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.

OVERVIEW

Executive overview

MS-4023: 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.

View official source

READINESS

Prerequisites

- Relevant foundational experience in the target technology area.
- Comfort with hands-on labs in a cloud or GPU-accelerated environment.

PROGRAM OUTCOMES

Capabilities your teams will gain

- Strengthen capability in business user scenarios
- Strengthen capability in ms copilot scenarios

ENTERPRISE CUSTOMIZATION

Enterprise customization

Tailor this program to your organization's priorities: Builds current Microsoft credential readiness for Transform Ideas into Action with Copilot Chat (Basic) using the official Microsoft Learn outline.

- Align labs to your production environment and platform priorities
- Add readiness reviews and instructor-led practice sessions
- Extend into project-specific architecture or delivery coaching

CURRICULUM

Curriculum roadmap

1 MODULE 1

Build foundational generative AI skills

This course teaches learners the fundamentals of generative AI and responsible AI, then guides them through getting started with Microsoft 365 Copilot Chat (Basic), writing effective prompts, and using its features to work smarter and collaborate securely.

- Prepare to use generative AI at work
- Explore how Microsoft Copilot Chat works
- Write effective prompts to achieve optimal results
- Work smarter with Microsoft Copilot Chat

PRIVATE DELIVERY

Plan a private cohort for your team

Scope delivery format, role mix, and rollout timeline with our solutions team.

Plan Private Delivery

Book advisory call