

MICROSOFT OFFICIAL CURRICULUM

Microsoft

MS-4023

Transform Ideas into Action with Copilot Chat (Basic)

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

AI

Beginner

Ms Copilot

DURATION

1 day

LEVEL

Beginner

FORMAT

Virtual, On-site, or Hybrid

CERTIFICATION

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.

PROGRAM OUTCOMES

Capabilities your teams will gain

- Strengthen capability in ai scenarios
- Strengthen capability in ms copilot scenarios
- Strengthen capability in role-based 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.

Customization options

- 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

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Curriculum roadmap

1

MODULE 1

Transform ideas into action with Copilot Chat (Basic)

This course teaches learners how to get started with Microsoft 365 Copilot Chat (Basic), craft effective prompts, and use its AI-powered features to enhance productivity, streamline work, and collaborate securely in real-time.

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

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](#)

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