

Unlock the power of Microsoft 365 Copilot

Embark on your Copilot journey and discover how to craft effective and contextual prompts. Courses are designed for all users.



Start with the fundamentals

Microsoft Virtual Training Day: Introduction to Microsoft 365, Copilot, and Agents

Get started with a comprehensive introduction to Microsoft 365, Copilot, and AI-powered agents.

Duration: 4 hours

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Prompting by business plan

AI-3025: Work smarter with AI

Learn how Copilot works, identify tasks it can help with, and write effective prompts. Unleash new levels of productivity and efficiency with Microsoft Copilot.

Duration: 1 hour

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By use case

Empower your workforce with Microsoft 365 Copilot Use Cases

Explore specific use case examples like **Executives, Sales, Marketing, Finance, IT, HR, and Operations** to learn common business-related tasks using various Microsoft 365 apps.

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Duration: 30 minutes per use case

By product

MS-4018: Draft, analyze, and present with Microsoft 365 Copilot

Discover how to streamline workflows, improve collaboration, and make data-driven decisions using Microsoft 365 Copilot in applications including PowerPoint, Word, Excel, and Outlook.

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Duration: 1 day

Optional

AB-730: Transform business workflows with generative AI

Learn how to apply generative AI to streamline tasks, enhance decision making, and drive business results using Microsoft 365 Copilot. Understand how to use Copilot's features to boost productivity through practical, real-world scenarios—no coding required.

Duration: 1 day

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Prompting with Copilot Chat

MS-4023: Explore Microsoft 365 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.

Duration: 90 minutes

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No Microsoft 365 Copilot license? No problem. Get started prompting with Copilot Chat.

Discover more [Copilot courses](#) on the LXP.

Note: If you're unable to access a course through the LxP link, please try the alternate Microsoft Learn link.