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.**

❯ **Get started with** AI-3025: Work smarter with AI. Then, continue learning—by role and/or by app.

AI-3025: Work smarter with AI

Start by building a business plan.
Discover the power of Microsoft Copilot, your AI assistant for personal and professional tasks.

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: **3 hours**

❯ **Enroll on the LxP**   Or start your self-paced journey on Microsoft Learn today.

MS-4004: Empower your workforce with Microsoft 365 Copilot Use Cases

Continue prompting by use case. Explore specific use case examples of how to complete a series of common business-related tasks using various Microsoft 365 apps. **Use cases are tailored for Executives, Sales, Marketing, Finance, IT, HR, and Operations.**

❯ **Enroll on the LxP**   Or start your self-paced journey on Microsoft Learn today.

Duration: **30 minutes per use case**

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

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

❯ **Enroll on the LxP**   Or start your self-paced journey on Microsoft Learn today.

Duration: **1 day**

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.