



Explore Microsoft 365 Copilot Chat

Unlocking the Power of AI for Enhanced Business Productivity

ENROL NOW



This beginner-level course is designed for business users who want to harness the power of Microsoft 365 Copilot Chat to enhance productivity and streamline daily workflows. Through hands-on modules and practical exercises, learners will discover how to access and interact with Copilot Chat, craft effective prompts, and leverage AI-powered features for real-time collaboration and decision-making.

- Understand the Fundamentals**
- Effective Prompting**
- Boost Productivity**
- Use Copilot Chat Notebooks**
- Security and Collaboration**



Trainer
Mr Paul Wu

Microsoft Certified Trainer with over 10 years training experience on Power BI and Microsoft Office Applications for all levels of users in various industries.



23 March 2026 (Monday)
10:00am – 12:00pm
CPD Hours: 2



Member HK\$800
Non-member HK\$1,500



Zoom



Cantonese (with English materials)



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