

# Transform Ideas into Action with Copilot Chat & Free Agent



**5 August 2026 (Wednesday)**  
**9:30am - 12:30pm**  
**CPD Hours: 3**



**Cantonese**  
 (with English materials)



**Mr Paul Wu**  
 Microsoft Certified  
 Trainer with over 10 years  
 training experience

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.

## Key Topics



### Get started with Microsoft 365 Copilot Chat

- Understand Microsoft 365 Copilot Chat
- Access Microsoft 365 Copilot Chat
- Utilize Microsoft 365 Copilot Chat
- Keep your data safe while using Copilot Chat
- Evolution to GPT-5 and impact on modern workplace productivity



### AI Tech Updates

- GPT-5 integration into Copilot Chat
- Enhanced reasoning + handling larger datasets
- New creation abilities: interactive reports, concept visualizations, prototypes



### Write effective prompts to achieve optimal results

- Write an effective prompt
- Review prompting best practices
- Discover, share, and save prompts with Copilot Prompt Gallery



### Copilot Chat New Capabilities

- Memory based on prompts
- Temporary chat mode
- Inline citations
- Interpret embedded images (PDF, PPT, DOCX)
- Multi-turn image editing



### Get started with agents

- What are agents?
- Who can create and use agents?
- Explore the benefits of using agents
- Enhance collaboration using agents
- Examine IT governance controls for agents



### Empower your workforce with Copilot for Microsoft 365: HR Use Case

- Exercise: Create a job description using Copilot Chat
- Exercise: Create interview questions
- Exercise: Analyze resumes and make a recommendation using Copilot Chat
- Exercise: Compose an email offer letter using Copilot chat



### Work IQ Enhancements

- Personalized recommendations
- Task-specific skill suggestions



### Explore prebuilt Microsoft 365 Copilot agents

- Examine the Idea Coach agent
- Examine the Writing Coach agent

Price

\*Early Bird Until  
30 June 2026

**Member**

HK\$1,300

HK\$1,100

**New Member**

HK\$2,545

HK\$2,345

(Inclusive of new membership joining fee)



**Infocan computer training room**  
 8/F, Yen Sheng Centre,  
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**Enrol Now**



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