

# Copilot Chat – Sample Course Outline

Duration: Half a day

This course is designed to equip end users with the knowledge and skills to effectively use Copilot Chat 365 for their daily tasks. The delivery of the course will include elements of change management.

## What will be covered?

- ✔ What is Copilot?
- ✔ Using Copilot to support your day to day work
- ✔ Using advanced features and limitations of Copilot

## Features covered

### Introduction to Copilot 365

- Overview of Copilot 365
- Understanding the role of AI in Copilot 365
- What information can Copilot access?
- How will Copilot impact me?
- Navigating the Copilot 365 interface

### Basic features

- Setting up Copilot 365
- Understanding the chat interface
- Using Copilot 365 for simple tasks

### Copilot 365 in Daily Life

- Practical applications of Copilot 365
- Case studies of Copilot 365 usage

### Advanced features

- Deep dive into Copilot 365 capabilities
- Using Copilot 365 for complex tasks
- Understanding the limitations of Copilot 365

### Troubleshooting and support

- Common issues and how to resolve them
- Where to find help and support
- Q&A session