Microsoft 365 Copilot:
Your AI Assistant at Work

CONNECTION TECHNOLOGY 裝備未來
FUTURESKILLS

In this workshop, you will master the essential Microsoft Copilot knowledge to *streamline your workflow, boosts productivity, and unlocks new possibilities* for office automation.

Anyone, *even if you do not have any technology knowledge*, can still leverage this *AI Assistant to automate and elevate your daily office tasks* in Microsoft Office applications!

Programme code	10015343-04
Date and time	24 April 2024 (Wednesday) 14:00 - 17:30 [Total: 3.5 hours]
Venue	1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon
Language	Cantonese with English terminology
Course fee	HK$2,000/ HK$1,800* *Group discount for 2 or more

Learning Outcomes

- Understand the functions and features of Microsoft Copilot.

- Learn how to leverage Microsoft Copilot's AI capabilities for office automation tasks, such as summarising Teams messages, retrieving calendar information, summarising emails, brainstorming ideas from files, and more.

- Acquire essential prompting tips to effectively automate various office tasks.

Inquiry: Mr Bosco LAU | +852 2788 5668 | boscolau@hkpc.org
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Course Content

1) Introduction to Microsoft Copilot for Microsoft 365
   - Microsoft Copilot functions and features
   - Generative AI in business automation using Copilot

2) Hands-on Experience of Microsoft Copilot with Microsoft Office 365
   - Summarise Teams messages (Teams)
   - Get calendar information (Calendar)
   - Summarise emails from Outlook (Email)
   - Brainstorm ideas from files (Word, Excel, PowerPoint, PDF files etc.)
   - Write an email to the team about proposal ideas from a meeting minute (Office)
   - What's new about a person in the organisation (People)
   - And much more use cases and application on Copilot

3) Office Automation with Microsoft 365
   - Copilot lab for advanced office automation
   - PowerPoint: 3D float design
   - Word: Business report (Professional design)
   - Excel: Event planner and timeline, Infographic timeline
   - Lists: Business checklist with SWOT analysis

Trainer Profile

Kit WONG is a proficient Business Analyst and Developer. With 10+ years' experience in technology industry, Kit helps businesses to enhance operation efficiency and improve sales performance. He is experienced in developing and delivering tech-for-non-tech and ChatGPT training with very good feedback.

Target Audience

Anyone who need to catch on latest AI tech trend and application on Microsoft Office 365 applications

Award of Certificate

A Certificate of Attendance will be awarded to participants who have completed the course.

Enrolment Methods

1. Scan the QR code to complete the enrolment and payment online. OR

2. Mail the crossed cheque with payee name "Hong Kong Productivity Council" (in HK dollar) and the application form to: *HKPC Academy, Hong Kong Productivity Council, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (attention to Mr Bosco LAU)*. Please indicate the course name and course code on the **back of the cheque and envelope**. OR

3. Visit the registration counter of HKPC Academy, Hong Kong Productivity Council (1st Floor, HKPC Building, 78 Tat Chee Avenue, Kowloon) to enrol and settle the course fee. Office hours: Monday to Friday 09: 00-18: 00

http://u.hkpc.org/aPF

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