

## Microsoft 365 Copilot: Your AI Assistant at Work

CONNECTION TECHNOLOGY 裝備未來  
**FUTURE SKILLS**

In this workshop, you will master the essential Microsoft Copilot knowledge to **streamline your workflow, boost productivity, and unlock 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!

Duration

3.5 hours

Language

Cantonese with English terminology

Course fee

Depends on number of participants, duration, venue and course content

### 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.

### Enquiry / Enrolment

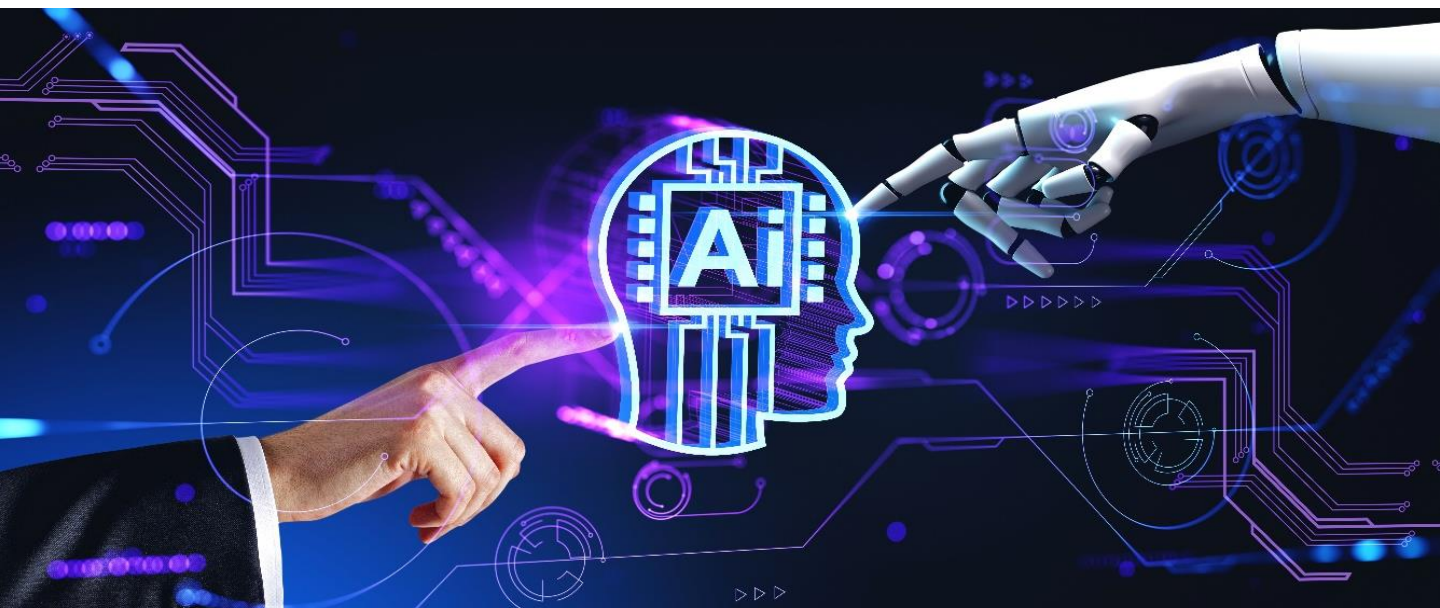
Please contact our consultant for programme arrangement:

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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



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