

# Draft, analyze, and present with Microsoft 365 Copilot with HR use case

**ENROL NOW**

**Member** HK\$1,200  
**New member** HK\$2,445  
(Inclusive of new membership joining fee)



**16 April 2026 (Thursday)**  
**2:00pm – 6:00pm**  
CPD Hours: 4

This course directs users to learn common prompt flows in Microsoft 365 apps including PowerPoint, Word, Excel, Teams, and Outlook. It also introduces Microsoft 365 Copilot Chat and discusses the difference between work and web grounded data.

## Key Topics

- Introduction to Microsoft 365 Copilot
- Build effective presentations with AI
- Draft impactful documents using AI
- Make your meetings more productive with AI
- From inbox to impact: Improve your email workflows with AI
- Uncover new data insights with AI
- Unlock productivity and unleash creativity with AI powered chat
- Empower your workforce with Microsoft 365 Copilot: HR Use Case

## Course Outcomes

**By the end of this course, participants will be able to**

- ✓ Develop skills to utilize Microsoft 365 Copilot across various apps.
- ✓ Gain insights into leveraging AI to create compelling presentations
- ✓ Streamline workflows using Microsoft 365 Copilot features
- ✓ Understand the principles of responsible AI applications



**Cantonese** (with English materials)



**Please bring your own Microsoft 365 Copilot license.**



**Infocan computer training room**  
**8/F, Yen Sheng Centre,**  
**64 Hoi Yuen Road, Kwun Tong**

**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.**



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