KOENIG SOLUTIONS · COURSE OUTLINE

# Copilot for Microsoft 365: Empower Your Workforce with Copilot for Microsoft 365: HR Use Case

Learn to use Copilot for Microsoft 365 across Word, Outlook, Excel and Teams to streamline HR tasks.

| 4 Hours | 7 | 29 | 21 |
|---|---|---|---|
| DURATION | MODULES | TOPICS | HANDS-ON ACTIVITIES |

0.5 days

## COURSE OVERVIEW

Unlock your HR potential with our Copilot for Microsoft 365: HR Use Case course at Koenig Solutions. This course delves into the functionalities of Copilot within different Microsoft 365 applications to streamline HR tasks. Learn to create job descriptions, analyse resumes, and generate interview questions seamlessly. Experience practical exercises like drafting email offer letters and summarizing information using AI capabilities in Word, Outlook, and Teams. With modules covering effective prompting, data integration, and content transformation, you'll acquire the skills to optimize workflows and boost productivity. This course is designed to provide hands-on expertise in real-world HR business scenarios.

## WHO THIS COURSE IS FOR

The "Copilot for Microsoft 365: Empower your workforce with Copilot for Microsoft 365: HR Use Case" course empowers HR professionals with practical Copilot for Microsoft 365 skills in real-world HR scenarios.

- HR Managers
- Talent Acquisition Specialists
- HR Coordinators
- Recruitment Consultants
- Learning and Development Professionals
- HR Analysts
- Employee Relations Managers
- Organizational Development Specialists
- HR Business Partners
- Talent Management Experts
- Workforce Planning Analysts
- Compensation and Benefits Managers
- HR Information System (HRIS) Administrators
- Corporate Trainers
- Personnel Managers

LEARNING OBJECTIVES

# What You Will Learn

- Describe the purpose and components of Copilot for Microsoft 365
- Identify Copilot features across Word, Excel, PowerPoint and Teams
- Apply prompting best practices to guide Copilot responses
- Explain plugins and Microsoft Graph connectors within Copilot
- Create job descriptions and interview questions using Copilot
- Analyse resumes and draft email offer letters with Copilot
- Summarize documents, chats and meetings using Copilot
- Edit and transform content in Word, Excel and PowerPoint

COURSE SYLLABUS

# 7 Modules, 29 Topics

01

## Introduction to Copilot for Microsoft 365

TOPICS

- Describe the purpose and functionalities of Copilot for Microsoft 365
- Outline the working principles behind Copilot for Microsoft 365
- Identify the core components integral to Copilot for Microsoft 365
- Examine how Microsoft is committed to responsible AI

02

5 Demo/Exercises

## Explore the Possibilities with Copilot for Microsoft 365

TOPICS

- Identify and apply the key features of Copilot for Microsoft 365 in each Microsoft 365 application to enhance your productivity and workflow
- Understand how Copilot for Microsoft 365 integrates with Teams to provide a centralized hub for all your work-related information
- Utilize the AI capabilities of Copilot for Microsoft 365 to transform your approach to tasks in Microsoft 365, making them more intuitive and efficient

03

## Optimize and Extend Copilot for Microsoft 365

TOPICS

- Describe the best practices for using Copilot for Microsoft 365
- Understand how to effectively prompt Copilot for Microsoft 365
- Review prompting best practices
- Describe the capabilities of plugins within Copilot for Microsoft 365
- Understand Microsoft Graph connectors and how they can be used to integrate data from external sources into Copilot for Microsoft 365

04

5 Demo/Exercises

## Copilot for Microsoft 365: HR Use Case

TOPICS

- Utilize Copilot in Word to Create Dynamic Job Descriptions with Ease
- Harness Copilot in Word to Analyse Resumes and Provide Recommendations with Precision
- Seamlessly Generate Interview Questions with Copilot in Loop
- Utilize Copilot in Outlook to Compose Email Offer Letters with Ease
- Harness Summarize Results with Precision using Copilot in Word

05

4 Demos/Exercises

## Summarize with Microsoft Copilot for Microsoft 365

TOPICS

- Identify the key elements of an effective prompt and apply them to your own prompts
- Prompt Copilot to summarize or extract key information in Word documents, Excel tables, and PowerPoint presentations
- Summarize chats and meetings to look for key action items with Copilot in Teams

06

3 Demo/Exercises

## Create and Draft with Microsoft Copilot for Microsoft 365

TOPICS

- Identify the key elements of an effective prompt and apply them to your own prompts
- Use Copilot to create new agendas, to-do lists, project plans, and more from Word, Excel, and OneNote
- Ask Copilot in Outlook to draft new emails, compose replies, and plan meetings
- Prompt Microsoft Copilot for Microsoft 365 to generate new ideas, new content, and FAQs from existing files

07

4 Demo/Exercises

## Edit and Transform Content with Microsoft Copilot for Microsoft 365

TOPICS

- Identify the key elements of an effective prompt and apply them to your own prompts
- Organize outlines and content in Word documents with Copilot
- Add images, slides, and organize your presentation with Copilot in PowerPoint
- Format, sort, filter, and highlight data with Copilot in Excel
- Rewrite messages with Coaching by Copilot in New Outlook

HANDS-ON ACTIVITIES

# Practise What You Learn

| # | MODULE | ACTIVITY |
|---|---|---|
| 02 | **Explore the Possibilities with Copilot for Microsoft 365** | DEMO/EXERCISES<br>■ Summarize documents with Co-pilot word<br>■ Summarize and draft email with Co-pilot in Outlook<br>■ Create presentation with Co-Pilot in PowerPoint<br>■ Analyse and transform data with Copilot in Excel<br>■ Elevate productivity with Copilot in Teams |
| 04 | **Copilot for Microsoft 365: HR Use Case** | DEMO/EXERCISES<br>■ Create a job description using Copilot in Word<br>■ Analyse resumes and make a recommendation using Copilot in Word<br>■ Create interview questions using Copilot in Loop<br>■ Compose an email offer letter using Copilot in Outlook<br>■ Summarize chat and channel threads using Copilot in Teams |
| 05 | **Summarize with Microsoft Copilot for Microsoft 365** | DEMOS/EXERCISES<br>■ Simplify and extract key information with Copilot in Word<br>■ Identify key information and summarize with Copilot in PowerPoint<br>■ Spot trends and visualize data with Copilot in Excel<br>■ Highlight key decisions and actions from Teams meetings |
| 06 | **Create and Draft with Microsoft Copilot for Microsoft 365** | DEMO/EXERCISES<br>■ Draft cover letters, marketing plans, and outlines with Microsoft Copilot in Word<br>■ Build new slides, agendas, and to-do lists with Microsoft Copilot in PowerPoint<br>■ Draft emails, replies, and meeting agendas with Microsoft Copilot in Outlook |

| # | MODULE | ACTIVITY |
|---|---|---|
| 07 | **Edit and Transform Content with Microsoft Copilot for Microsoft 365** | **DEMO/EXERCISES**<br>■ Write, organize, and transform content using Microsoft Copilot in Word<br>■ Add images, slides, and organize your presentation using Microsoft Copilot in PowerPoint<br>■ Format, sort, filter, and highlight data using Microsoft Copilot in Excel<br>■ Rewrite messages and replies for tone using Microsoft Copilot in Outlook |

WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

## Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

## Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com