



Training Video Generator

👤👤 Estimated time: 20 minutes

(recipe inspired by CLP Power Hong Kong Limited)

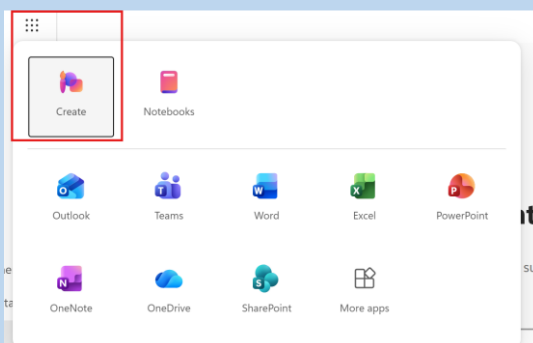
Purposes:

- Create a 5-minute video for internal training.
- Facilitate understanding of the requirements of the 6 Data Protection Principles under the Personal Data (Privacy) Ordinance, and explain the roles and responsibilities of Data Privacy Focal Points and Data Protection Officers.

Step-by-step guide:

1. Navigate to <https://m365.cloud.microsoft/chat>. Sign in with your corporate account.

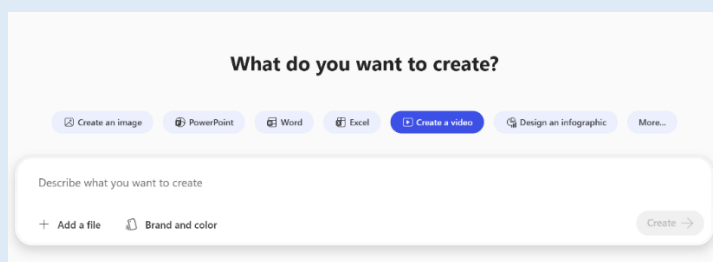
Navigate to **App Launcher** (nine dots at the top left corner) and select **Create**.



2. Click **+ Add a file** and upload all relevant materials (such as PowerPoint slides) to provide context.

Instruct Copilot to create a video by clearly stating **(i)** the purpose (e.g. internal training), **(ii)** the intended structure and key content to be covered, **and (iii)** practical tips or key takeaways in the **Describe what you want to create** section.

Click **Create** to generate the video.

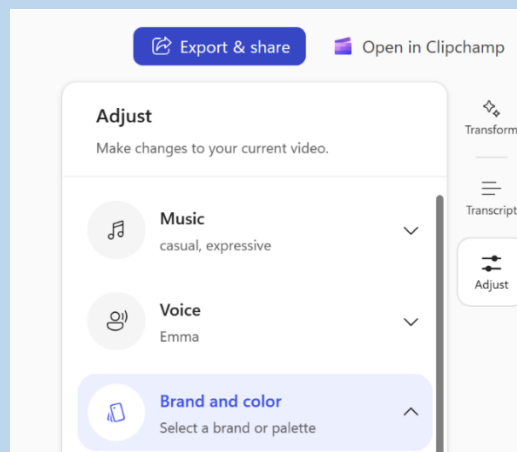


3. In a few minutes, the video will be ready. On the right panel, you have three main options to modify the video:

Transform: request substantive changes to your video by further prompting Copilot, such as adding and expanding on current content, revising the structure of the video, or adjusting the tone of the delivery.

Transcript: directly change the voiceover transcript for each frame ("scene") to ensure accuracy. You may also delete any unwanted scenes here.

Adjust: adjust aesthetic elements such as music, narration voice, and brand design (for example, colour palettes).



4. Once you are satisfied with the edits, select **Export & share** at the top right corner, and a link to the video will be generated for sharing.

