



Copilot is a tool designed to assist professionals by automating repetitive tasks and providing intelligent suggestions across Microsoft 365 applications.

It helps draft documents, analyze data, and summarize information quickly, saving time and enhancing productivity.

By integrating seamlessly with other Microsoft applications, Copilot allows users to focus on strategic work while it handles the administrative or technical aspects.

Try out some of the prompts below!

Outlook and Teams

Task	Prompt Example
Automate Meeting Scheduling: Use Copilot to find common free times and schedule meetings.	"Copilot, schedule a meeting with the marketing team next week."
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Draft Emails Quickly: Let Copilot draft emails based on your instructions.	"Copilot, draft an email to the client about the project update."
Create Meeting Agendas: Generate structured agendas for meetings.	"Copilot, create an agenda for the team meeting on Monday."
Send Follow-Up Emails: Automate follow-up emails after meetings.	"Copilot, send a follow-up email to the team with the meeting notes."
Manage Contacts: Keep your contact list updated with Copilot.	"Copilot, add John Doe's contact information to my address book."
Prepare Meeting Notes: Have Copilot take notes during meetings.	"Copilot, take notes during the client meeting."
Manage Calendar: Keep your calendar organized with Copilot.	"Copilot, add the team meeting to my calendar."
Manage Email Filters: Set up and manage email filters.	"Copilot, filter all emails from the finance department into a separate folder."
Track Attendance: Keep track of employee attendance.	"Copilot, log the attendance for today's meeting."
Generate Meeting Minutes: Create detailed meeting minutes.	"Copilot, generate minutes from the last board meeting."



OneNote

Task	Prompt Example
Manage To-Do Lists: Keep track of tasks with Copilot's help.	"Copilot, add 'review project proposal' to my to-do list."
Create Checklists: Use Copilot to create detailed checklists.	"Copilot, create a checklist for the product launch tasks."

Word

Task	Prompt Example
Summarize Documents: Have Copilot summarize lengthy documents.	"Copilot, summarize the quarterly report."
Proofread Content: Have Copilot check your documents for errors.	"Copilot, proofread this report for grammar and spelling mistakes."
Create Templates: Generate templates for recurring documents.	"Copilot, create a template for weekly status reports."
Generate Proposals: Create business proposals.	"Copilot, draft a proposal for the new client project."
Generate Newsletters: Create and distribute newsletters.	"Copilot, draft the monthly company newsletter."
Generate Feedback Reports: Collect and compile feedback.	"Copilot, generate a report from the employee feedback survey."

PowerPoint

Task	Prompt Example
Create Presentations: Use Copilot to generate slides for presentations.	"Copilot, create a PowerPoint presentation on our new product features."

Excel

Task	Prompt Example
Generate Reports: Let Copilot compile data and generate reports.	"Copilot, generate a sales report for Q2."
Analyze Data: Let Copilot analyze data sets and provide insights.	"Copilot, analyze this sales data and highlight key trends."
Create Charts and Graphs: Generate visual data representations.	"Copilot, create a bar chart of our monthly sales."



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