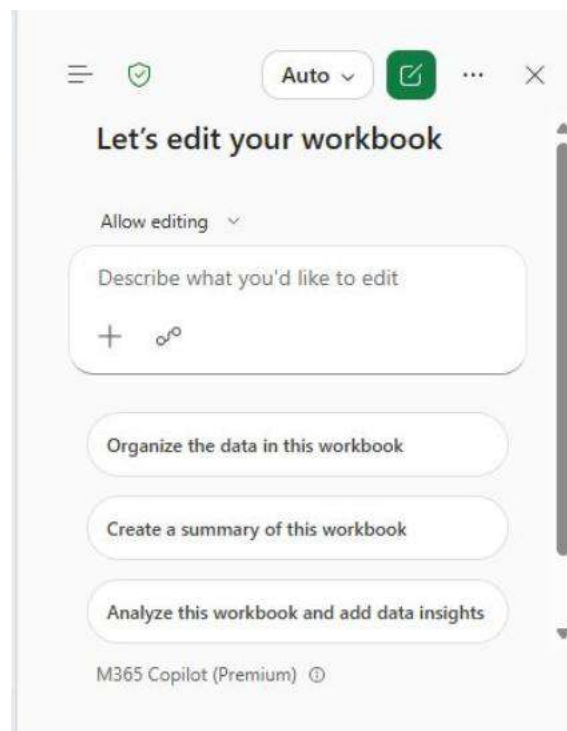


The Future of Excel & Working with Microsoft Copilot

Copilot in Excel

- Copilot reads your open table: headers, types, values, and answers about that data, not the internet.
- Everything arrives as a suggestion: preview, then insert, refine or undo. Nothing changes without you.
- Describe the calculation, and Copilot handles the syntax.
- **Tip:** Make sure your file is not on Read Only mode; Copilot won't work if the file cannot be edited.



Copilot Prompts You Can Try with Your Excel Data:

1. What are 3 key insights from this data?
2. Which region had the lowest revenue?
3. Show the top 5 products as a table
4. Add a profit margin column

5. Explain the formula in H2 in simple terms

How to Prompt to Get Results:

1. **Be Specific:** Name the columns. Define the calculation. "Revenue" beats "the numbers."
2. **Set the Output:** Ask for a table, 3 bullets, or a chart; shape the answer before it arrives.
3. **One Step at a Time:** Chain small asks and refine as you go. Copilot remembers the thread.
4. **Trust, Then Verify:** Ask it to explain itself; spot-check one total. Confidence ≠ correctness.

Bottom Line: Copilot can be confidently wrong, especially with messy data. Verification is an important part of using AI effectively.

[Catch the webinar reply here.](#)

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