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Copilot for Microsoft 365



Introduction

Copilot for Microsoft 365 can be added to any Microsoft 365 business license

Copilot

- Infuses the power of Generative AI into all Microsoft 365 apps and data
 - Available in programs like Word, Excel, PowerPoint, Outlook, and Teams
 - Can access all documents, emails, chats, meetings, and data stored in OneDrive, SharePoint, and other data sources
- Acts as a proactive assistant throughout the workday
 - Learns from documents and interactions for a more personalized and effective experience
 - Anticipates requirements and streamlines repetitive tasks
 - Enables more time for creative and strategic work





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Use Cases for Copilot in Microsoft 365

- Integrating Copilot into work - Designed to complement and enhance activities
- Perform daily tasks quicker, better, and more efficiently



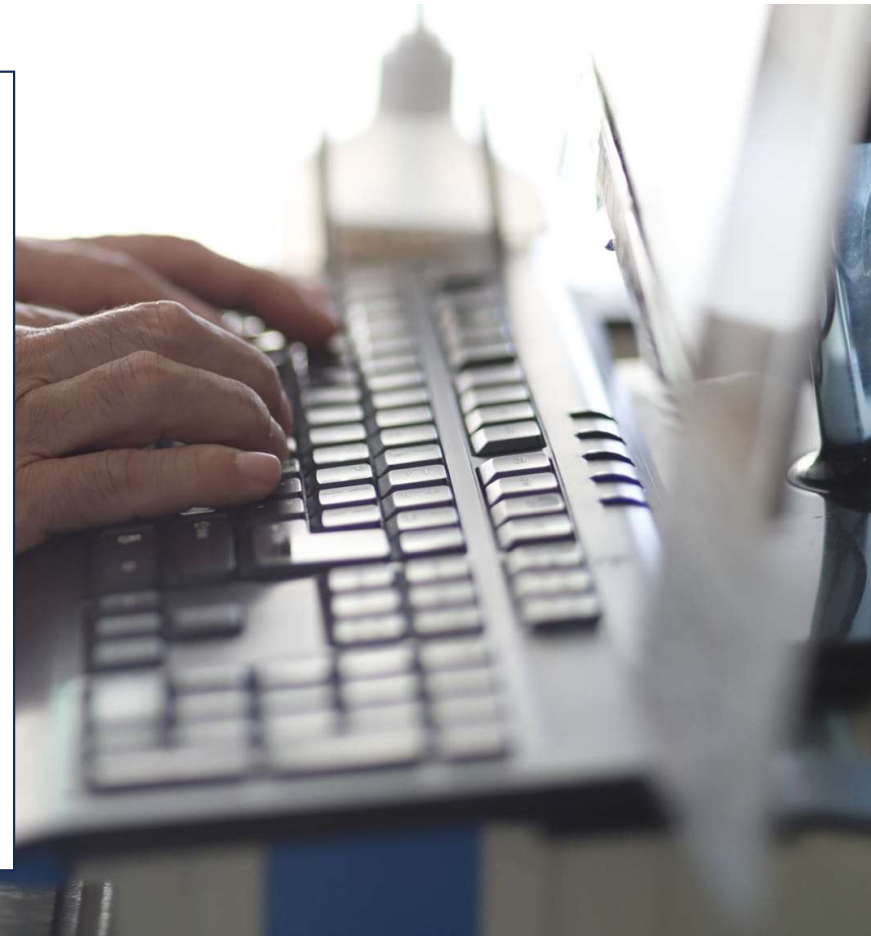


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Copilot in Word: Text Generation

- Generate first drafts of writing projects
 - Based on prompts
- Create sections of a document



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Copilot in Word Summarization

Condense lengthy documents or sections into a summary.

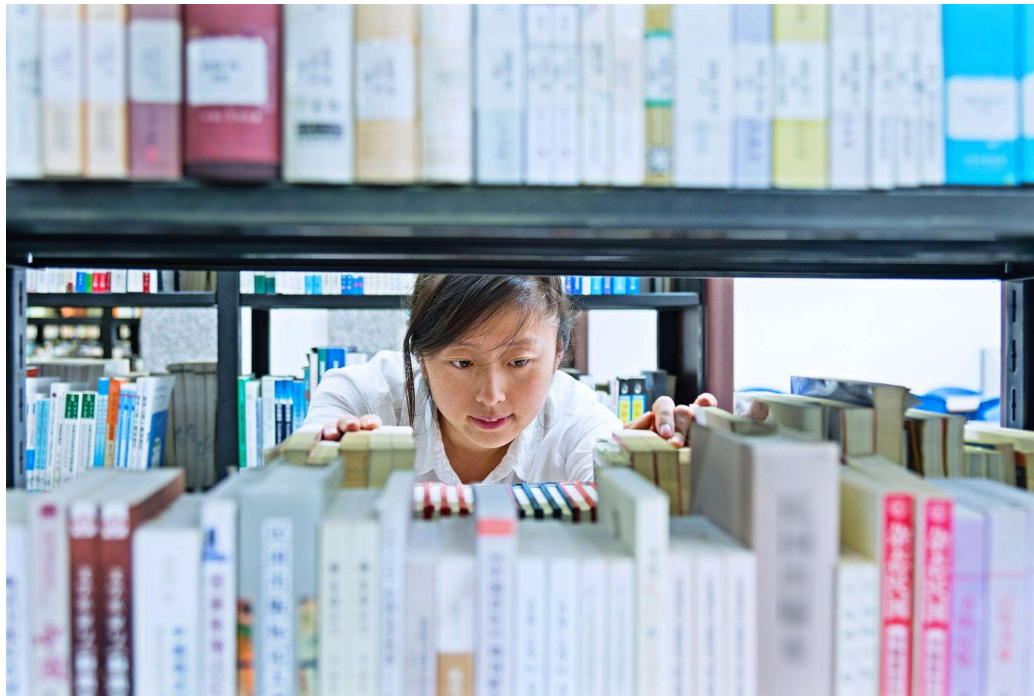




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Copilot in Word: Research Assistance



- Quickly locate pertinent information - Efficiently find relevant data for research
- Cite sources - Properly attribute information to original sources



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Copilot in Word: Template Generation

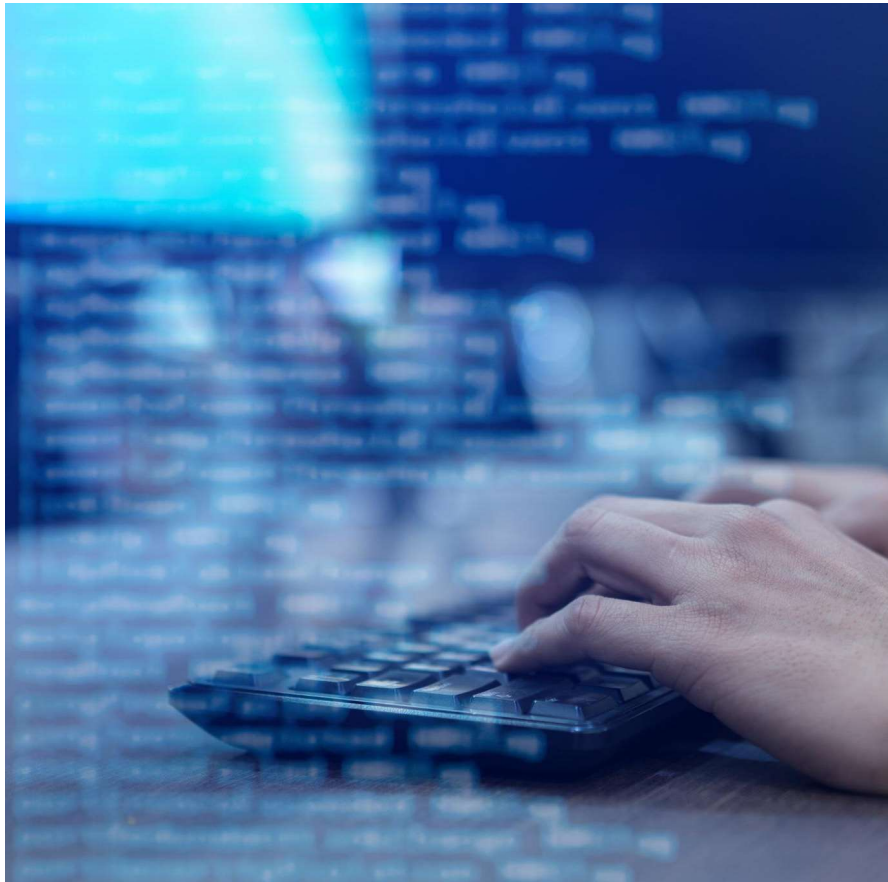
- Letters
 - Formal and informal templates
- Reports
 - Business and academic formats
- Resumes
 - Various styles and layouts





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Copilot in Word: Language Translation

Translate documents or specific text into various languages

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Copilot in Word: Accessibility Enhancements

- Improve document accessibility
 - Suggest alt text for images
 - Ensure usage of readable fonts

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Copilot in Word: Data Incorporation

- Import data from Excel spreadsheets
- Create analyses or summaries of that data



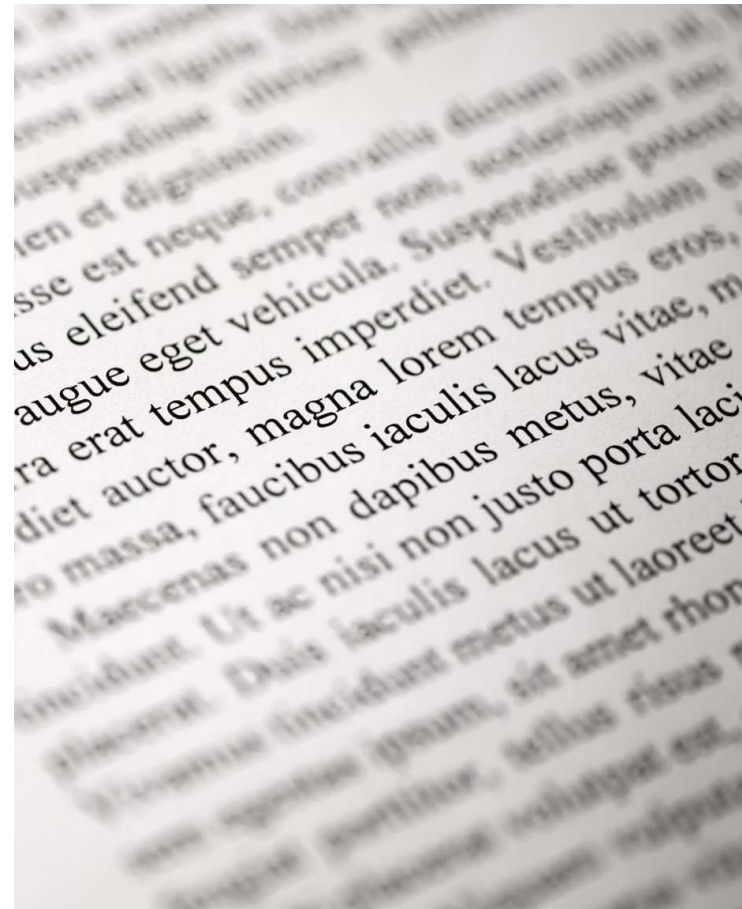


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Copilot in Word: Document Formatting

- Recommend layout enhancements
 - Improve the visual appeal of the document
- Enforce consistent formatting
 - Ensure uniformity across the document



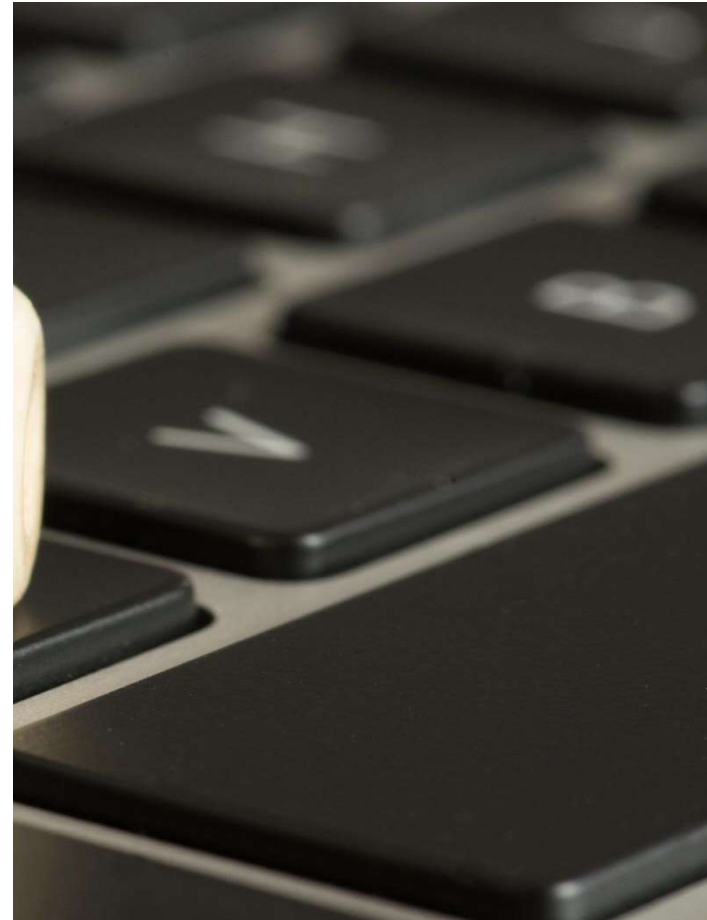


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Copilot in Outlook: Email Discussion Summary

Email Discussion Summary: Copilot can summarize long email threads so that you get the gist of a discussion without having to read through dozens of messages.





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Copilot in Outlook: Email Management

- Organization and Prioritization of Emails
 - Copilot helps to keep your inbox organized
- Reply Suggestions
 - Offers suggestions for quick and efficient replies
- Streamlined Inbox Management
 - Effortlessly manage your inbox with Copilot's assistance





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Copilot in Outlook: Calendar Coordination

- Identifies optimal meeting times
 - Helps to schedule appointments efficiently
- Sends out calendar invites
 - Ensures all participants are informed
- Reminds users of upcoming appointments
 - Helps to keep track of schedule



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Copilot in Outlook: Task Streamlining

- Automates recurring tasks
 - Configuring out-of-office responses
 - Directing emails to designated folders



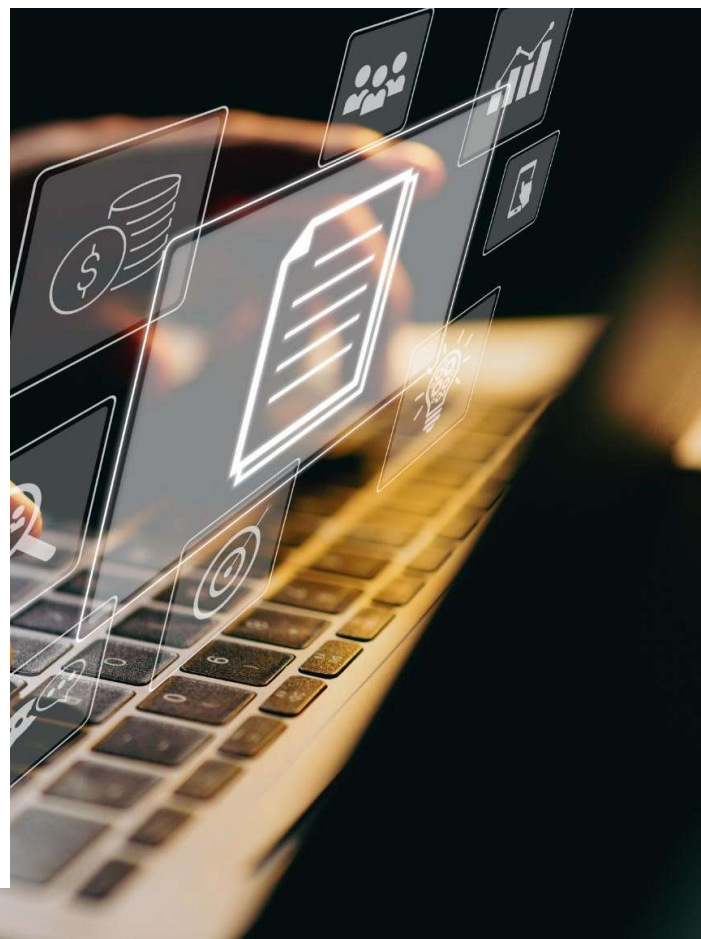


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Copilot in Outlook: Contact Management

- Copilot facilitates grouping of contacts
- Recommends connections based on communication patterns.



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Copilot in Outlook: Drafting Support

- Copilot assists in composing emails
- Proposing content
- Refining grammar
- Ensuring appropriate tone for recipients



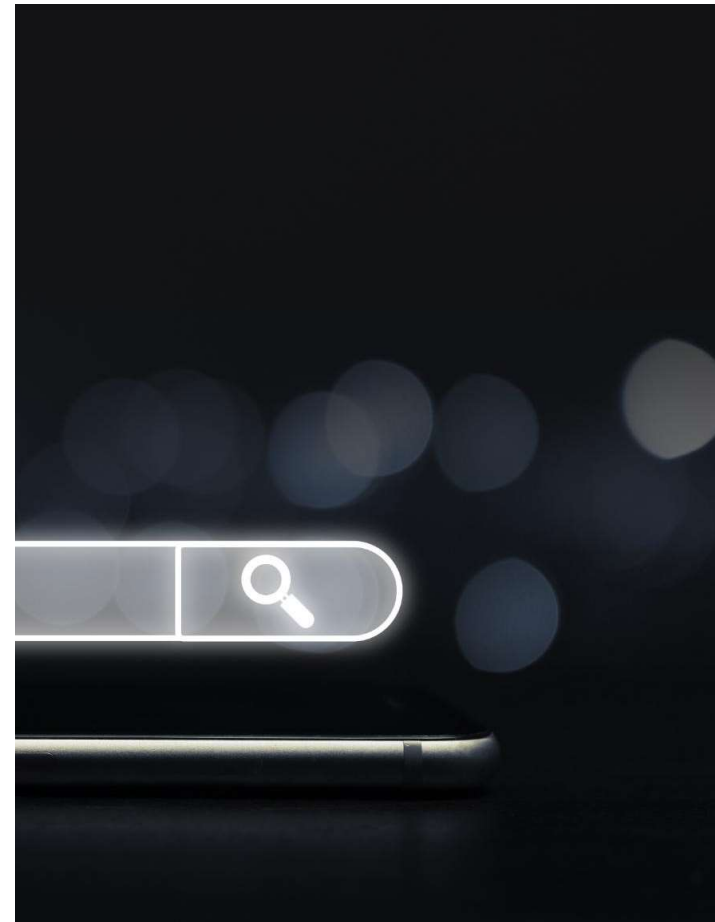


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Copilot in Outlook: Enhanced Search Functionality

- Locate specific emails or attachments using direct questions
- Example: “Can you find all emails about cybersecurity that include John Doe as the recipient?”





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Copilot in Excel: Simple Task Automation

- Cleaning up data
- Formatting
- Numerical calculations
- Data filtering



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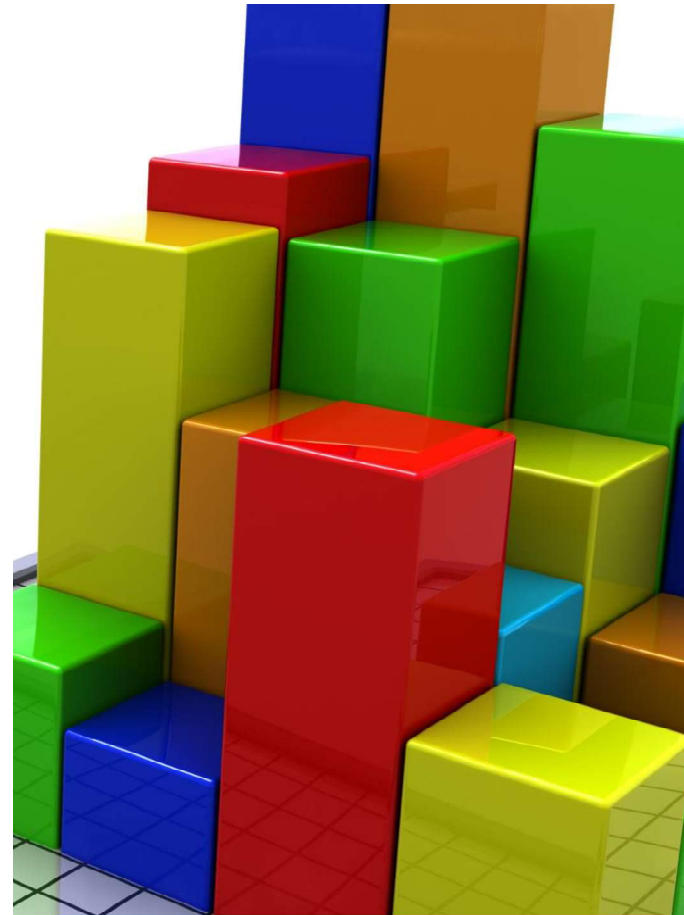


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Copilot in Excel: Data Analysis, Modeling, and Insights

- Analysis of extensive datasets
- Detection of patterns
- Generation of summary reports
- Offering of insights based on data





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Copilot in Excel: Formula Support

- Assists in crafting and explaining intricate formulas
- Helps you make calculations more easily
- Diagnoses errors





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Copilot in Excel: Chart Generation

- Copilot guides users through the creation of diverse chart types
- Customizes charts to enhance data visualization





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Copilot in Excel: Pivot Table Assistance

- Copilot helps configure pivot tables
- Summarize data effectively
- Unveil unique insights



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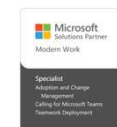
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Copilot in Excel: Macro Automation

- Copilot helps in recording and scripting macros
- Automates repetitive tasks within Excel



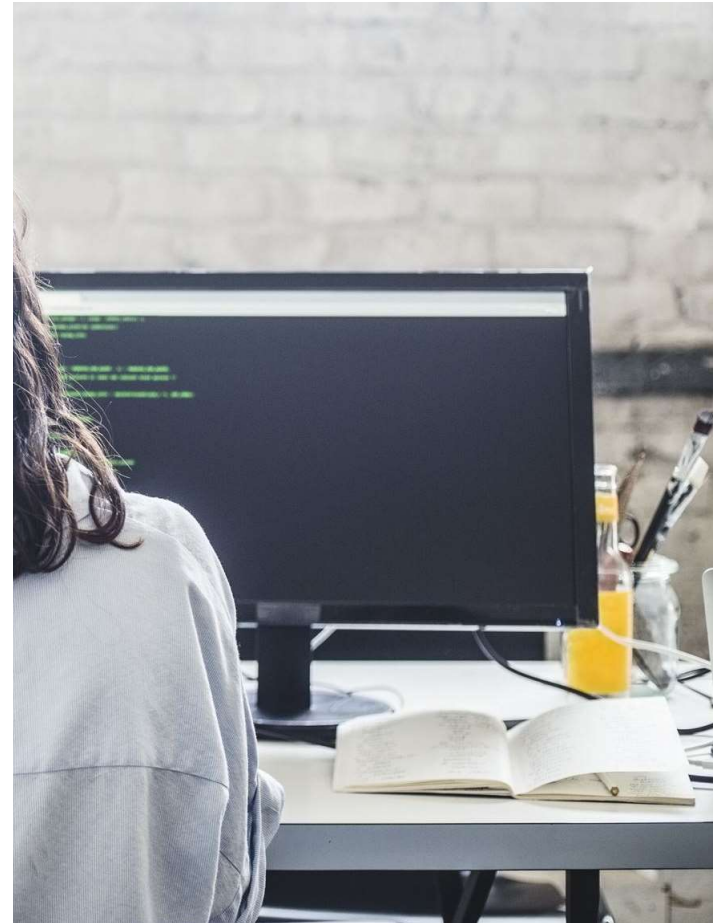


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Copilot in Excel: Template Creation

- Design of Templates for Various Purposes
- Budgets
- Schedules
- Invoices
- Other Purposes





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Copilot in PowerPoint: Transform Word Documents into Presentations

- Convert documents into designed slides
- Provides a solid draft for a presentation





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Copilot in PowerPoint: Design Recommendations

- Copilot suggests design concepts for slides based on their content.



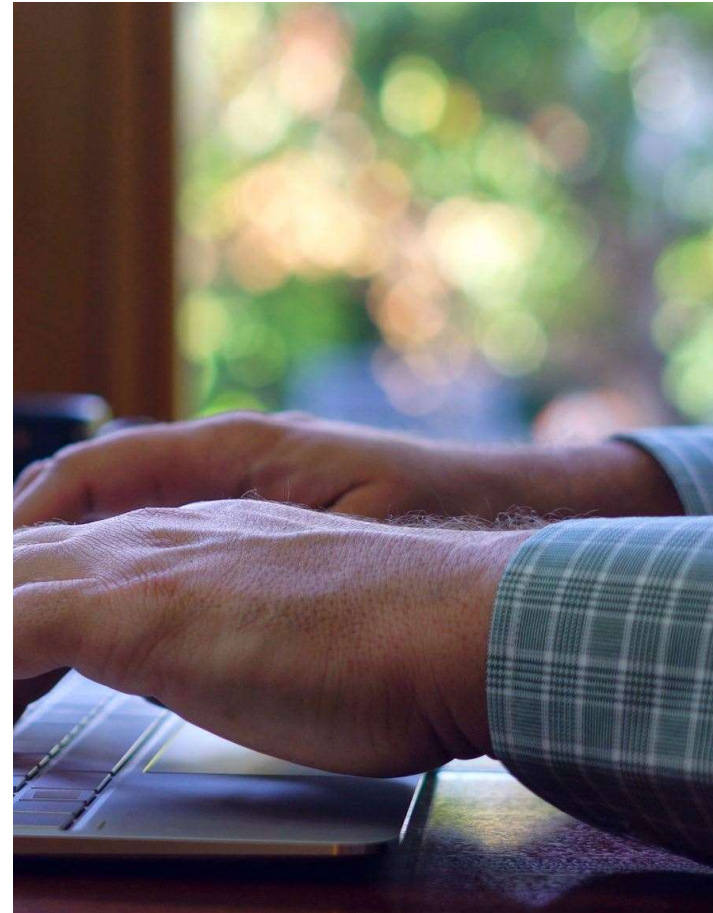


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Copilot in PowerPoint: Content Creation

- Copilot assists in content development
- Helps in crafting bullet points
- Outlines ideas effectively



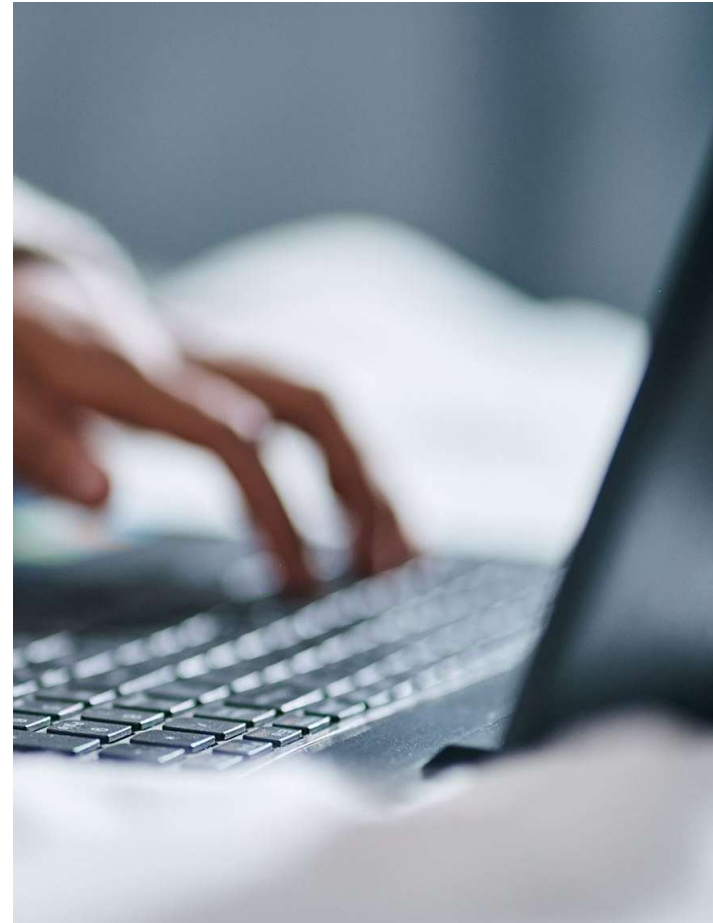


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Copilot in PowerPoint: Incorporating Images and Media

- Copilot assists in discovering and adding relevant images, videos, and other media elements to enrich your slides.

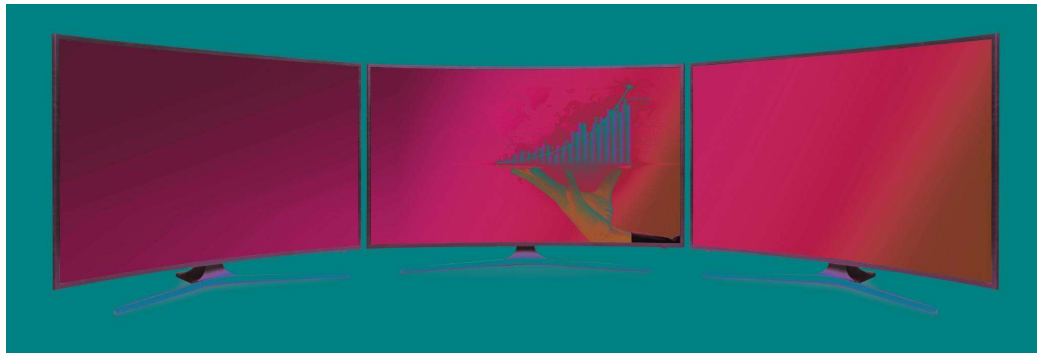




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Copilot in PowerPoint: Animation and Transition Guidance



- Copilot provides direction on incorporating animations and transitions
 - Enhance the dynamism of your presentation





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Copilot in PowerPoint: Rehearsal Support

- Copilot offers feedback on presentation delivery
 - Assists in rehearsal sessions

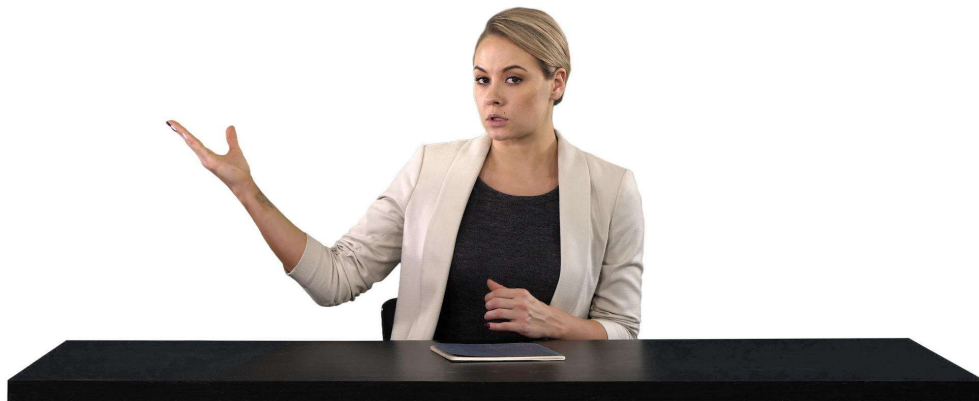




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Copilot in PowerPoint: Accessibility Review



- Accessibility Review: Copilot can help ensure that your presentation is accessible to all audiences, including individuals with disabilities.





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Conclusion

- Connects with all information within Microsoft 365 environment
 - Enhances productivity and efficiency
- Experiment with one routine use
 - Discover new possibilities



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