

# UNLOCK YOUR POTENTIAL WITH COPILOT FOR MICROSOFT 365



## A NEW LEVEL OF WORK WITH THE HELP OF AN AI ASSISTANT



### Get more done in less time with the powerful generative AI

Create a prompt, and Copilot will take over the task – creating content, providing analytical insights, or completing a task.



### Develop your business securely

Copilot is built on a comprehensive security approach; you can work confidently knowing your privacy protection is our priority.



### Increase productivity with additional support exactly when you need it

Get AI-driven assistance directly in the workflow with various programs, in different roles, and over various tasks.

## Increase productivity with Copilot for Microsoft 365:

### Automate routine tasks, optimize workflows, and enhance team efficiency.

Scan the QR code and get a free consultation from **SMART business**. We'll help you seamlessly integrate Copilot into your business processes for maximum results.

**Boost your workday efficiency today!**



Details:

# ENHANCE PROFESSIONAL SKILLS WITH ARTIFICIAL INTELLIGENCE



## Executives

- Copilot helps summarize emails, chats, and create meeting summaries, highlighting key points and next steps.
- Helps generate speeches and presentations based on provided topics and internal company documents.
- Helps analyze data and generate reports that support informed decision-making.



## Marketing

- Helps with planning, execution, and tracking marketing campaigns, generating content, and providing valuable insights.
- Analyzes customer data, identifies trends and preferences so you can adapt your strategies.
- Creates engaging content for social media, blogs, and newsletters, generating drafts and suggesting improvements.



## HR Specialist

- Copilot automates resume selection, interview scheduling, and job offer creation.
- Generates personalized onboarding plans, training materials, and tracks new employee progress.
- Assists in gathering performance data, creates evaluation documents, and plans feedback sessions.



## Sales Manager

- Copilot helps you manage leads, track interactions, plan next steps, and create sales reports.
- Can generate personalized sales proposals based on client requirements and past interactions.
- Analyzes sales data to predict future trends and help set realistic goals.



## Lawyer

- Able to draft, review, and manage contracts ensuring compliance with legal standards.
- Assists with legal research, summarizing relevant court cases and regulations.
- Tracks changes in laws and regulations, ensuring organizational compliance.



## Financial Specialist

- Optimizes financial reporting and aids in data analysis to identify trends for decision-making.
- Creates and tracks budgets, monitors expenses, and ensures compliance with financial policies.
- Automates invoice processing for timely payments and accurate record-keeping.