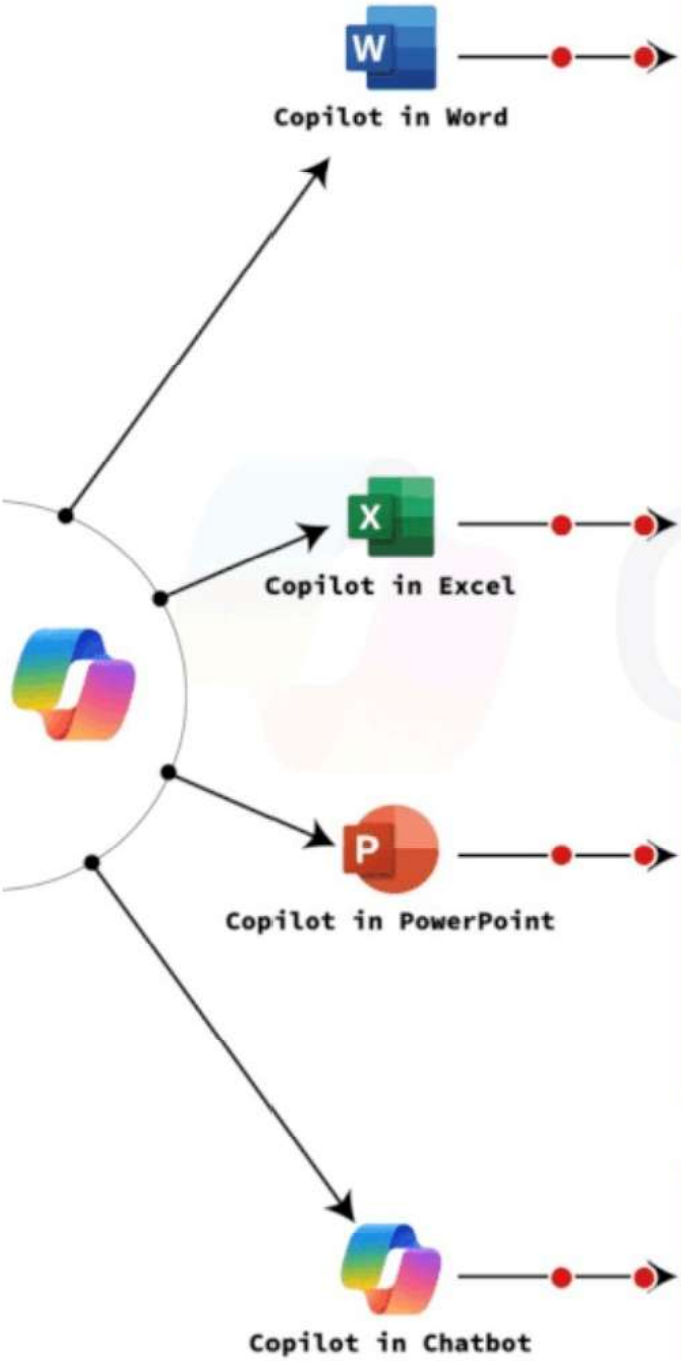
HOW TO USE COPILOT



Purpose: Write faster and sound sharper.

Key features:
- Draft documents from a short prompt
- Rewrite or shorten text for clarity and tone
- Summarise long files into key takeaways

Top uses:
- Create proposals or reports in minutes
- Generate follow-up emails or summaries
- Translate or simplify complex text

Pro Tip:
Say, "Summarise this document into 5 bullet points."

Purpose: Turn data into decisions.

Key features:
- Build charts, formulas, and pivot tables from text
- Clean messy data fast (duplicates, errors, formats)
- Highlight trends and insights automatically

Top uses:
- Create quick dashboards
- Summarise KPIs for reports
- Explain or fix complex formulas

Pro Tip:
Ask, "What's driving this number?" after selecting your data.

Purpose: Build clear slides that tell a story.

Key features:
- Create full decks from text or Word docs
- Auto-generate speaker notes and structure
- Turn dense text into visuals and bullet points

Top uses:
- Make client or team presentations fast
- Convert reports into clean slides
- Add images and charts instantly

Pro Tip:
Try, "Turn this report into a 7-slide summary with visuals."

Purpose: Your AI teammate across Microsoft 365.

Key features:
- Search emails, files, and chats instantly
- Draft replies, summaries, and action notes
- Analyse PDFs, Excel sheets, or reports

Top uses:
- Prep for meetings
- Find project updates fast
- Get insights from long documents

Pro Tip:
Use it to "summarise everything I missed this week."