

Microsoft 365 Copilot

The background features a large white circle on the left side. To the right of the circle, there is a teal-colored area with a subtle, wavy pattern. The top right corner is a soft gradient of yellow and green, suggesting a sky or sun. The overall design is clean and modern.

Agenda

Learn how to chat with AI, and how Copilot works with the office 365 Suite

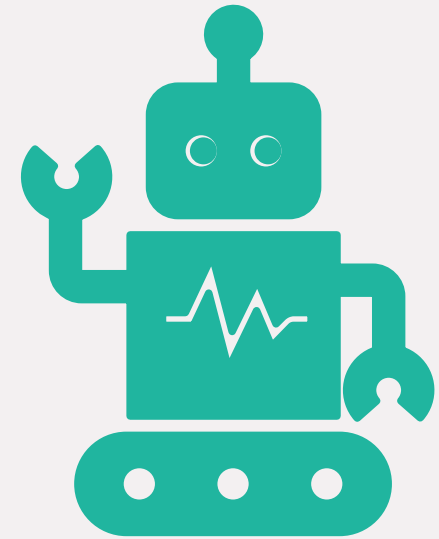
Using Copilot Pro in Word, Excel, PowerPoint, and Outlook

Understanding the interaction between Copilot and ChatGPT

What is Copilot?

Microsoft Copilot is an artificial intelligence (AI)-powered tool that is primarily created to support Microsoft 365 users with automation features for Word, Excel, PowerPoint, Outlook and Teams. It also works with the Bing search engine and Windows operating system.

Copilot offers suggestions, automates tasks, and the end goal is to make users more efficient and productive.



Benefits of Copilot Pro and ChatGPT4



Use Copilot in Word, Excel, PowerPoint, OneNote, and Outlook



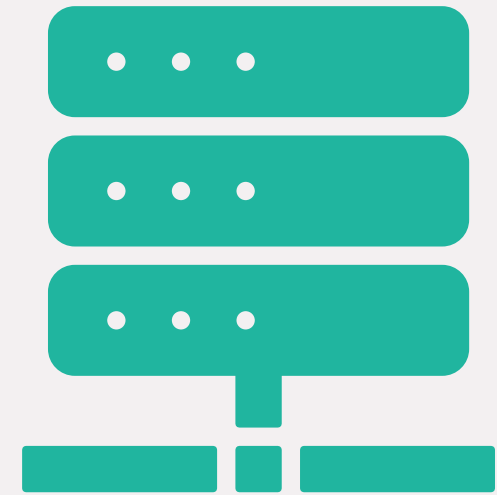
Compile data in less time with generated formulas, summarized data, and visuals



Chat GPT4 – Consistent and reliable, can be personalized, and multilingual

Gaining access to Copilot Pro

- Copilot Pro is available in multiple Office 365 applications, including Word, Excel, PowerPoint, and Outlook
- You can also access Copilot directly from your desktop, and take full advantage of the available features
- When you launch the Microsoft Edge browser, Copilot will also be accessible with the icon being visible right by your address bar
- Bing, and Microsoft Start homepages on your Edge browser offer the Copilot feature as well



Copilot with Microsoft Edge

1

Improve your browsing experience by utilizing the sidebar feature within the Microsoft Edge browser

2

Get specific answers by using the “screenshot” icon in the sidebar search bar

3

Direct Copilot’s answer in edge by using the “add image” addition

4

Copilot can respond to requests that pertain to documents, webpages opened in your current edge tab, and more!

Copilot using Microsoft Word

Draft with Copilot in Microsoft Word and discover Copilot's flawless writing capabilities

Ask for any type of document to be written, and watch Copilot take care of the rest

Whether you want to create a resume template, summarize a document, or create a paragraph about time-management, the rest will be covered by Copilot in seconds!

Integrate Copilot and PowerPoint



Take advantage of the AI driven command system within Copilot in PowerPoint and take charge of the content you want within a minute!

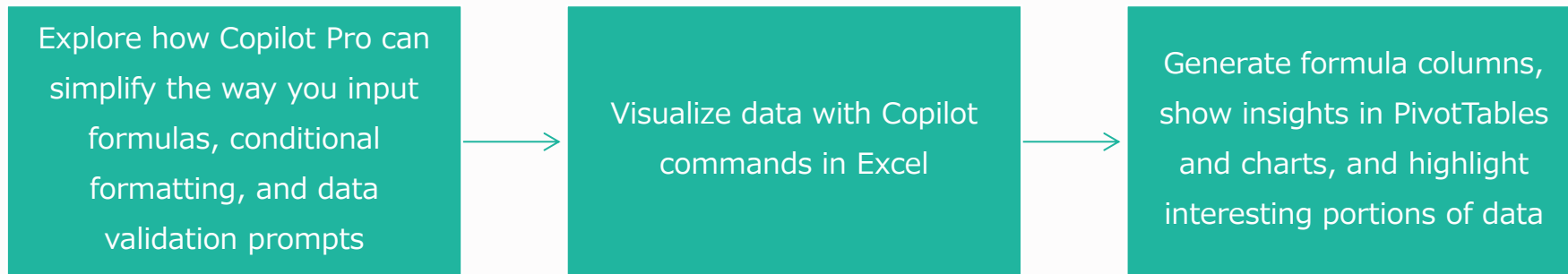


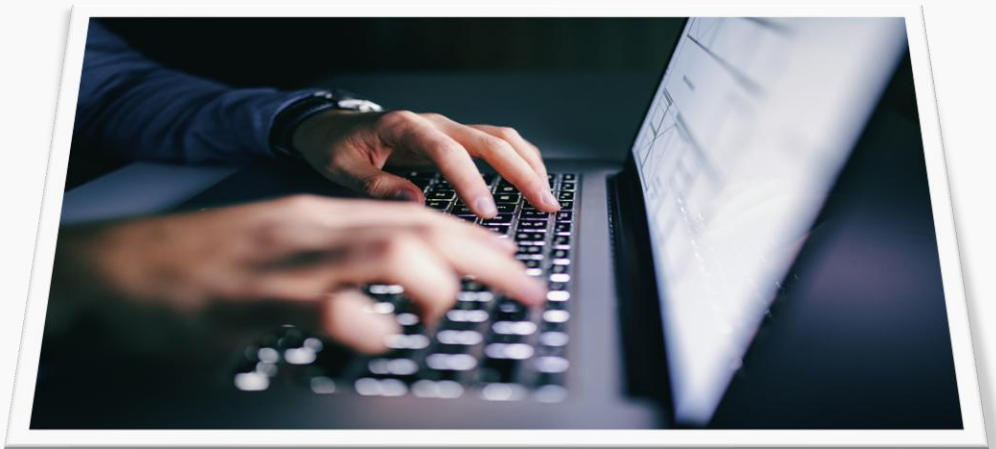
Use different prompts, and see how easy it becomes to personalize the way you create a PowerPoint



Create, Understand, Edit and Ask your way to the most complete presentation using the chat system built within Copilot for PowerPoint

Simplify the way you analyze Excel data





Increasing efficiency in Outlook



Fast and efficient writing



Correction, improvement, and suggestions
throughout Copilot in Outlook



“Out of office”, “Temporary Leave” emails
have never been so simple and effortless

Copilot and Visual Design



Focusing on visual design within Copilot



Generate Visuals using Microsoft Edge



Customize logos with Chat GPT Designer



Create a PowerPoint presentation with AI-generated content and images