Microsoft 365 Copilot

Copilot

Game-changing AI for business

What is Copilot?

Copilot is your AI assistant at work

Microsoft calls it "a whole new way to work" because it works across all Microsoft 365 applications and enables the user to work by instructing Microsoft 365 to perform tasks using natural language, aka prompting. They go on to explain that "It combines the power of **large language models (LLMs)** with your data in the **Microsoft Graph** and the Microsoft 365 apps to turn your words into the most powerful productivity tools on the planet."

Microsoft 365 Apps

Microsoft 365 Copilot

Large Language Model

Microsoft Graph

Microsoft Graph is a way to access and use all the information and features in Microsoft 365. With Graph, you can create intelligent apps that work with Microsoft 365 data and services.
A large language model (LLM) is a computer program that can understand and generate natural language using a lot of data and math. It can learn from many texts and do different tasks with words. Chat GPT is a large language model.

How does it work?

An app-by-app overview

Word

Copilot in Word is a tool that supports writing, editing, summarising, and creating texts alongside the user. With a brief prompt, Copilot in Word can generate a first draft for the user, drawing on information from across the organisation as needed.

Copilot can also enhance existing texts by summarising them, rewriting sections
or the whole text to make them more concise, and suggesting different tones from professional to passionate or casual to thankful—to help the user communicate effectively.

Copilot can also assist the user in improving their writing skills by offering suggestions that strengthen their arguments or smooth inconsistencies.

Here are some examples of prompts that you could try:

- "Produce a two-page project proposal based on the data from [a document], [an email] and [a spreadsheet]."
- "Modify the tone of the document to be more casual."

Excel

Copilot in Excel is a tool that facilitates data analysis and exploration.

The user can pose questions about their data set in natural language, not just formulas. Copilot will reveal correlations, propose what-if scenarios, and suggest new formulas based on the user's questions—generating models based on the user's questions that help them explore their data without modifying it.
The user can identify trends, create powerful visualisations, or ask for recommendations to drive different outcomes.

Here are some examples of prompts that you could try:

- "Provide a breakdown of the sales by type and channel."
- "Project the impact of [a variable change] and generate a chart to help visualise it."

Powerpoint

Copilot in PowerPoint is a tool that supports the easy creation of stunning presentations. As your storytelling partner, Copilot can transform existing written documents into slides complete with speaker notes and sources or start a new presentation from a simple prompt or outline.
Copilot can also help you to reduce lengthy presentations at the click of a button and use natural language commands to adjust layouts, reformat text, and perfectly time animations.

Here are some example prompts that you could try in PowerPoint:

- "Produce a five-slide presentation based on [Word document] and include relevant stock photos."
- "Reduce this presentation into a six-slide summary."
- "Reformat these three bullets into three columns, each with a picture."

Outlook

Copilot in Outlook assists you in your inbox and messages so that you can spend less time on email sorting and more time on communicating—better, faster, and more easily. Condense lengthy, complicated email threads with multiple people to understand not only what has been said, but the different perspectives of each person and the unresolved queries that need to be answered. Reply to an existing email with a simple prompt or turn brief notes into clear, professional messages—drawing from other emails or content that you already have access to from across Microsoft 365. Switches can be used to adjust the tone or length of your note.
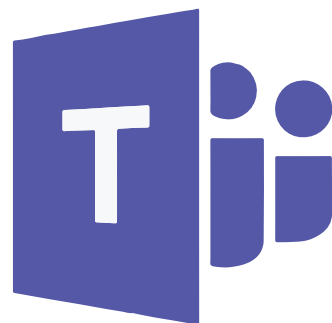
Here are some example prompts you can try in Outlook:

- "Draft a response thanking them and asking for more details about their second and third points; shorten this draft and make the tone formal."
- "Invite everyone to a 'lunch and learn' about new product launches next Thursday at noon at Restaurant X on Warren Street. Mention that lunch is provided."

Teams

Copilot in Teams makes working together easier. Copilot helps you run more efficient meetings, organise key points of discussion, and summarise key actions so that the whole group knows what to do next. In your chat, Copilot gets you answers to specific questions or fills you in on anything you've missed, all without disrupting the flow of discussion. By adding Copilot to your meetings and conversations, you also have a powerful tool to help with common tasks such as creating meeting agendas based on chat history, identifying the right people for follow-ups, and arranging the next check-in.

Here is an example prompt you can try:

- "Summarise what I missed in the meeting. What points have been raised so far? Where do we differ on this topic?"

Business Chat

Business Chat is an entirely new app and a new way to interact with your computer and get things done.
You can ask it questions or tell it what to do, and it will use your Microsoft 365 data and apps to help you. It understands the data that is saved by the organisation, and you can ask questions from it, or tell it to
create documents based on that data.

You can ask it to do anything with natural language and it will come up with answers and suggestions.

For example:

- "Who are our most profitable clients?"
- "Summarise the chats, emails, and documents about the exhibition in Barcelona next month."

Hopefully you can now see what a major upgrade Copilot is going to be and are as excited as I am to check it out! It's difficult to predict what will result, but one thing is for sure: some organisations will leverage the technology effectively and others will fall behind.

LAN Support helps their clients extract the maximum possible value from the technology available to them. Don't get behind the times, get in touch today and start leveraging the power of professionally managed, cutting-edge technology!

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