

Decoding Copilot: Your Job's Secret Weapon Webinar Handout

What Can You Do with Copilot?

- Ask questions and receive intelligent answers
- Customize the interface to your organization's needs
- Automate repetitive tasks
- Integrate with various platforms such as Visual Studio Code and GitHub

Tip: Have writer's block? Ask for writing assistance or suggestions to get started!

Using Copilot in a Professional Setting

You can use Copilot to save time and increase your productivity in your role!

1. Code Generation and Debugging

- Generates code snippets.
- Provides suggestions for developers.
- Provides suggestions to help developers identify and fix errors in their code more quickly.

2. Writing

- Provides intelligent suggestions for sentence structure, grammar, and vocabulary.
- Generates text summaries – breaks down larger documents!
- Paraphrases text and makes it easier to read!

3. Create Content

- Creates customized lesson plans and assessments.
- Suggests original ideas.
- Provides suggestions for rhyming and meter.

4. Informational Queries and Explanations

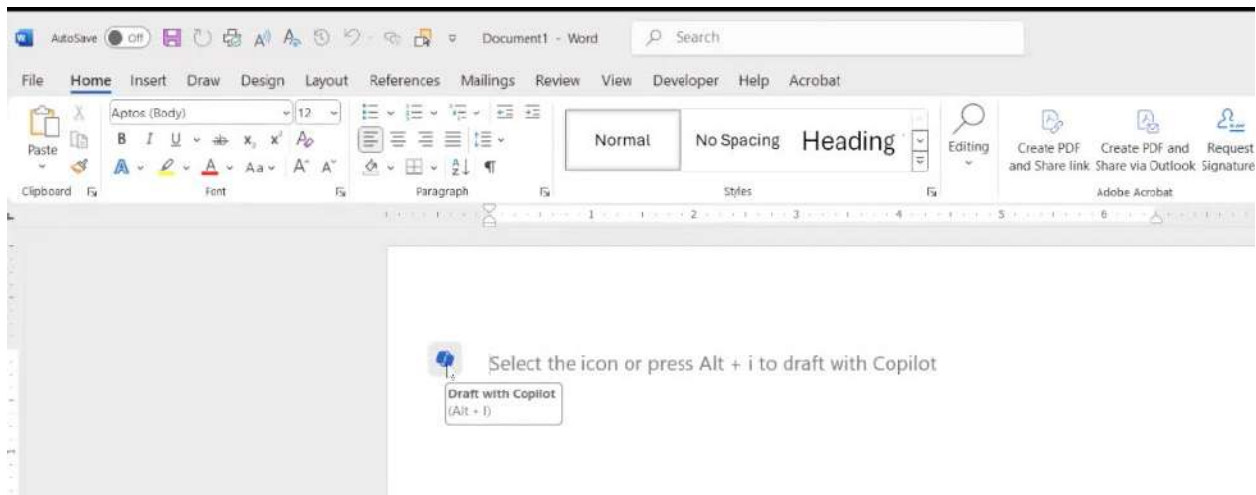
- Handles a wide range informational queries.
- Useful for customer service roles – provides faster responses to customer inquiries.
- Uses machine learning algorithms to analyze text and generate intelligent responses.

5. Generating Detailed Explanations

- Breaks down large concepts and topics with Copilot.
- Request simple explanations to help further your understanding.

Integration with Microsoft 365

You can integrate Copilot with Word, Excel, PowerPoint, Outlook, Teams and more!



Best Practices:

- When using Copilot with Excel, make sure your data is displayed in tables.
- Create slide decks and build out presentations with Copilot and PowerPoint – it'll even generate speaker notes and images!
- When crafting emails, you can choose between Draft (what you want the email to say – select from different tones and more!) or Coaching (generates feedback to improve your email).
- Open a new chat in Teams with Copilot – ask when your last meeting was, to show you emails, and more!
- Copilot is a tool – it's not always correct, so be sure to double check the information it presents you with.
- You'll need to practice using Copilot – over time you'll phrase questions more effectively and know what to include to get the suggestions you need.

Watch the [webinar replay](#) here. Ready for the next step? We offer three different [Copilot Classes](#) for public training or private group training. Review the outlines here: [Copilot for the Modern Workplace](#), [Getting Started with Copilot and Your Microsoft Applications](#), and [Mastering Copilot and AI in the Modern Workplace](#). You can register online in a public class or request a private group quote on our website!