AI (Artificial Intelligence)

Copilot and ChatGPT

December 2025

AI and ChatGPT

Both Copilot and ChatGPT are LLMs (large language models), but they aren't built on the same technology.

That said, Microsoft allows users to access ChatGPT-4 Turbo technology through Copilot in addition to using Copilot's native LLM technology. Microsoft and OpenAI have an official business relationship, and as Microsoft puts it, the two companies "are working together to develop the underlying AI. Microsoft is developing and providing the supercomputing infrastructure that OpenAI services run on."

For many use cases, Copilot and ChatGPT behave similarly. However, they're actually very different products. ChatGPT is a more generic tool with access to public data, while Copilot is designed to work securely with your company's proprietary data.

Copilot vs. ChatGPT: The Basics

Copilot and ChatGPT are superficially similar in one regard. As LLMs, they both operate on written prompts and produce written results.

However, that's where the similarity ends. From datasets covered to use cases and more, these two AIs are vastly different.

In a nutshell, Microsoft has taken their AI engine and wrapped it around SharePoint, OneDrive, and the rest of Microsoft 365. The result works like a personal assistant that understands all proprietary organizational data to which it has access. It's so good, you may want to help your personal assistant find a new career.

Both Copilot and ChatGPT are available in several different versions—some free, some paid.

While ChatGPT can also function as a personal assistant, there's one huge difference: ChatGPT doesn't (or shouldn't) have access to your organization's internal data.

Copilot and ChatGPT use wildly different datasets

ChatGPT's answers reflect the dataset on which it's been trained. By definition, none of your organization's internal data makes it into that dataset—at least we hope it doesn't. If it does, you have a larger problem, which we'll cover when we get to cybersecurity.

In contrast, Copilot is fully integrated into your Microsoft 365 environment. It works within the sphere of your internal data, and it can give context-specific answers that apply to your operations. This has profound implications for use cases, cybersecurity, and copyright considerations, which we'll explore in a moment.

Copilot beats ChatGPT for both internal and external operations

Microsoft Copilot Business Use Cases

As an integrated Microsoft product, Copilot is incredibly versatile. It has too many use cases to cover them all here. For a larger overview. Click on every Microsoft application logo to see what Copilot can do in different contexts.

That said, here are a few easy ways to use Copilot to improve productivity in day-to-day work.

- **Drafting an important email or document.** Like ChatGPT, Copilot can produce written communications for you. If it's tough to wrap your mind around the main points you should cover, Copilot can write for you.
- **Finding files after consolidation in SharePoint and OneDrive.** For organizations that still use shared folders and mapped network drives, it's stressful to imagine the move to cloud storage. People worry that they won't be able to find their files. While it might sound crazy, your team actually won't need to know where their files are. Copilot can find files with simple, natural-language prompts.
- **Getting the important points from a Teams chat.** Let's be honest, instant messaging has its place, but it can also bury important information as new things come up. Copilot can read chats for you, detect action items, and summarize what you need to know in a few bullets.
- **Summarizing an email chain (and what the team needs from you).** Let's say your boss sends you an email about the budget, referencing other email chains as well as Teams chats on the subject. Copilot can summarize the situation for you and explain in plain language what your boss is looking for.

Note that ChatGPT can't access any of your organization's proprietary data. Using ChatGPT securely will place a significant limit on what the AI can do to interpret internal data and advise on operations, whether internal or external.

Common Use Cases for ChatGPT

- **Producing written content,** provided: 1) you're not including sensitive information in the prompt, 2) you don't mind the fact that other ChatGPT users could generate the same content that the AI is giving you, 3) you don't mind the fact that you don't own the copyright for the output content, and 4) someone else may already own the copyright for the output content.
- **Writing basic code.** ChatGPT can help developers solve coding problems, although its output may not be optimized or even accurate. Also consider the fact that code can be copyrighted.
- **Generating customer service responses, including translation into different languages.** ChatGPT excels at helping customer service agents respond to communications quickly while maintaining a positive, professional voice. The application can also translate written content to assist with cross-language customer support.

This list is by no means exhaustive. However, you can see the difference in the use cases. ChatGPT can't (or *shouldn't*) function as a personal assistant with access to your organization's proprietary information. Microsoft Copilot is designed to work this way while protecting your information.

ChatGPT And Copilot Are Really Similar

Before diving into the *differences* between ChatGPT and Copilot, let's look at all the major ways in which they're actually really similar. They're both AI-powered productivity chatbots, and that alone means there's a lot of overlap.
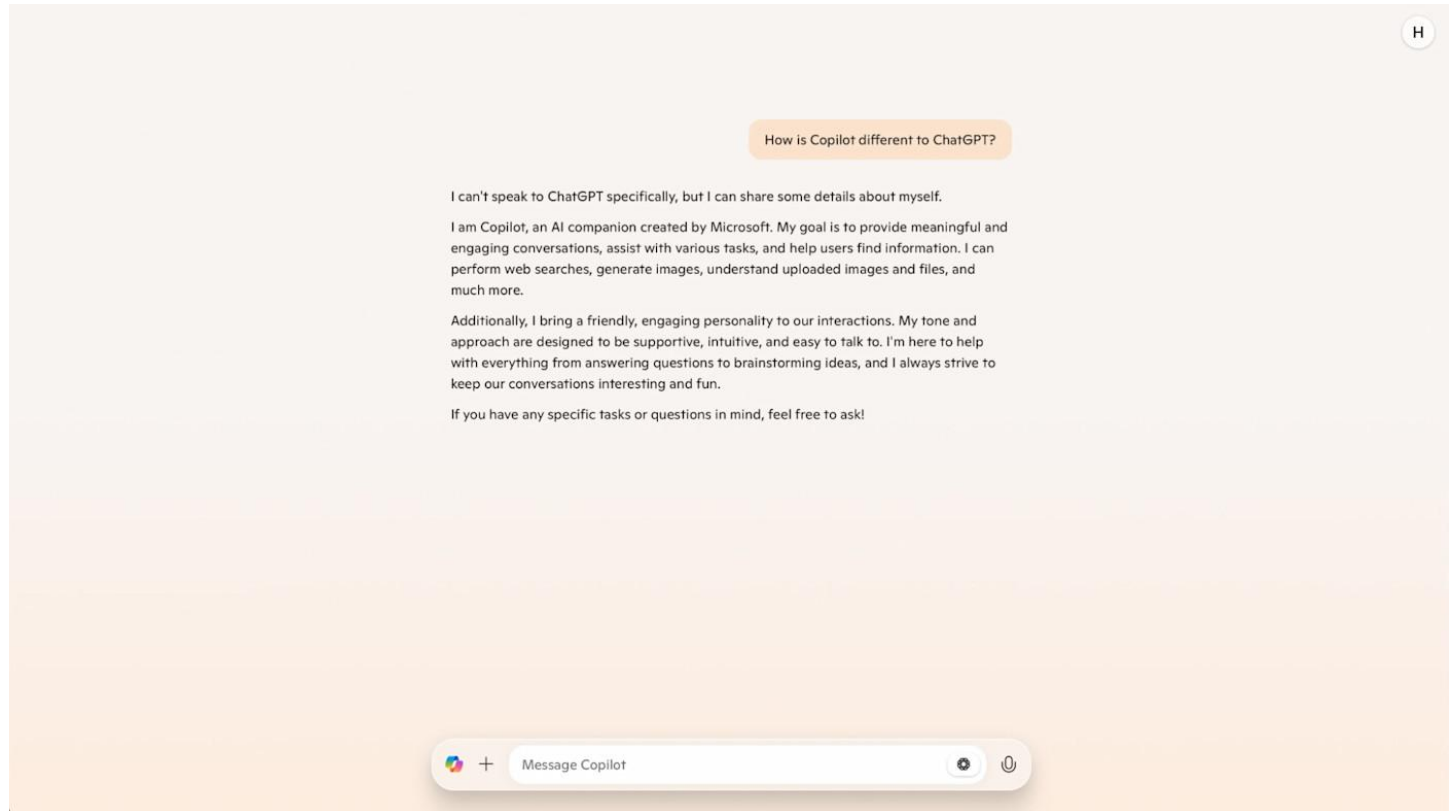
- **Both can understand and generate text, images, code, documents, and more**. These are both multimodal chatbots, so if there's a feature you associate with AI chatbots, they almost certainly have it.

- **Both use the latest AI models from OpenAI**. As I write this, that's the GPT-4o and o1 series of models. Microsoft also claims to use its own proprietary models, but given that it's a major investor in OpenAI and the feature overlap is so extreme, it's safe to assume that OpenAI's state-of-the-art models are doing a lot of the heavy lifting.

- **Both are available on the web and through mobile apps**. I'll get into this a little more in a bit, but you can essentially use either chatbot on any device.

- **Both apps can search the web for new information**. Gone are the days where different AI tools had different knowledge cutoff dates that affected their answers. Both ChatGPT and Copilot can pull in information from the open internet.

- **You have to pay to get the best from both apps**. While both apps have free versions, using the best and most powerful features requires you to pay upwards of $20/month.

Copilot And ChatGPT Have Similar Pricing

Both Microsoft and OpenAI have evolved their offerings to fit business vs. personal use cases, as well as different team sizes in a business scenario. Looking at pricing alone, the two tools appear to be very similar—but remember everything else we've covered so far. The tools are very different, though their tiers are priced similarly.

	Microsoft Copilot	**ChatGPT**
Free version	Copilot Free	ChatGPT Free
Paid version	Copilot Pro ($20/mo.)	ChatGPT Plus ($20/mo.)
Business version	Copilot for Microsoft 365 Business ($30/mo.)	ChatGPT Team ($25-30/mo.)
Enterprise version	Copilot for Microsoft 365 Enterprise ($30/mo.)	Chat GPT Enterprise (quote required)

Pricing/Plan Websites

[Your AI Assistant for Work | Microsoft 365 Copilot](#)

[ChatGPT Pricing | OpenAI](#)

Differences in Copilot and ChatGPT

ChatGPT and Microsoft Copilot are both powerful AI tools, but they serve different purposes and have distinct features:

ChatGPT:

- **Conversational AI**: ChatGPT excels in generating human-like responses, making it ideal for interactive conversations, brainstorming, and creative writing.
- **Versatility**: It can be used for a wide range of tasks, from answering questions to generating code, creating art, and more.
- **Accessibility**: Available on multiple platforms, including mobile and desktop, and supports voice conversations and image inputs.
- **Advanced Language Models**: Powered by GPT-4 and GPT-4o, ChatGPT offers nuanced and accurate responses.

Microsoft Copilot:

- **Productivity Integration**: Copilot is integrated into Microsoft 365 apps like Word, Excel, and Teams, enhancing workflows and collaboration.

- **Task Automation**: Automates repetitive tasks, summarizes content, and offers intelligent suggestions to streamline work.
- **Document Management**: Helps with drafting emails, rewriting paragraphs, summarizing documents, and analyzing data.
- **Collaboration Features**: Supports real-time co-authoring, meeting summaries, and task management within the Microsoft ecosystem.

Key Differences:
- **Primary Use Cases**: ChatGPT is more focused on conversational interactions and creative tasks, while Copilot is tailored for productivity and collaboration within Microsoft 365.
- **Integration**: Copilot is deeply integrated into Microsoft tools, providing seamless transitions between apps like Word, Excel, and Teams. ChatGPT, on the other hand, is a standalone conversational AI that can be accessed across various platforms.
- **Customization**: Copilot offers features like adaptive learning and customizable interfaces to tailor the user experience[2]. ChatGPT provides advanced language processing for more intuitive and dynamic conversations.

Both tools are designed to enhance productivity and creativity, but the best choice depends on your specific needs and preferences.

Choosing between ChatGPT and Microsoft Copilot

Choosing between ChatGPT and Microsoft Copilot for your work depends on your specific needs and the nature of your tasks. Here are some considerations to help you decide:

When to Use ChatGPT:

- **Creative Tasks**: If your work involves creative writing, brainstorming ideas, or generating content, ChatGPT's conversational abilities and advanced language models can be very helpful.
- **Versatile Interactions**: For tasks that require a wide range of interactions, such as answering questions, coding assistance, or even casual conversations, ChatGPT is a great choice.
- **Accessibility**: If you need an AI tool that you can use across multiple platforms, including mobile and desktop, and supports voice and image inputs, ChatGPT offers this flexibility.

When to Use Microsoft Copilot:

- **Productivity and Collaboration**: If your work involves a lot of document management, data analysis, or collaboration within the Microsoft 365 ecosystem (Word, Excel, Teams, etc.), Copilot is designed to enhance these workflows.
- **Task Automation**: For automating repetitive tasks, summarizing content, and generating insights from documents, Copilot's integration with Microsoft 365 apps can save you a lot of time.
- **Seamless Integration**: If you already use Microsoft 365 tools extensively, Copilot's seamless integration will provide a more cohesive and efficient experience.

Key Considerations:

- **Nature of Tasks**: Assess whether your tasks are more creative and conversational (ChatGPT) or productivity-focused and collaborative (Copilot).
- **Tool Integration**: Consider how well each tool integrates with your existing workflow and tools.
- **Specific Features**: Identify the specific features you need, such as real-time co-authoring, document summarization, or advanced language processing.

Ultimately, you might find that using both tools in tandem can provide the best of both worlds, leveraging ChatGPT for creative and versatile tasks and Copilot for productivity and collaboration within Microsoft 365.

Microsoft Copilot requires more preparation, but that's a good thing
ChatGPT isn't integrated into Microsoft 365 by default. It runs on public data, and it shouldn't have access to your private data in M365. This means you can start using ChatGPT right away—without cleaning up your organization's data.

Microsoft Copilot is different. Since it's deeply integrated into your Microsoft 365 environment, you won't get the most out of the tool if you simply turn it on.

Naturally, since Copilot is deeply integrated into your organization, your teams can get more out of it than ChatGPT. With the right preparation, Copilot becomes an AI that knows your company rather than a generic AI.

While Copilot requires more preparation than ChatGPT, think of it this way. Because Copilot is deeply embedded into your Microsoft environment, you're actually getting much more out of the tool than ChatGPT can provide. You get what you pay for in terms of preparation, training, and data readiness.

- **ChatGPT pricing**.

- **Microsoft Copilot pricing for M365**.

Copilot vs. ChatGPT: The takeaway

For Microsoft customers, there's really no contest. Copilot beats ChatGPT any day, on any task.

Why? Because Copilot protects your organization's proprietary data *and* offers context-specific results based on that data. You just can't get that one-two punch from ChatGPT.

Prompt Engineering: Building Better Conversations with AI

In an age where artificial intelligence is becoming a daily collaborator, the ability to communicate effectively with AI is a powerful skill. Prompt engineering is the art and science of crafting inputs that guide AI systems to produce useful, accurate, and creative outputs. Whether you're designing chatbots, automating workflows, or simply trying to get better results from tools like ChatGPT, this course will equip you with the strategies and techniques to unlock AI's full potential. Let's explore how thoughtful prompts can turn a good response into a great one—and how you can become a more effective digital communicator.

What is Prompt Engineering?

Prompt Engineering is the practice of designing and refining inputs—called prompts—to guide AI systems toward producing useful, accurate, and contextually appropriate outputs. It involves understanding how language models interpret instructions, and strategically crafting queries to achieve specific goals, whether that's generating creative content, solving problems, summarizing information, or automating tasks. At its core, prompt engineering is about communicating clearly and effectively with AI to unlock its full potential.

> *Prompts are how you ask Microsoft 365 Copilot to do something for you — like creating, summarizing, editing, or transforming. Think about prompting like having a conversation, using plain but clear language and providing context like you would with an assistant.*

Writing good prompts is key to getting better outcomes with Copilot. Just like there are techniques to help you communicate effectively with a human, there are tips to help you get better results with Copilot when writing prompts.

10 Tips for Effective Prompting in ChatGPT or Copilot for Business

1. Define Your Objective Clearly
- Example: *"Draft a client proposal for a renewable energy project."*
- **Why?** Clear goals reduce vague responses and save time.

2. Provide Business Context
- Include details like:
  - Industry: *"Oil & Gas sector."*
  - Audience: *"Senior leadership team."*
  - Purpose: *"Focus on cost optimization strategies."*

3. Assign a Role
- Example: *"Act as a financial analyst and summarize Q3 performance for executives."*
- **Why?** Role-based prompts produce tailored, relevant insights.

4. Break Down Large Tasks
- Instead of: *"Create a marketing plan."*
- Try: *"First, outline key components of a marketing plan. Then draft a 90-day social media strategy."*

5. Request Examples or Case Studies
- Example: *"Provide 3 real-world examples of successful digital transformation in energy companies."*

6. Use Iterative Refinement
- Start broad, then narrow:
  - First: *"Generate 10 ideas for employee engagement."*

      o   Then: *"Make them cost-effective and suitable for remote teams."*

7. Specify Output Format

- Example: *"Create a comparison table of cloud providers with pricing and security features."*
- Or: *"Write in a professional email format."*

8. Include Constraints

- Example: *"Summarize this report in under 150 words for a leadership briefing."*

9. Use Follow-Up Questions

- Treat it like a consultant: *"Expand on point #2 with financial impact analysis."*

10. Avoid Ambiguity

- Replace vague terms like "better" with specifics:
  - *"Improve this proposal by making it more persuasive and adding ROI projections."*

Data Security and Safety When Leveraging AI Tools Like ChatGPT or Microsoft Copilot

Businesses must prioritize data security and safety when leveraging AI tools like ChatGPT or Microsoft Copilot. These platforms often process information in cloud environments, so understanding where data is stored and how it is protected is critical. Organizations should avoid sharing sensitive information such as personally identifiable data, financial records, or confidential strategies in prompts. Instead, use sanitized or non-sensitive data whenever possible. Reviewing vendor security policies, including encryption standards, data retention practices, and compliance certifications, ensures alignment with regulatory requirements like GDPR, HIPAA, or PCI DSS.

To mitigate risks, companies should implement role-based access controls, monitor AI usage through audit logs, and train employees on safe prompting practices. Enterprise-grade solutions integrated into secure ecosystems, such as Microsoft 365 Copilot, offer additional safeguards by respecting tenant boundaries and governance policies. Finally, establishing an AI governance framework that defines acceptable use, ethical guidelines, and incident response plans will help businesses maintain trust and compliance while benefiting from AI-driven productivity.

Businesses need to be very intentional about **data security and safety when using AI tools like ChatGPT or Copilot**. Here are the key considerations:

1. Understand Data Flow

- **Cloud-based AI tools** often process data externally. Know where your data is stored and processed.
- Check if the provider offers **data residency options** for compliance (e.g., GDPR, HIPAA).

2. Avoid Sharing Sensitive Information

- Never input:
  - **PII** (Personally Identifiable Information)
  - **Financial records**
  - **Confidential business strategies**

- Treat AI like an external consultant—share only what's necessary.

3. Review Vendor Security Policies
- Look for:
    - **Encryption standards** (in transit and at rest)
    - **Access controls**
    - **Data retention policies**
- Microsoft Copilot, for example, adheres to **Microsoft 365 compliance and security frameworks**.

4. Implement Role-Based Access
- Limit who can use AI tools and what data they can access.
- Use **conditional access policies** and **multi-factor authentication**.

5. Monitor and Audit Usage
- Enable **audit logs** for AI interactions.
- Regularly review prompts and outputs for compliance and accuracy.

6. Train Employees on Safe Prompting
- Educate staff:
    - Do **not** paste confidential documents into AI.
    - Use **sanitized data** for analysis.
    - Understand **acceptable use policies**.

7. Comply with Industry Regulations
- For healthcare: HIPAA
- For finance: SOX, PCI DSS
- For global operations: GDPR
- Ensure AI tools meet these standards.

8. Use Enterprise-Grade AI
- Prefer solutions integrated into your secure environment (e.g., **Microsoft 365 Copilot**), which respects your **tenant boundaries** and **data governance policies**.

9. Establish an AI Governance Framework
- Define:
    - **Purpose and scope**
    - **Ethical guidelines**
    - **Risk management**
    - **Incident response plan**

10. Stay Updated
- AI security evolves quickly—monitor vendor updates and emerging threats.

Key Uses and Limitations of AI for Businesses

Artificial Intelligence (AI) is transforming the way businesses operate, offering powerful tools for automation, data analysis, and decision-making. However, while AI can drive efficiency and innovation, it also comes with important considerations around data security, ethical use, and regulatory compliance. Understanding both the opportunities and limitations of AI is essential for organizations looking to leverage these technologies responsibly and effectively.

Uses of AI in Business

1. **Process Automation**
   - Automates repetitive tasks (e.g., invoice processing, data entry).
   - Reduces human error and increases efficiency.

2. **Data Analysis & Insights**
   - Identifies patterns in large datasets.
   - Supports predictive analytics for forecasting sales, demand, or maintenance needs.

3. **Customer Service**
   - AI-powered chatbots and virtual assistants provide 24/7 support.
   - Improves response times and customer satisfaction.

4. **Personalization**
   - Tailors marketing campaigns based on customer behavior.
   - Enhances product recommendations and user experience.

5. **Decision Support**
   - Assists leaders with scenario planning and risk analysis.
   - Provides quick summaries of complex reports.

6. **Content Generation**
   - Creates drafts for emails, reports, and presentations.
   - Speeds up marketing and communication workflows.

7. **Cybersecurity**
   - Detects anomalies and potential threats using machine learning.
   - Improves fraud detection and compliance monitoring.

Limitations of AI in Business

1. **Data Privacy Risks**
   - AI models require data; improper handling can lead to breaches.
   - Sensitive information should never be shared in prompts.

2. **Bias and Fairness**
   - AI can inherit biases from training data.
   - May lead to unfair decisions in hiring, lending, or customer segmentation.

3. **Dependence on Data Quality**
   - Poor or incomplete data reduces accuracy.
   - Garbage in = garbage out.

4. **Limited Contextual Understanding**
   - AI lacks true reasoning and domain-specific judgment.
   - Outputs may sound confident but be incorrect.

5. **Regulatory and Compliance Challenges**
   - Must adhere to GDPR, HIPAA, and industry-specific rules.
   - Misuse can result in legal and reputational risks.

6. **Security Vulnerabilities**
   - AI systems can be targeted by adversarial attacks.
   - Requires robust cybersecurity measures.

7. **Cost and Integration**
   - Advanced AI solutions can be expensive to implement.
   - Integration with legacy systems may be complex.

8. **Human Oversight Still Required**
   - AI should augment, not replace, human decision-making.
   - Critical decisions need human review.

ChatGPT

ChatGPT is an artificial intelligence language model developed by OpenAI, leveraging the GPT (Generative Pre-trained Transformer) architecture to understand and generate text that is indistinguishable from that produced by a human. It's trained on a vast corpus of text data, enabling it to comprehend context, answer questions, compose essays, craft creative stories, provide explanations, and even simulate specific writing styles.

How to Access ChatGPT?
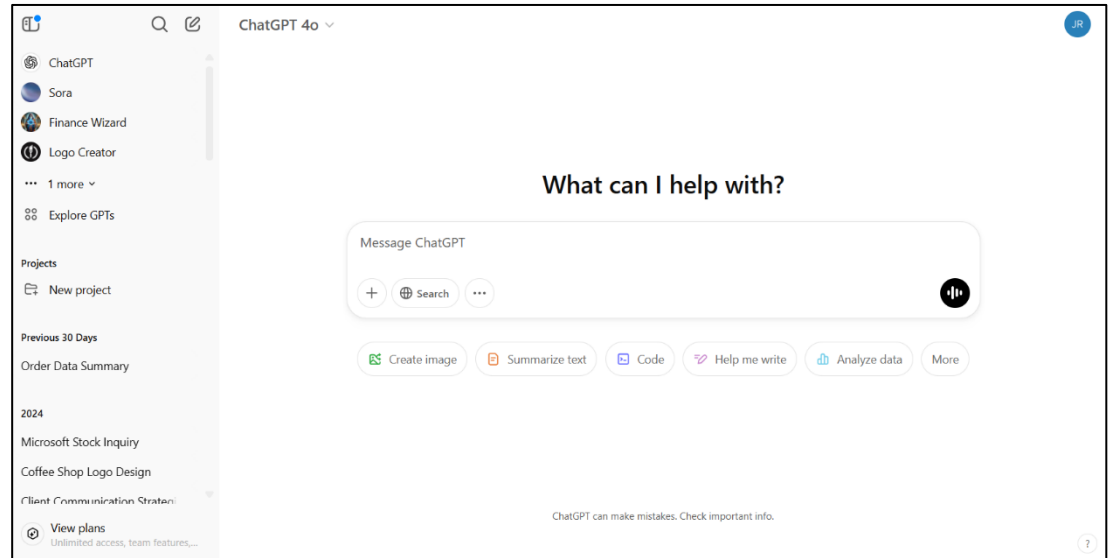
The address for ChatGPT is **chatgpt.com**.

If you have an account already created, log in.

Using ChatGPT

Projects in ChatGPT

Projects in ChatGPT are a fantastic way to organize and manage your work, especially if it involves multiple conversations or files. Here are some key features of Projects:

- **Grouping Conversations**: You can group related chats together, making it easier to keep track of ongoing discussions and reference past conversations.

- **File Management**: Projects allow you to upload and manage files within the context of your project, so all relevant documents are easily accessible.
- **Custom Instructions**: You can set specific instructions for each project, tailoring how ChatGPT interacts with you based on the project's needs.
- **Shared Context**: Projects support shared context, meaning ChatGPT can remember details across different conversations within the same project, providing more coherent and relevant responses.

This feature is designed to enhance productivity and streamline workflows, making it easier to handle complex tasks.

- ChatGPT projects organize chats and offer project-specific custom instructions.
- Projects allow you to upload files accessible to all chats within the project.
- Projects are available for Plus, Team, and Pro users, but not for Free users.

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Create a Project

Creating a project in ChatGPT is straightforward. Here are the steps to get you started:

1. **Open ChatGPT**: Log in to your ChatGPT account.
2. **Navigate to Projects**: Look for the "Projects" tab or section in the interface. This might be in the main menu or a sidebar, depending on your interface layout.
3. **Create a New Project**: Click on the "New Project" button. You may be prompted to name your project and provide a brief description.
4. **Add Conversations and Files**: Once your project is created, you can start adding relevant conversations and files. There should be options to upload documents and link existing chats to your project.
5. **Set Custom Instructions**: If needed, you can set specific instructions for how ChatGPT should interact within this project. This can help tailor responses to the project's requirements.
6. **Manage Your Project**: Use the project dashboard to manage your conversations, files, and settings. You can add or remove items as your project evolves.

Feel free to explore the interface and customize your project as needed.

Edit or Delete a Project

From the menu at the top right, you can access the Edit Project Name and Delete Project options.

Also, if you use the Navigation pane on the left side of the window, you can go to the name of the Project and click the menu to access these options.
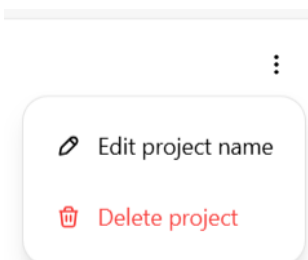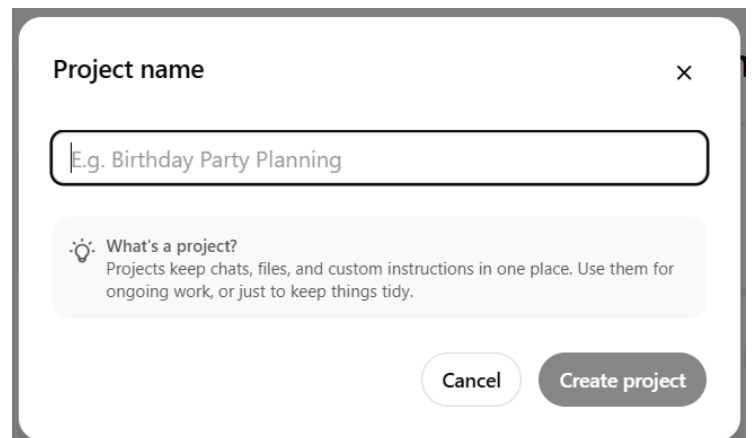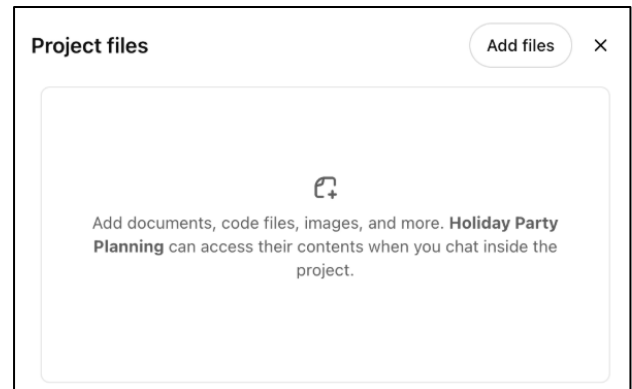
Collaborating on projects can enhance productivity and bring diverse perspectives to your work.

Add files
Chats in this project can access file content

Add instructions
Tailor the way ChatGPT responds in this project

What's a "Temporary chat"?

With Temporary Chat, you can have a conversation with a blank slate. ChatGPT won't be aware of previous conversations or access memories. It will still follow your custom instructions if they're enabled.

Copilot App

Copilot for Microsoft 365 combines the power of large language models (LLMs) with the intelligence of Microsoft Graph to help you get things done. If authorized by your organization, you have the option to add plugins for more data sources (like apps and web content) that Copilot will interact with on your behalf.

Copilot can synthesize data from multiple sources to give you a summary of things you need to catch up on, including your files, messages, meetings, emails, and people. It can also help you find and use info that's buried in documents or lost in conversations. And with Copilot by your side, you can create content with it all.

Ask a work-related question, or try one of these:

- Draft a message with action items from my last meeting.
- Catch up on my unread emails.
- How do I write a request for proposal?

Access Copilot 365

1. Log into your Microsoft Account online.
2. Click on the Copilot icon from the menu bar on the left.
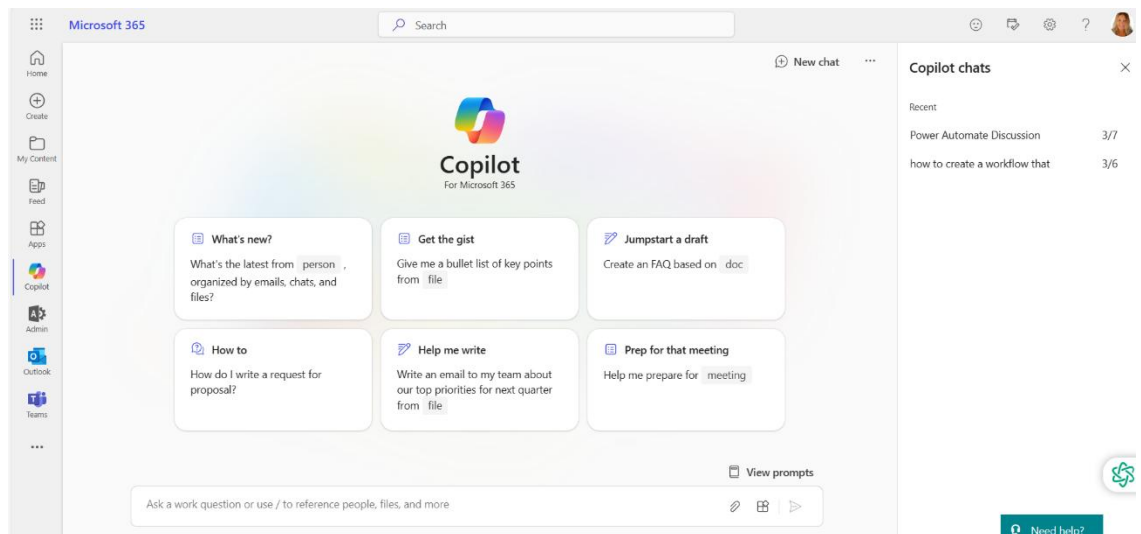
AI: Copilot and ChatGPT

Copilot in Outlook

Copilot combines the power of large language models (LLMs) with Outlook data to help you stay productive in the workplace.

Currently, Outlook Copilot introduces three key features:

Summarize emails - automatically creates a summary based on the content of an individual email or an entire email thread. This feature helps you comprehend the core information and quickly grasp the key points.

In the case of a very long thread, Summarize may not use older messages in the conversation, as there are limitations of how much can be passed into the LLMs. Users may see a warning that the summary doesn't represent the full thread.

To use Summarize:

1. In the reading pane of a current message, at the top right corner, click the Summarize icon.
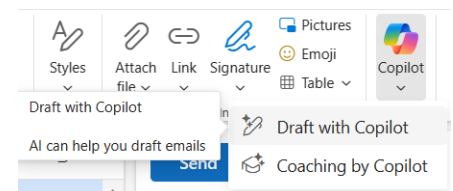2. To close the Summarize, click the icon again.
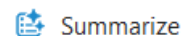
Draft emails - writes a comprehensive email draft based on the original email you're responding to or your own prompt when composing a new email. You can use the generated content as-is or tweak the tone and length settings to create a new draft that's just right for you.

For Draft with Copilot, users can choose what tone and length settings Copilot uses to generate content.

To use Draft emails in Outlook for the Web:

1. Open Outlook for the Web.
2. Create a new message.
3. Click the Copilot icon, then Draft with Copilot.
4. In the window, type in "what do you want this email to say?"

Improve emails (coaching) - analyzes your email drafts and provides feedback on tone, clarity and reader sentiment, accompanied by specific suggestions to improve various aspects of the email. This feature is particularly useful for obtaining feedback on crucial emails, allowing users to fine-tune their text before sending.

In Coaching by Copilot, users will not be able to use Coaching on a draft that is less than 100 characters.

To use Coaching:

1. Open a New Message.
2. From the ribbon click the Copilot icon, then Coaching by Copilot.
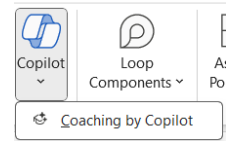
Copilot will review your email and offer suggestions to improve the tone, clarity, and overall reader sentiment.

Main Functionalities

These main functionalities offer a variety of practical applications, including:

- Condensing lengthy emails, meeting invites and whole discussions.
- Creating initial email drafts, providing a solid foundation for you to build upon.
- Helping you prepare for meetings and events: draft a meeting agenda from your notes, alert you about any conflicts in your Outlook calendar, and even offer recaps for your meetings that have already happened.
- Refining, rephrasing, and improving your emails, making sure your messages are clear, concise, and effective.
- Adding some style to your emails to make them more engaging and personalized.
- Teaching you to write better emails.

In summary, Copilot is an amazing tool that is actively developed. So, you can anticipate even more incredible features in future. Just as Microsoft shows in their promotional videos, it will be able to prioritize your emails and tasks, provide suggestions for follow-up actions, and search for information from other Office apps to include to your emails. And that's just the beginning!

Copilot in Word

Copilot in Word ushers in a new era of writing, leveraging the power of AI. It can help you go from a blank page to a finished document in a fraction of the time it would take to compose text on your own. Here are some key features of **Copilot in Word**:

1. **Draft with Copilot**:
   - When creating a new document or adding a new line in an existing one, Draft **with Copilot** experience appears.
   - You can provide a simple sentence or a more complex request as a prompt for Copilot. For example, you could say, "Write an essay about baseball" or "Create a paragraph about time management."
   - If you have a **Copilot for Microsoft 365** license, you can reference up to three existing files to ground the content Copilot drafts.
   - Copilot will generate new content based on your prompt, and you can choose to keep it, discard it, or ask Copilot to regenerate a different version.
   - Use the **Inspire Me** button to have Copilot continue writing based on the existing content in your document.
2. **Transform with Copilot**:

- o Sometimes rewriting and editing existing content takes more time than writing from scratch.
- o Copilot helps you transform your existing content into a polished document.
- o Fine-tune Copilot's response by providing instructions like "Make this more concise."

3. **Chat with Copilot**:
   - o Copilot Chat can provide helpful actions based on your document content or obtain additional content from outside resources.
   - o Ask Copilot Chat questions to research, ideate, or iterate on possible content to add.

4. **Summarize with Copilot**:
   - o If you have a lengthy document to review, let Copilot help you distill it down to key points.
   - o Open an existing document, select Copilot from the ribbon, and enter "summarize this document" in the Copilot compose box.
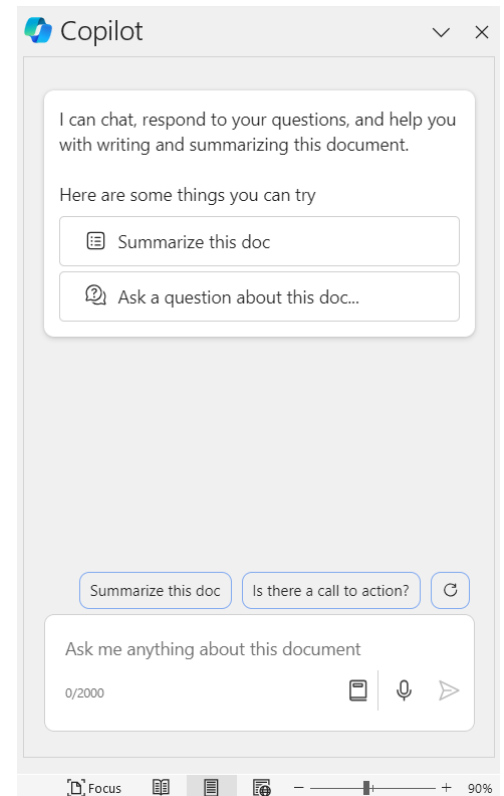
Remember that while Copilot may write exactly what you need, sometimes it can be "usefully wrong," providing helpful inspiration.

Open the Copilot Pane

Click the Copilot icon on the Ribbon to open the pane on the right side of the window.

Use the suggested things you can try or use the Prompt below to ask questions about the document.

This helpful feature provides answers to questions—broad or specific—about your document. You can even iterate and refine with back-and-forth discussions, get a summary or specific information about the document content, or ask it to generate ideas, tables, or lists that you can copy and insert into your document.

When generating summaries or asking questions about your document, Copilot will provide references with citations to where it retrieved its information from.

Using Copilot in a New Document

When you open a new document in Word, you will see the Copilot icon and Select the icon or press ALT+ I to draft with Copilot.
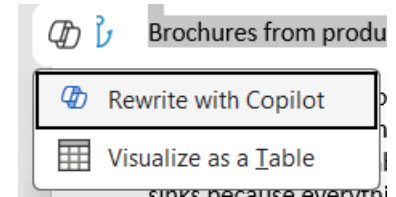
Select the icon or press Alt + i to draft with Copilot

As you continue to type in your document, Copilot will be there to assist you with the icon to the left of your current location.

Using Copilot in Existing Documents

1. Select Text
2. Click on the Copilot icon and choose Rewrite with Copilot or Visualize as a Table.

Rewrite with Copilot

Sometimes rewriting and editing your documents takes more time and thought than writing your ideas down in the first place. Copilot not only helps you create new content, but it also helps you transform your existing content into a document you can be proud of.

1. Open Word and an existing document.
2. Select the text you want to rewrite.
3. Click the Copilot button on the page and choose the "Rewrite with Copilot" option.
4. Click the back-and-forth buttons to navigate between the different draft suggestions.
5. Click the Replace button to insert the new text.
6. (Optional) Click the "Insert below" button to keep the original and newly generated content.
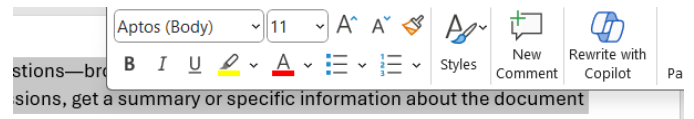
Also select the text and use the mini toolbar for Rewrite with Copilot.

Copilot in PowerPoint

Copilot in PowerPoint will build a draft presentation based on your Word document, complete with images and speaker notes.

- Give Copilot a topic and have it create a draft presentation.
- Copilot can summarize the key points of a presentation.

Start with a Blank Presentation

When you open PowerPoint and start with a blank presentation, you will see that Copilot is there to help right away. From the top left corner next to the Copilot icon, choose an option like:

- Create a presentation about…
- Create a presentation from a file
- Or Ask Copilot
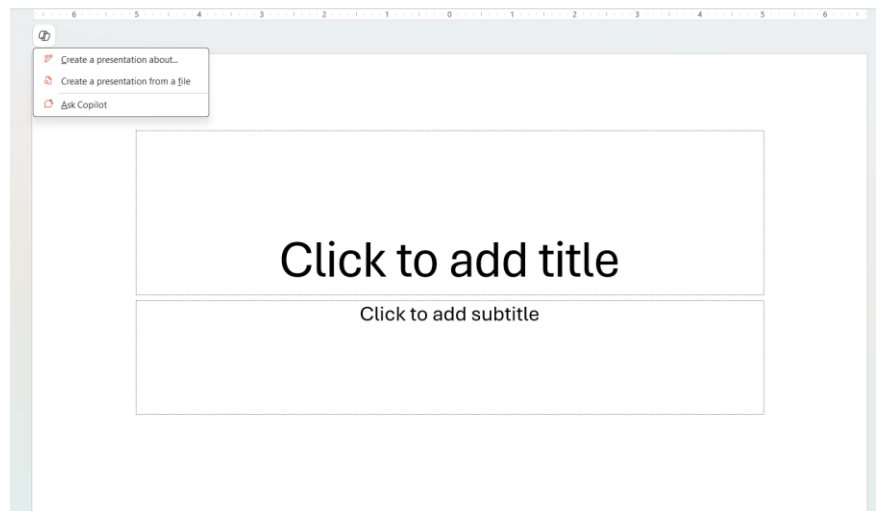
Create a Presentation About

If you chose Create a presentation about, it will display a window where you can enter the details about the presentation you want to create.

Once you type in the description, click the ⊙ at the top right corner.

Create A Presentation from A File

Choosing the Create a presentation from a file option will open the Copilot pane on the right side of the window with your cursor in the chat box at the bottom.

Type a / and choose a file from the list or start typing to search.

Once you have the file you want to use, click the send icon.

Copilot will start analyzing the file to create a presentation.

> Create a presentation from /Start typing to search

If the file has Styles being used for formatting, it will use each Heading 1 as a new slide.

After Copilot creates a presentation, it will display an outline of the slides and suggestions like:

- Included speaker notes containing additional details
- Added images to make your deck more engaging
- Applied layouts to organize slides

You can also use Designer for adjusting layouts.

Speaker Notes

One great feature of Copilot is its automatic creation of speaker notes for your presentation. To see the Notes,

- Click the View tab.
- In the Show group, click Notes.

The notes will be shown at the bottom of the slide. You can edit the notes from here or go to **View, Notes Page** for a more focused view of the notes.
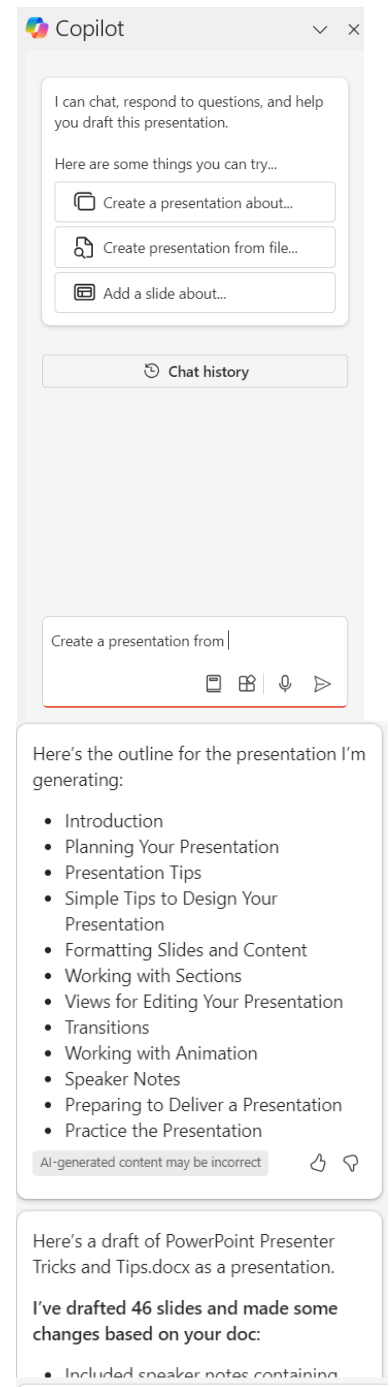
Use Copilot with an Existing Presentation

If you open an existing Presentation, Copilot can help with

Summarize a Presentation

Receive a long presentation and need to get to the gist of the main points quickly? Copilot in PowerPoint can read through the presentation and give you a bulleted summary so you can understand the key points.

1. Select the Copilot button from the ribbon.
2. The Copilot pane opens on the right side of your screen.

Copilot panel:

Copilot ⌄ ✕

I can chat, respond to questions, and help you draft this presentation.

Here are some things you can try...

- Create a presentation about...
- Create presentation from file...
- Add a slide about...

↺ Chat history

Create a presentation from |

Here's the outline for the presentation I'm generating:

- Introduction
- Planning Your Presentation
- Presentation Tips
- Simple Tips to Design Your Presentation
- Formatting Slides and Content
- Working with Sections
- Views for Editing Your Presentation
- Transitions
- Working with Animation
- Speaker Notes
- Preparing to Deliver a Presentation
- Practice the Presentation

AI-generated content may be incorrect

Here's a draft of PowerPoint Presenter Tricks and Tips.docx as a presentation.

I've drafted 46 slides and made some changes based on your doc:

- Included speaker notes containing

3. Click Summarize this Presentation.

Copilot includes references to show where it pulled information from in the presentation.

Add a Slide
Copilot can create a new slide to add to an existing presentation just by typing in the description of what you want in the slide.

Copilot in PowerPoint can create an entire presentation or add a slide when needed.

In the "Ask me anything about this presentation" box, type what you want.

Example: **Add a new slide about interacting in the Teams meeting.**
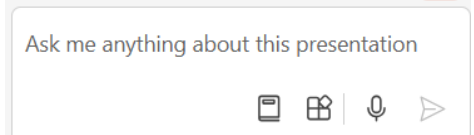
Once you have a slide added, ask Copilot to create an image to go on the slide.

Ask Copilot to add a slide and refine your prompt to include more specifics. For example, "Create a presentation about hybrid meeting best practices that includes examples for team building."

Use Copilot with an Existing Presentation
Try these or your own prompts:

- Reduce the word count on slides two to six by 1/3.
- Summarize this article into major and minor bullet points, then divide major points into different slides: [article].
- Rephrase the text in the introduction and chapter slides using an informal tone.

Review and Edit
As always, it is important that you review the draft Copilot has created. Add any additional slides or information you want, remove any that you don't. Add your own expertise where appropriate.

If you want to change any of the images Copilot has added just right-click the image and select **Change picture**.
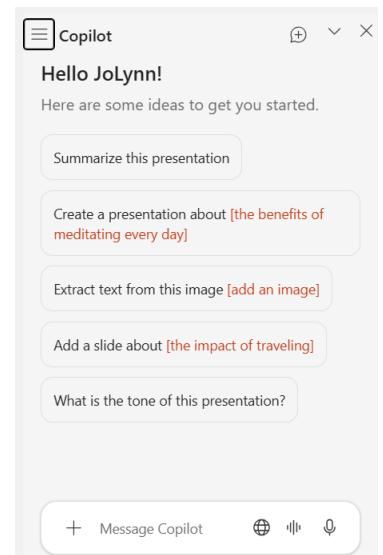
Organize and Analyze your Presentation
Organize PowerPoint presentation slides with ease by asking Copilot to structure, refine, and sequence your content effectively. Copilot automatically generates slide outlines, reorganizes slide order for a better flow, and suggests section breaks and transitions to enhance clarity. Try example prompts such as:

- Add a conclusion slide to this presentation and include a bar graph from the data mentioned in slides seven and eight.
- Organize this presentation into five sections, using the following titles for each section: [titles].
- What are the key data points from the charts on slide 4?

Use AI to Write Proposals

AI can be a powerful assistant for writing business proposals by streamlining the process and improving quality. Here's how businesses can leverage AI effectively:

1. Structure and Outline
- AI can generate a **proposal framework** based on your industry and purpose.
- Example: *"Create an outline for a renewable energy project proposal with sections for objectives, timeline, and ROI."*

2. Drafting Content
- Use AI to write:
  - **Executive summaries**
  - **Project descriptions**
  - **Value propositions**
- Example: *"Write a persuasive executive summary for a technology upgrade proposal targeting cost savings and efficiency."*

3. Tailoring for Audience
- AI can adjust tone and language for:
  - **Investors**
  - **Clients**
  - **Internal stakeholders**
- Example: *"Rewrite this proposal for a client audience with a focus on benefits and outcomes."*

4. Data Integration
- AI can summarize **financial data**, **market research**, or **performance metrics** into clear charts and tables.
- Example: *"Insert a table comparing projected costs vs. savings over 3 years."*

5. Formatting and Compliance
- AI can ensure proposals meet:
  - **Brand guidelines**
  - **Regulatory requirements**
- Example: *"Format this proposal in a professional layout with headings and bullet points."*

6. Language Enhancement
- AI can improve clarity, grammar, and persuasiveness.
- Example: *"Make this proposal more compelling by emphasizing ROI and competitive advantage."*

7. Quick Customization
- AI can create multiple versions for different clients or regions.
- Example: *"Adapt this proposal for the European market with GDPR compliance details."*