

# Copilot for Microsoft 365

 2024



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# CONTENTS

- Challenges businesses faced in the digital era
- What is **Copilot**?
- **Copilot** 2024 Catalog
- How does **Copilot** for **Microsoft 365** work?
- Features of **Copilot** for **Microsoft 365**
- Copilot for **Outlook**
- Copilot **Teams**
- Copilot **Word**
- Copilot **PowerPoint**
- Copilot **Excel**
- Copilot **OneNote**
- Copilot **Whiteboard**
- Copilot **Loop**
- Copilot **Lab**
- How to buy **Copilot** for **Microsoft365**



# Challenges businesses faced in the digital era

## Too much time searching for information

On average, employees spend 3.6 hours a day (45% of their working time) searching for information. This valuable time could be utilized much more productively.

## Switching between apps

Employees' productivity is being hindered by the multitude of online tools they are required to use.

## Significance of industry expertise

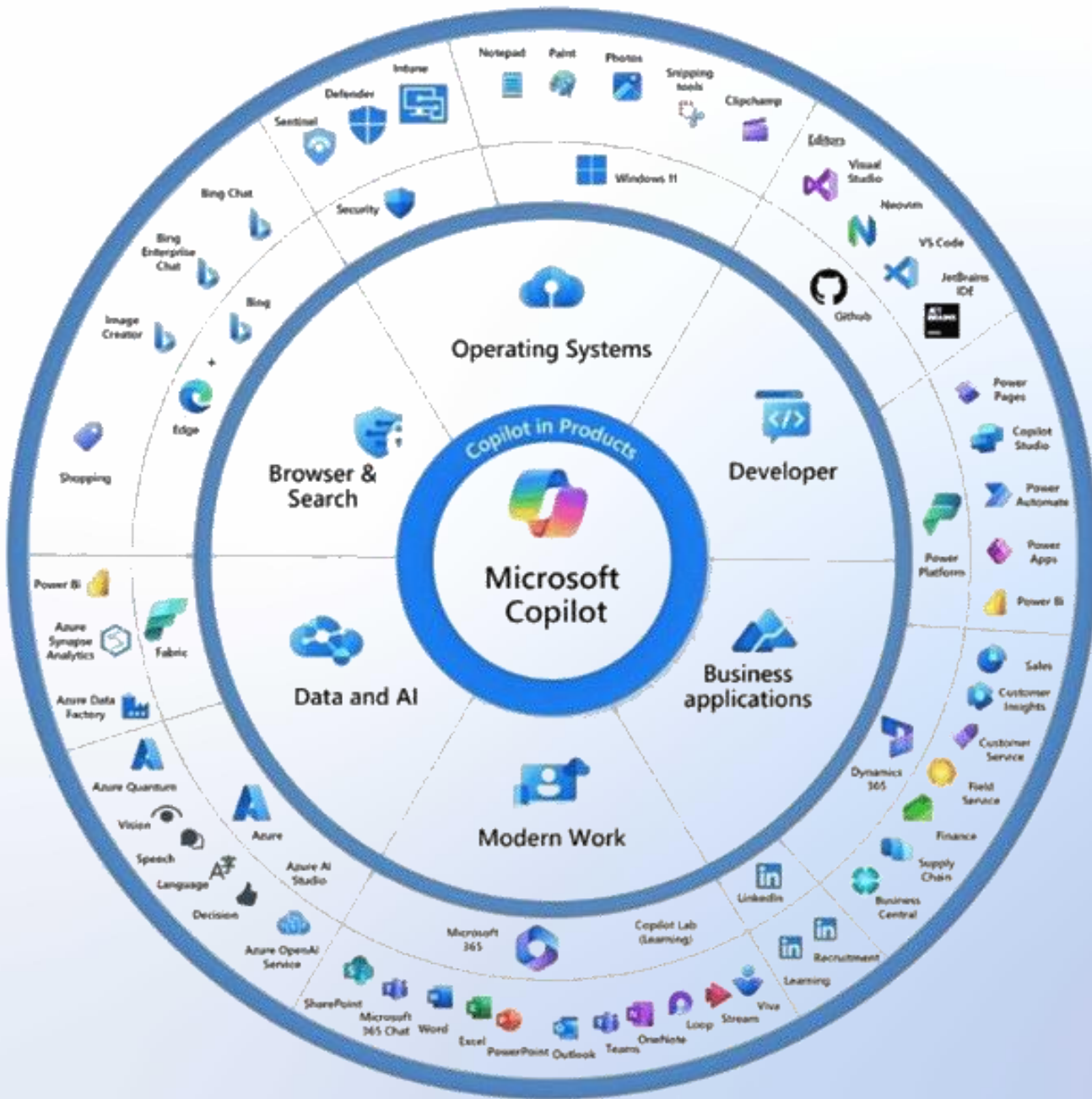
Not all team members possess the capacity to conduct in-depth data analysis, and not everyone is capable of delving into the intricacies of the business. Both of these skills are necessary for being effective.

## Difficulties in communication

Most business-related tasks require cross-functional collaboration, which adds complexity and potential risks of misunderstanding.

# What is Microsoft Copilot?

**Microsoft Copilot** – an artificial intelligence tool that runs on **GPT-4**, developed by **Microsoft** together with **OpenAI** for **Windows 10** and **11** operating systems, **Microsoft 365** service, **Microsoft Edge**, and other applications.



# Copilot 2024 Catalog

## Microsoft Copilots

Bing



Better Q&A and task completion

Edge



Better interaction with web content

Copilots for Web

### M365 Copilot

Word



Better reading and writing assistance

Outlook



Better e-mail management

Excel



Better data analysis

PowerPoint



Better presentations

Teams



Better Meetings

Business Chat



Better knowledge management

Copilots for Productivity

Windows Copilot



Better interaction with OS, apps, and files

Copilot for Everyday

Dynamics Copilot



Better sales and customer support

Copilots for Business

Fabric Copilot



Better data analytics and business intelligence

Copilots for Analytics

Security Copilot



Better threat detection, identification, and mitigation

Copilot for Security

GitHub Copilot



Better code development

Copilot for Development

Power Platform Copilot



Better creation of apps, workflows, and agents

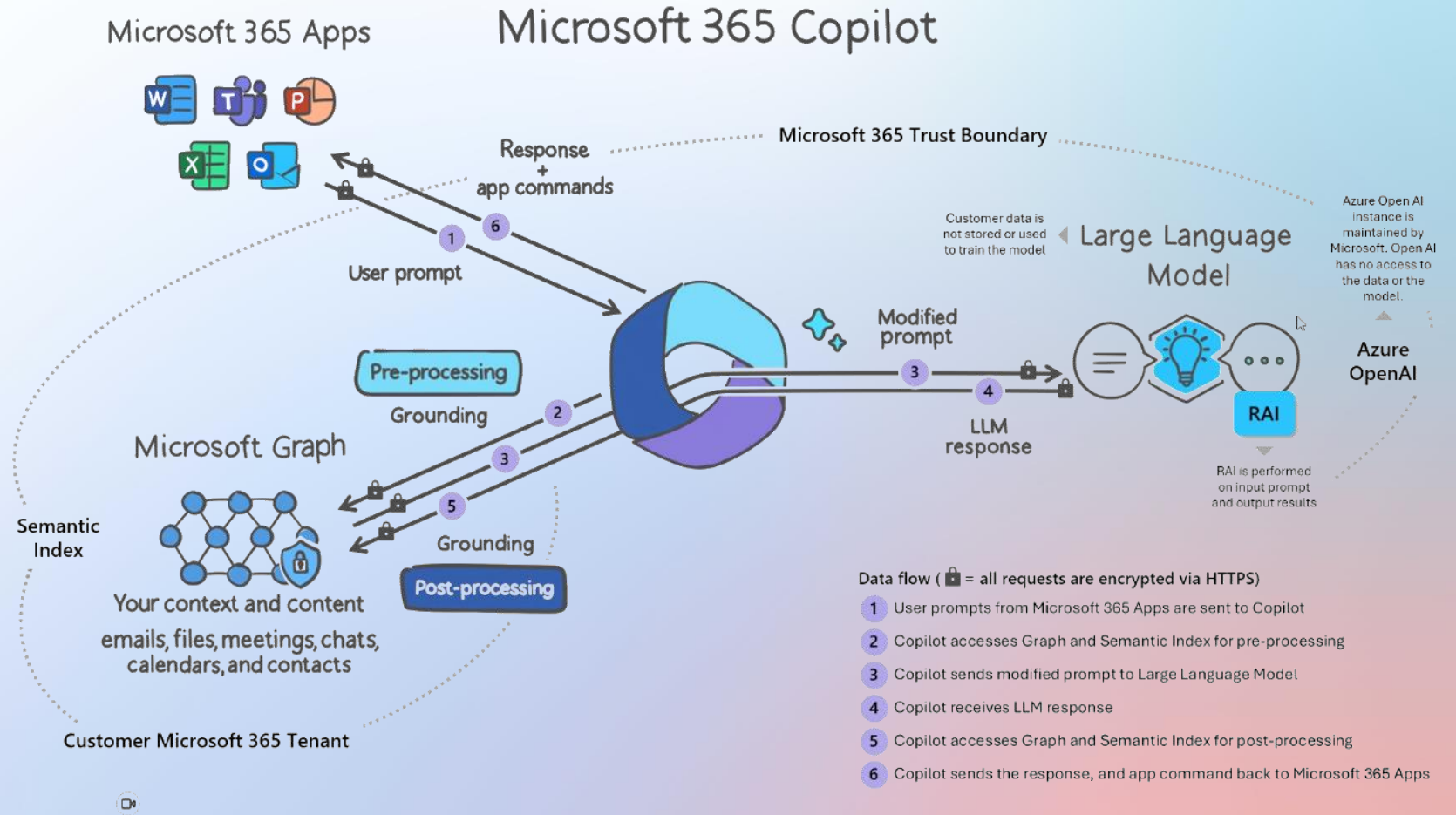
Copilot for Low/No Code Development

# How does Copilot for Microsoft 365 work?



**Copilot for Microsoft 365** - is an AI-driven productivity tool.

By integrating mail, appointments, and contacts with **Microsoft Graph** and files and documents with **Microsoft 365 Apps** and then transforming the result through large language models (LLMs), Copilot is always on top of your tasks, saving you time in discovering solutions.



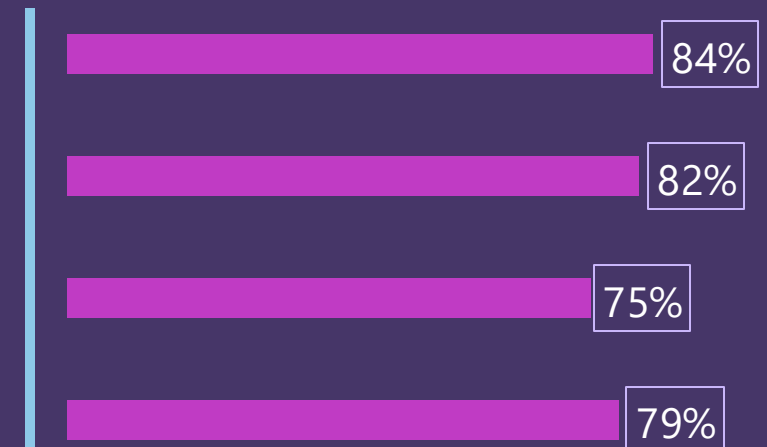
# Features of Copilot for Microsoft 365



Copilot for Microsoft 365 not only automates routine tasks but also opens up new perspectives and ideas.

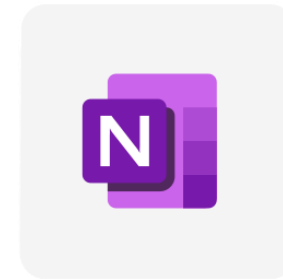
- 1 Creation:** Copilot helps you compose documents and presentations using AI to generate ideas.
- 2 Generalization:** Copilot summarizes complex data, turning it into laconic conclusions.
- 3 Editing:** Copilot suggests corrections and improvements to boost the quality of your text.
- 4 Transformation:** Copilot can convert data to alternative formats, thereby enhancing the comprehensibility.

% of respondents who positively rated the impact of Copilot on their effectiveness in performing these tasks





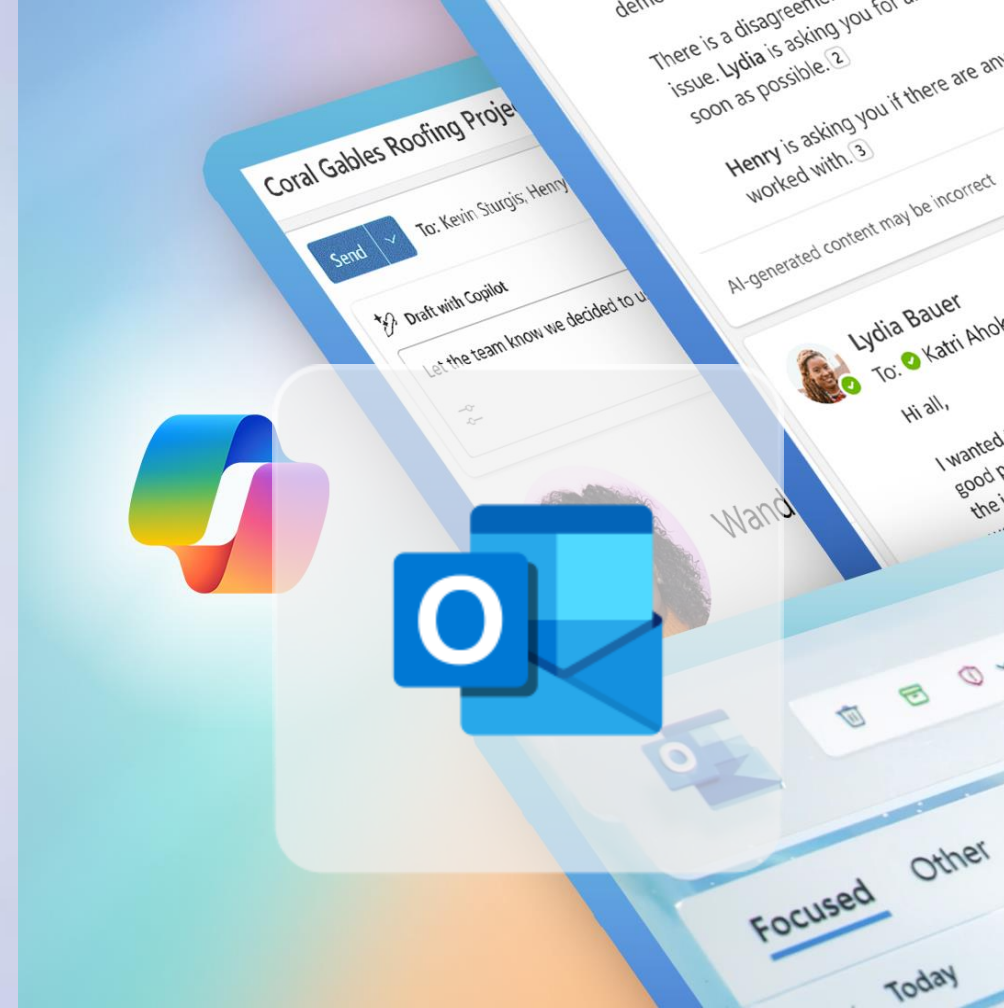
## Apps with **Copilot** for **Microsoft 365**





# Copilot in Outlook

- Tailored email response suggestions
- Summarizing of email history
- Transforming notes into emails
- Generate tasks and meetings based on emails
- **Coaching:** helpful tips on how to improve tone, clarity, and readability before sending your email



Copilot in Outlook

# Copilot in Teams

- Automatically create notes during the meeting, capturing key points and suggested tasks
- Summarize chats in seconds
- End-to-end search for information across documents, presentations, emails, calendar invitations, notes, and contacts
- Recall meeting content after it is over



[Copilot in Teams](#)

# Copilot in **Word**

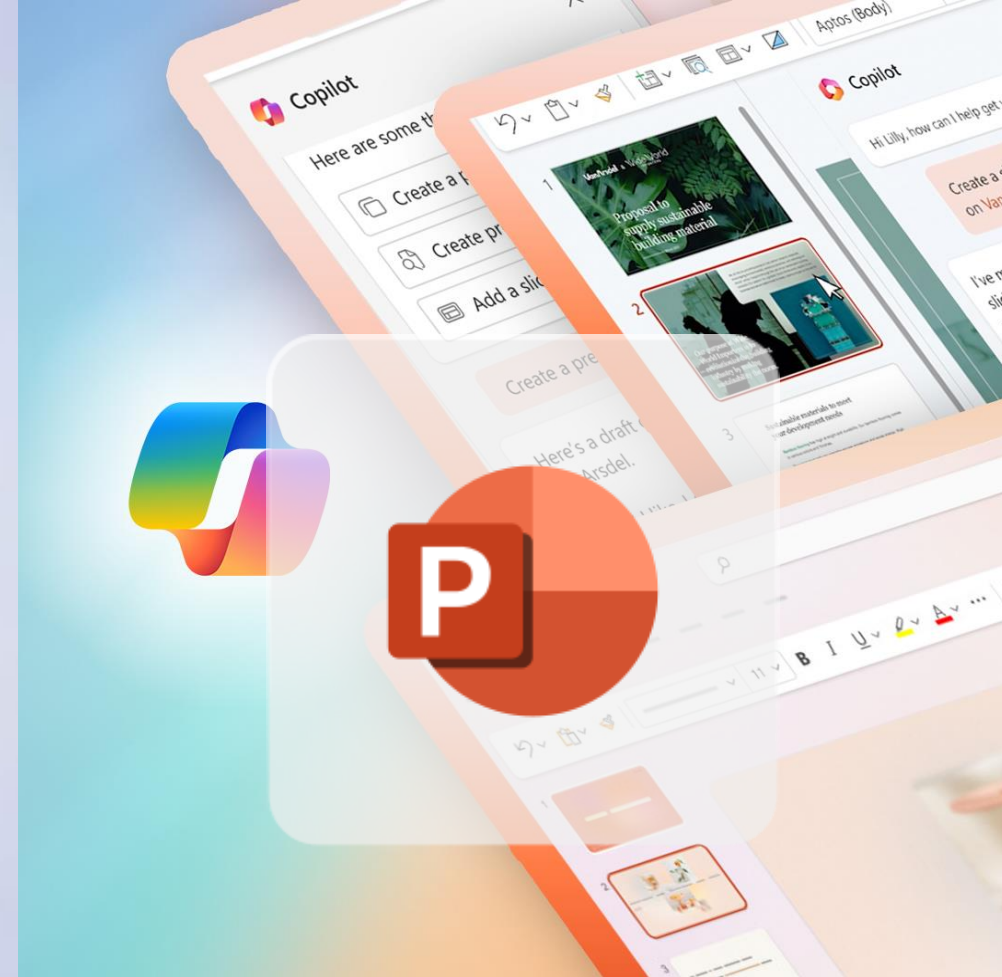
- Create drafts or a preliminary document by referencing different **M365** files
- Compose or rewrite texts with the ability to change the style to professional, casual, or creative, and make transversal edits
- Summarize information, suggest improvements
- Format, visualize, and convert text into other forms (e.g. to a table)
- In addition, **Copilot** chat can suggest useful actions based on the content of your document or get additional information from external resources



[Copilot for Word](#)

# Copilot in **Power Point**

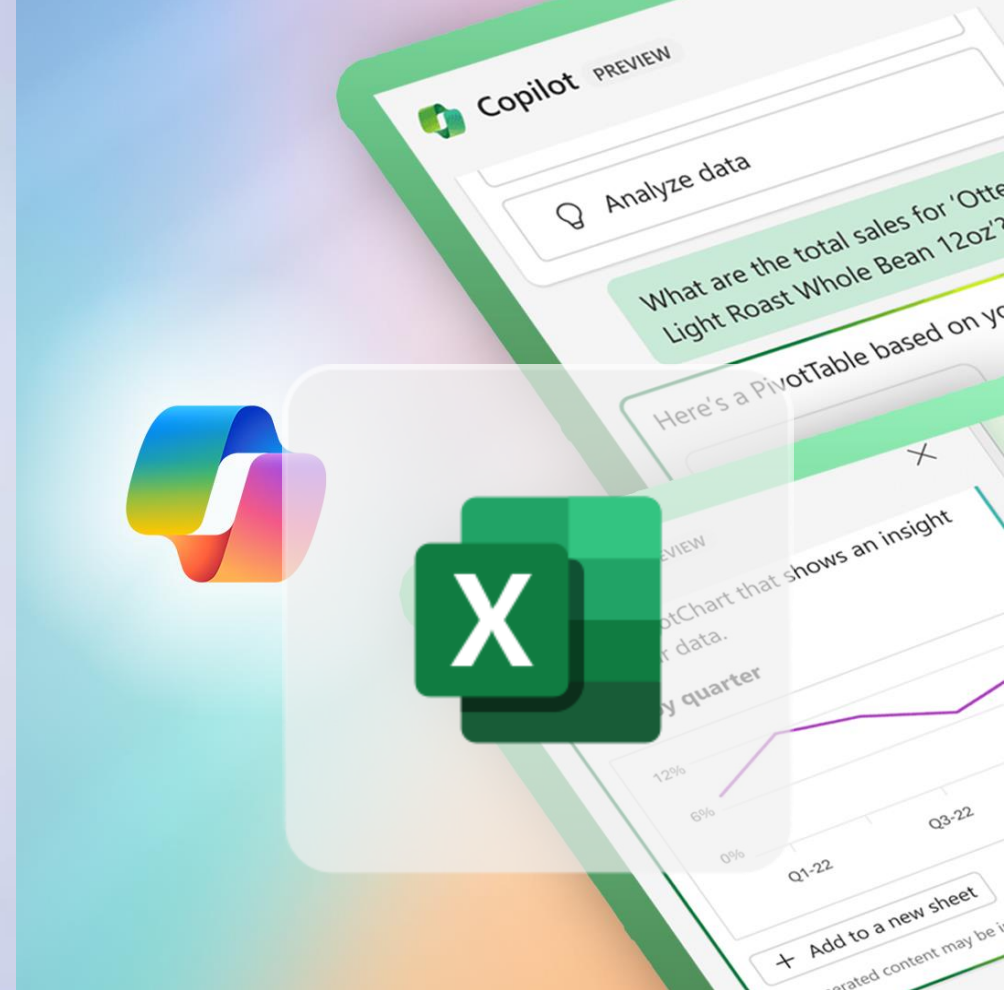
- Creating presentations from extracted **M365** content **using natural language commands**
- Structuring and organizing your data
- Convert **Word** documents into presentations
- Generating presenter subtitles
- Customize layouts, reformatting texts, branding and synchronizing animations



Copilot for Power Point

# Copilot in Excel

- Converting large amounts of data into comprehensible insights
- Analyzing and visualizing responses
- Generation of predictions, calculation of options and scenarios
- Identification of inaccuracies and anomalies
- Suggestions for formulas and complicated calculations



Copilot in Excel

# Copilot in **OneNote**

- Rapidly summarizing articles and notes
- Transforming agenda into actionable to-do lists
- Developing of plans for events, meetings, and celebrations
- Employing the chat function to retrieve details of negotiated agreements
- Investigative searches using a chatbot



[Copilot in OneNote](#)

# Copilot in **Whiteboard**

- Use **Copilot** to brainstorm and deliver fresh suggestions during meetings
- Generate themes-based ideas with a few clicks
- Turn plans into structured to-do lists
- Summarize critical information and quickly share it with others with **Microsoft Loop**



[Copilot in Whiteboard](#)

# Copilot in **Loop**

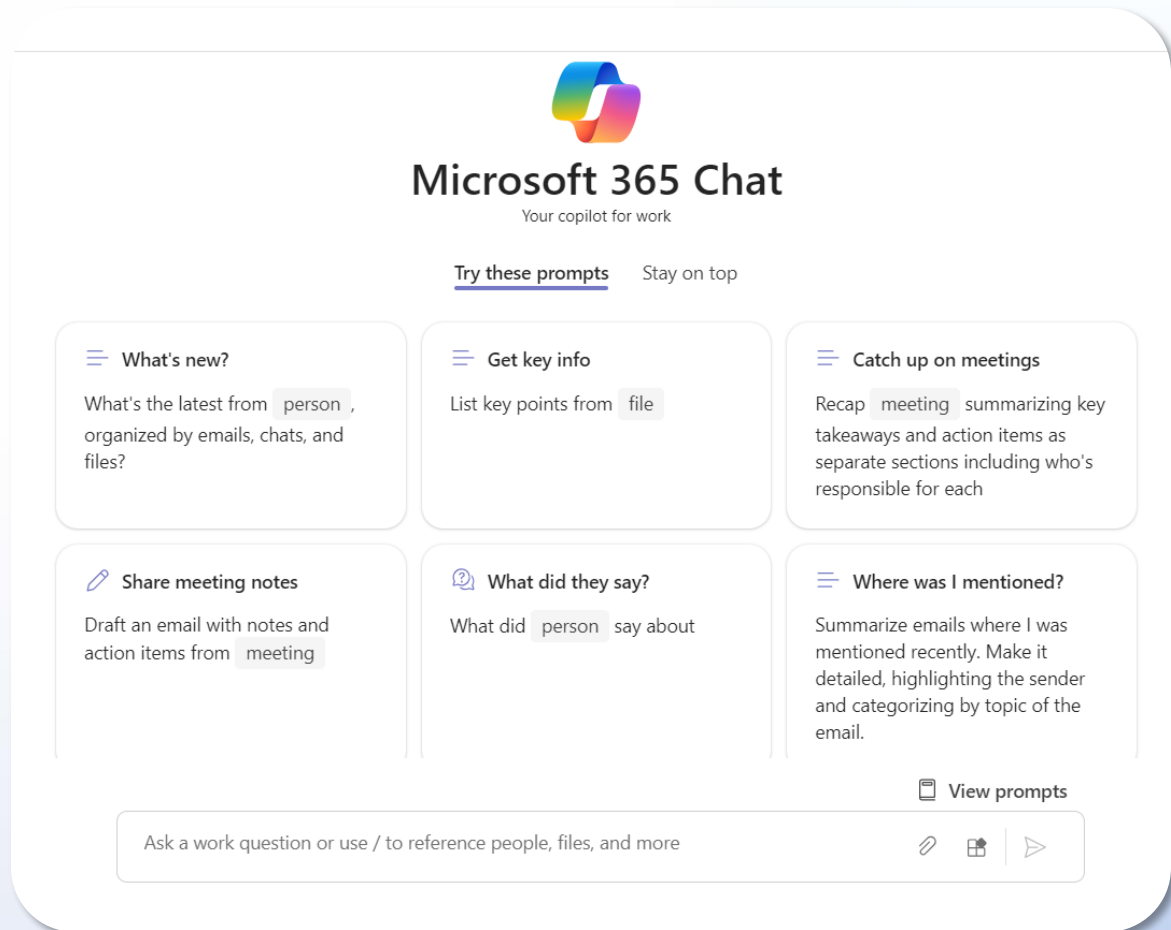
- Get projects off to a strong start with intelligent suggestions and prompts
- Notes are automatically generated during meetings, allowing to focus on what matters most
- Mark crucial tasks and stay completely up-to-date on all updates to tasks and workspaces
- After the meeting, swiftly create a new **Loop** workspace with pre-loaded meeting content



[Copilot in Loop](#)



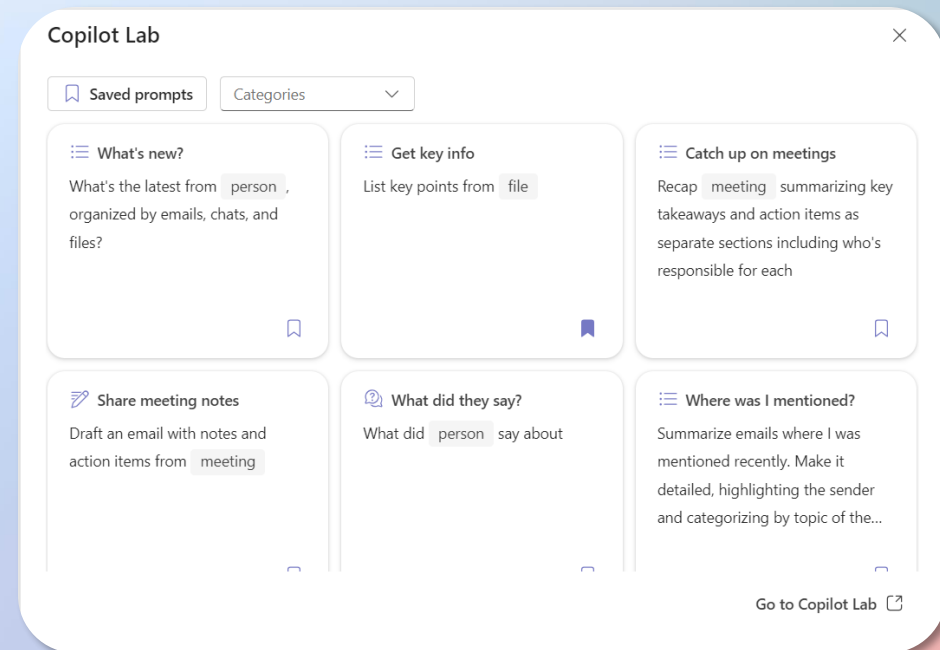
# Copilot Lab – your guide to improving your prompts



**Provides** immediate suggestions directly in action

**Personalized** recommendations for **Copilot** prompts

**Categorized** catalog of other tips



Copilot for Microsoft 365 is available from CSPs for **\$360** user per year as an add-on to basic licenses:

- Microsoft 365 E5
- Microsoft 365 E3
- Microsoft 365 F1
- Microsoft 365 F3
- Office 365 E1
- Office 365 E3
- Office 365 E5
- Office 365 F3
- Microsoft 365 Business Basic
- Microsoft 365 Business Premium
- Microsoft 365 Business Standard
- Microsoft 365 A5 for faculty
- Microsoft 365 A3 for faculty
- Office 365 A5 for faculty
- Office 365 A3 for faculty
- Microsoft 365 Apps for Business
- Microsoft 365 Apps for Enterprise
- Microsoft Teams Essentials
- Microsoft Teams Enterprise
- Exchange Kiosk
- Exchange Plan 1
- Exchange Plan 2
- SharePoint Plan 1
- SharePoint Plan 2
- OneDrive for Business Plan 1
- OneDrive for Business Plan 2
- Microsoft Planner Plan 1 (formerly Project Plan 1)
- Microsoft Project Plan 3
- Microsoft Project Plan 5
- Project Online Essentials
- Visio Plan 1
- Visio Plan 2
- Microsoft ClipChamp

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