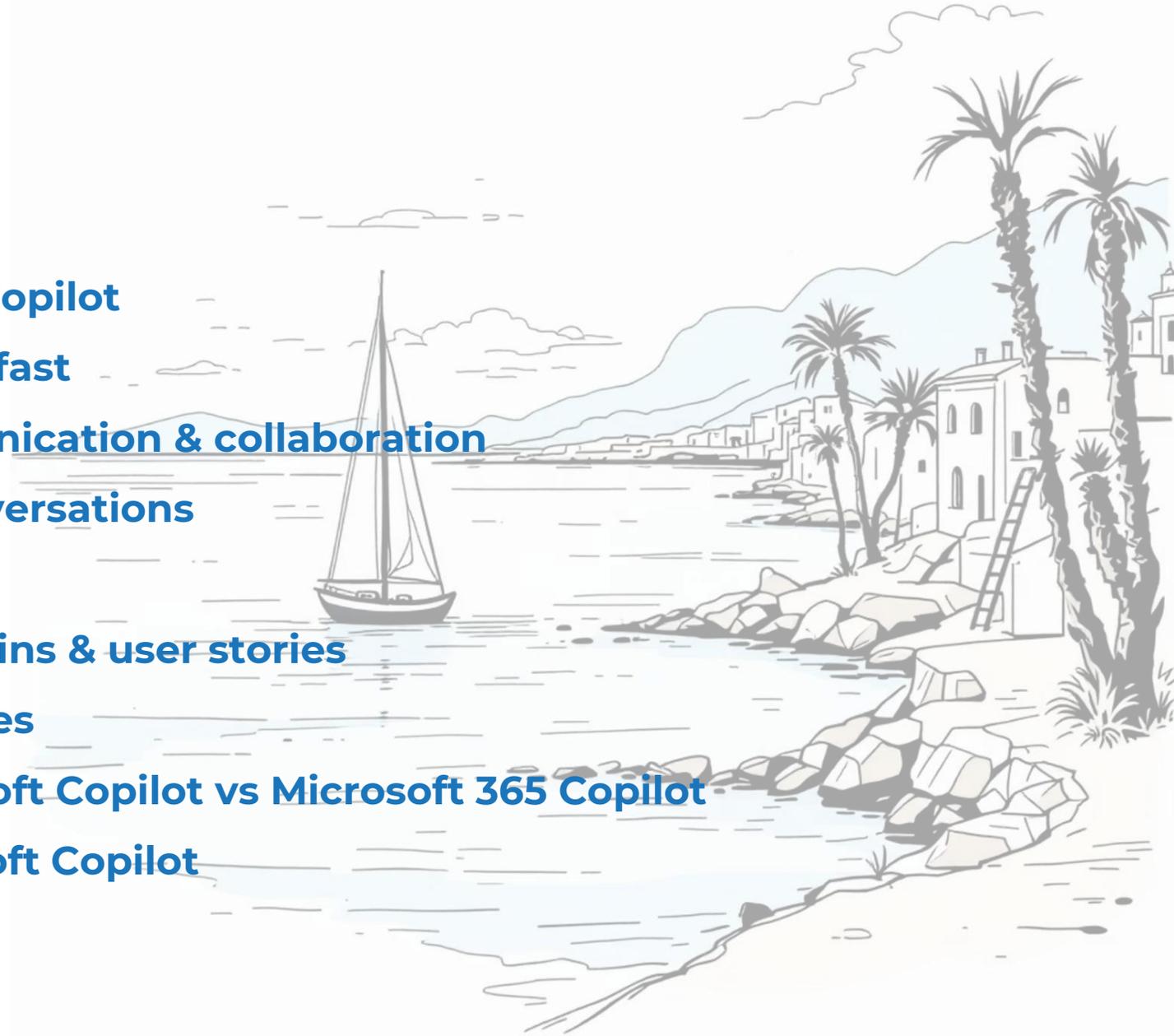# Microsoft Copilot: Your AI-Powered Productivity Partner

Discover how artificial intelligence is revolutionising the way we work across Microsoft 365 applications.

CONTENT

MEDCRUISE
The Association of Mediterranean Cruise Ports

What is Microsoft Copilot?

SEAMLESSLY INTEGRATED

AI assistant embedded directly into Microsoft 365 apps including Word, Excel, PowerPoint, Outlook, and Teams for instant access.

POWERED BY GPT-4

Leverages advanced GPT-4 technology combined with Microsoft Graph to deliver personalised, context-aware assistance tailored to your work.

BOOSTS PRODUCTIVITY

Automates routine tasks, enhances creativity, and accelerates decision-making to help you achieve more in less time

SIMPLE SUBSCRIPTION

Available with Microsoft 365 subscription plus Copilot add-on at approximately 20 € per user per month.

How Copilot transforms Word

1.

Generate First Drafts Instantly

Simply prompt "Create a summary of this report" and watch Copilot produce comprehensive initial drafts in seconds, saving hours of writing time.

2.

Rewrite and Refine Tone

Transform your content between formal, casual, or persuasive styles with a single click. Perfect for adapting communications to different audiences.
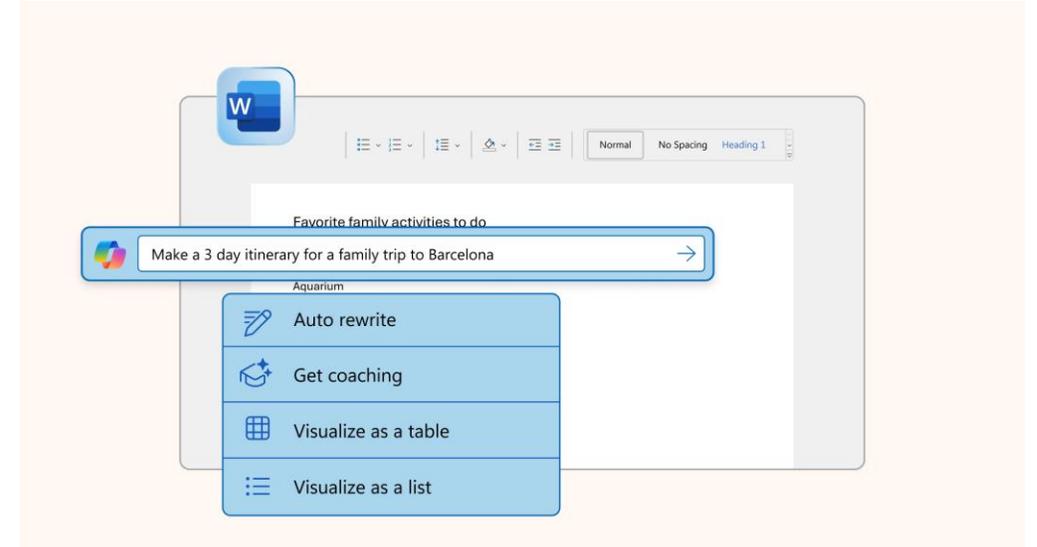
3.

Brainstorm Creative Ideas

Generate compelling taglines, structured outlines, or expand content sections when inspiration runs low.

4.

Summarise Long Documents

Convert lengthy reports into concise bulleted key points, extracting the most important information quickly and accurately.

Pro Tip

Use natural language prompts for best results. Be specific with requests like "Make this more concise whilst maintaining key statistics" to get precisely what you need.

Excel: From Data to Insights with Copilot

1

Write Complex Formulas Effortlessly

Describe the logic you need in plain English and watch Copilot translate it into sophisticated formulas. No need to memorise complex syntax, just explain what you want to calculate.

2

Generate Visualisations Automatically

Create compelling data visualisations and pivot tables with simple commands. Copilot analyses your data structure and suggests the most effective presentation methods.

3

Analyse Trends and Anomalies

Ask questions like "Highlight sales growth by region" and receive instant insights into patterns, outliers, and opportunities hidden within your datasets.

4

Automate Repetitive Tasks

Streamline data cleaning, formatting, and standardisation processes that typically consume valuable time. Focus on analysis rather than preparation.

Expert Tip

Ask Copilot to explain formulas in detail or suggest improvements for enhanced accuracy. This helps you learn whilst building more robust spreadsheets.

PowerPoint: Create Presentations Fast

Generate Decks from Prompts

Create complete slide decks from simple instructions: "Create a 5-slide pitch on sustainability initiatives." Copilot handles structure, content, and initial design.

Summarise into Slides

Transform lengthy documents or meeting notes into presentation-ready content. Extract key messages and organise them into logical, engaging slides.

Smart Design Suggestions

Receive tailored recommendations for layouts, imagery, and visual styles that match your topic and enhance audience engagement.

Convert to Speaker Notes

Transform bullet points into engaging speaker notes or presentation scripts, ensuring you deliver with confidence and clarity.

Expert Tip

Ask Copilot to explain formulas in detail or suggest improvements for enhanced accuracy. This helps you learn whilst building more robust spreadsheets.

Outlook & Teams: Smarter Communication & Collaboration

Summarise Email Threads

Condense lengthy email conversations with one click, extracting key decisions and action items. Save precious time wading through dozens of replies.

Draft Professional Emails

Generate clear, professionally worded emails or replies instantly. Copilot maintains appropriate tone and ensures your messages communicate effectively.

Recap Teams Meetings

Get comprehensive meeting summaries, live or after the fact, highlighting decisions, action items, and key discussion points so nothing falls through the cracks.

Organise Your Inbox

Prioritise messages and organise communications with AI-powered suggestions that understand context and urgency, helping you focus on what matters most.

Power User Tip: Use Copilot Chat during meetings to ask questions, retrieve information, or get quick task assistance without interrupting the flow of conversation.

Microsoft 365 Chat: Unified AI Conversations

Microsoft 365 Chat acts as your dedicated Copilot interface, providing a single point of interaction to converse with and leverage all your Microsoft 365 data. It's the central hub where AI meets your entire digital workspace.

Cross-App Search & Retrieval

Quickly find information across all your Microsoft 365 data (including files, emails, meetings, and chats) without ever leaving the chat interface.
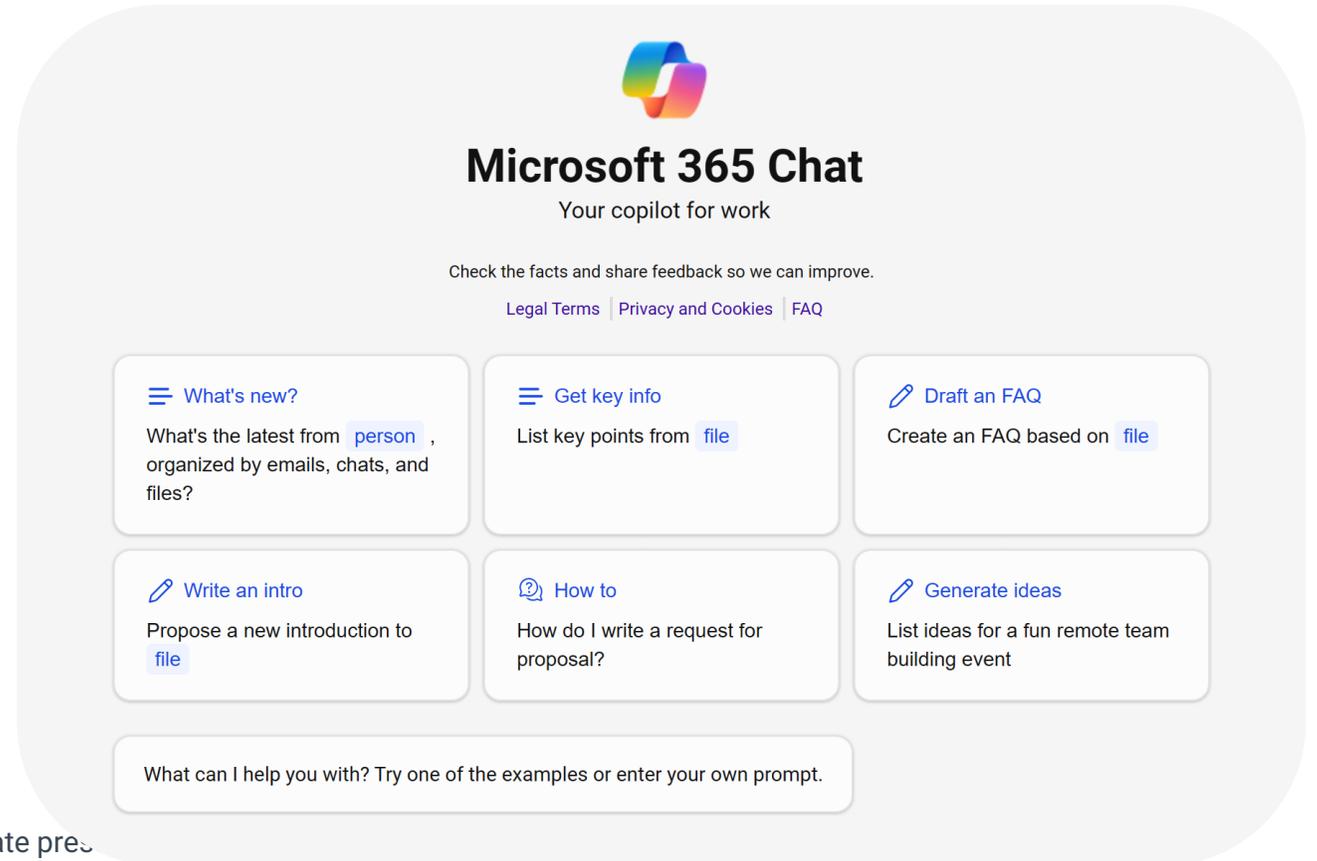
Organisational Q&A

Get immediate answers to complex questions by leveraging your company's collective knowledge within SharePoint, Teams, and OneDrive.

Unified Insights & Actions

Access intelligent summaries, project updates, and actionable insights directly within the chat, eliminating context switching and boosting focus.

Generate Cross-App Content

Leverage consolidated information from various sources to draft emails, create pres~~ or summarise documents with ease.

Microsoft 365 Chat
Your copilot for work

Check the facts and share feedback so we can improve.

Legal Terms | Privacy and Cookies | FAQ

What's new?
What's the latest from person , organized by emails, chats, and files?

Get key info
List key points from file

Draft an FAQ
Create an FAQ based on file

Write an intro
Propose a new introduction to file

How to
How do I write a request for proposal?

Generate ideas
List ideas for a fun remote team building event

What can I help you with? Try one of the examples or enter your own prompt.

Top Tips & Tricks for Everyday Use

Start Simple

Begin with straightforward one-click actions like summarising documents or drafting emails. Build confidence before tackling more complex requests.

Craft Clear Prompts

Use specific, context-rich prompts that include your desired outcome. "Create a formal proposal for budget increase highlighting ROI" works better than simply "write proposal."

Review and Refine

Combine Copilot suggestions with your own edits for optimal results. Always review AI output to ensure accuracy and alignment with your objectives.

Go Mobile

Explore the Copilot app on your mobile device for productivity on the go. Access powerful AI assistance wherever your work takes you.

Leverage Integration

Take advantage of Copilot's seamless integration across all Microsoft 365 apps to create efficient, connected workflows.

Real-World Impact: Productivity Gains & User Stories

In a study, the UK government gave Microsoft 365 Copilot to 20,000 employees for three months. These are some of the metrics:

25 minutes saved
per day
per employee

70% spend less time
on routine tasks and
more time on strategic work

80% don't want to give up
Copilot

AI Data Drop: What happens when you give 20,000 people Copilot. (2025). Microsoft.com.
https://www.microsoft.com/en-us/worklab/ai-data-drop-what-happens-when-you-give-20000-people-copilot?msockid=2771a259b9f46c8e33e6b403b8376d94

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Getting Started & Learning Resources

Check Availability

Copilot is accessible through Microsoft 365 Business and Enterprise plans. Verify your subscription tier and add the Copilot licence.

Access Training

Visit Microsoft Learn for comprehensive step-by-step tutorials, video guides, and documentation covering all Copilot features.

Experiment Regularly

Build confidence through consistent practice. Try new features, test different prompts, and discover capabilities that transform your workflow.

A Common Misconception: Microsoft Copilot vs Microsoft 365 Copilot

Both use Microsoft AI's technology but serve different purposes and audiences.

Microsoft Copilot works like a **general AI assistant that lives outside of the Microsoft Office programs**. It can open and work with Word, PowerPoint, Excel, or PDF files that you upload but it is not directly integrated into the Microsoft 365 applications.

Microsoft 365 Copilot is **built directly into the Office applications themselves**, typically as a sidebar or special button in the toolbar. It transforms the Office apps themselves by allowing Copilot to work directly within your documents, emails, and spreadsheets.

Unlock Your Potential with Microsoft Copilot

🚀 Work Smarter, Not Harder

Embrace AI technology to maximise your productivity and achieve better results in less time.

⚡ Transform Daily Tasks

Experience the power of intelligent automation and enhanced creativity across your entire workflow.

🎯 Start Your Journey Today

Integrate Copilot into Word, Excel, PowerPoint, Outlook, Teams and beyond to revolutionise how you work.

Your AI-powered productivity partner is ready, are you ready to take off?

Explore Copilot

Start Learning

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