

Boosting Productivity with Microsoft Copilot & Designer

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SESSION OUTLINE

Introduction to Microsoft Copilot and Microsoft Designer

- What is Microsoft Copilot?
- Overview of Microsoft Designer

Getting Started with Copilot: Text Generation, Summarization, and Brainstorming

- How AI is Integrated Into Microsoft 365
- Getting Your Own Practical Companion
- Navigating Microsoft Copilot
- Basic Tasks with Microsoft Copilot

Creating Stunning Visuals with Designer Templates and AI Tools

- HANDS ON:
Marketing Post for Social Media with Microsoft Copilot & Designer
- Navigating Microsoft Designer
- Design Basics with Microsoft Designer

SESSION OUTLINE

Mastering Prompting Techniques to Get Better Results

- Prompt Anatomy with Microsoft Copilot and Common Mistakes
- HANDS ON : Blog into Poster with Microsoft Copilot and Microsoft Designer

Real-World Projects: Building Campaigns with Copilot + Designer

- Integrating Copilot in Real Projects

Summary of Microsoft Copilot and Designer

Taking the Next Steps in Your AI Journey with Microsoft Copilot and Designer

CO-PILOT CHAT



Search results from across the web and provide up-to-date answers



Summarize responses to a prompt's specific questions and needs



Provide links to content sources



In the Copilot Chat experience, educators can ask follow-up questions. Examples for getting different and more detailed answers include more options



Personalized recommendations on recipes, entertainment, news, purchases, and more



Tailored assistance on spelling, grammar, or writing mechanics



Targeted financial advice from online banking institutions



Individualized health plans



Predictive analysis and real-time routing recommendations

Teaching Smarter with Microsoft Copilot

Find

Create

Inspire

Enhance

Use

Personalize

Create

Develop

Design

Copilot for M365

WORD

EXCEL

POWERPOINT

TEAMS

OUTLOOK

Copilot in Action



PowerPoint: Create slides from prompts or Word files



Word: Draft, rewrite, summarize



Excel: Analyze trends and insights



Teams & Outlook: Meeting and email summaries

Microsoft Copilot in Word

Use Microsoft Copilot to write and edit documents in Word

- **Generate summaries, outlines, bullet points, and headings**
- **Improve the readability and clarity of your writing**
- **Rephrase sentences and paragraphs to avoid plagiarism**
- **Format your document according to specific guidelines and styles**
- **Generate a table of contents and update page numbers**
- **Insert and format tables, images, and charts**
- **Combine two different documents**
- **Write a summary of the document**

Sample Demo Prompts



Summarize this document into 5 executive slides



Draft a professional email based on these bullet points



Analyze this Excel data and highlight key trends

Crafting Effective Prompts



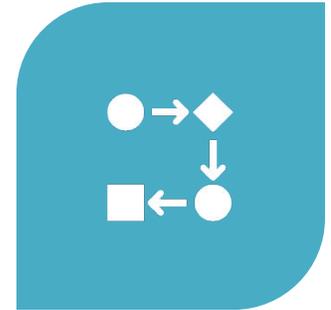
**DEFINE A CLEAR
GOAL**



**PROVIDE CONTEXT
AND SOURCE**



**SPECIFY FORMAT
AND TONE**



**ITERATE AND
REFINE**

Hands-on Activities

Summarize

Summarize an email thread and extract action items

Design

Design a project banner using Microsoft Designer

Convert

Convert a Word document into a presentation

Microsoft Designer



CREATE VISUALS FROM
TEXT PROMPTS



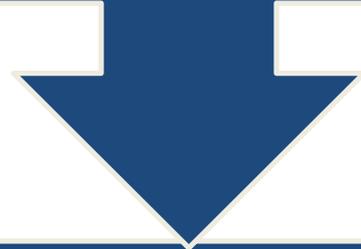
GENERATE POSTERS,
BANNERS, SOCIAL POSTS



EDIT AND REFINE IMAGES
WITH AI

Beyond Text: Exploring Visual Search

Microsoft Designer and Visual Search help educators incorporate visual tools into their search and build understanding of new concepts.



There are two ways to work with images in Copilot Chat.

The first way is to ask Copilot Chat to create a new image.

The second way is to use Visual Search, which includes adding an image to the prompt.



Message Copilot



Take photo



Upload image



Upload file



Copilot



OneDrive



Capture



Create



Apps

Use Visual Search

With Visual Search in **Copilot Chat**, educators can input images and ask questions about them.

Ask questions about images that are difficult to describe. For example: learn about a landmark you haven't seen, identify a plant or animal you don't recognize, and more.

To use Visual Search in Copilot Chat:

Select the **Add an image icon** in the **text box** in Copilot Chat.



Search Progress



Teams assignments



Scaffold the research process



Reflection opportunities



Build information literacy



Detailed view of learners' research process



Create an image of a blue panda bear wearing sunglasses on the beach in digital art format.



Draw a 3D typography letter B on a green background with shiny chrome texture in a minimalist style.

Designer Preview



Create an image of a blue panda bear wearing sunglasses on the beach in digital art format.

Designer Preview



Draw a 3D typography letter B on a green background with shiny chrome texture in a minimalist style.



What do you want to design?

Try "Images" or "Invitations"



Create with AI

Edit with AI

Design from scratch



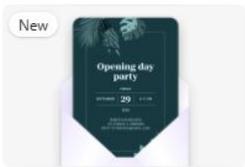
Images



Icons



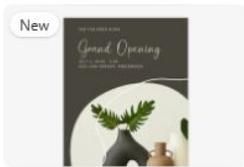
Wallpapers



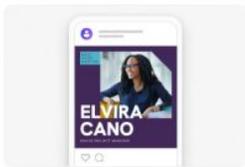
Invitations



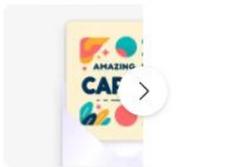
Banners



Posters



Social posts



Greetings

Create custom images for any project



◆ Create with AI

✎ Edit with AI

📄 Design from scratch



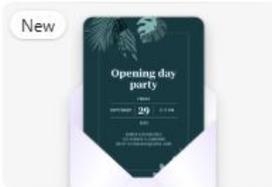
🖼 Images



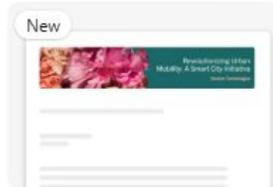
🔗 Icons



🖼 Wallpapers



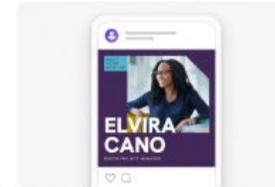
📅 Invitations



📄 Banners



📄 Posters



📱 Social posts

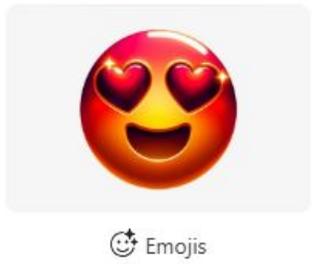
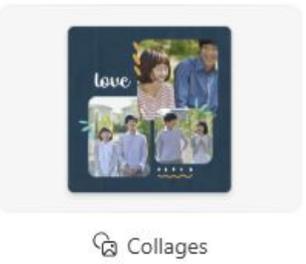
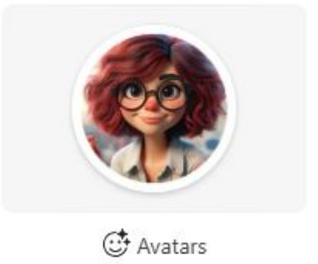
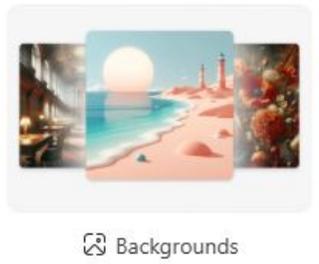
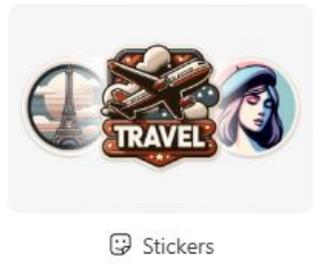
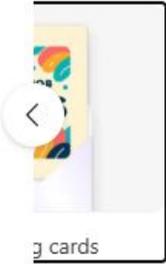


✉ Greetings

 Create with AI

 Edit with AI

 Design from scratch



Create clip art



Description*

Describe what you want to create

Create →

For example, "a penguin ice skating on a frozen lake, wearing a red scarf and smiling"



Coding and Co-pilot

Review

Review code



Test

Test for errors



Find

Find bugs



Suggest

Suggest solutions

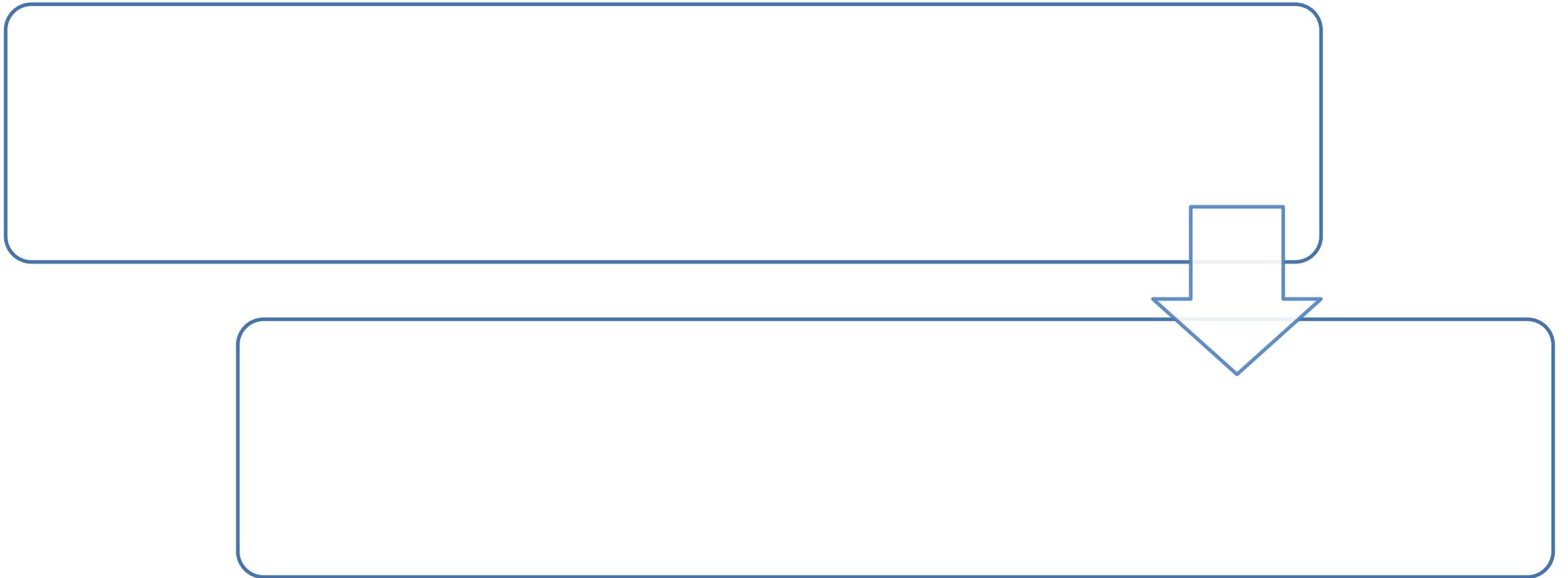
Module 5: Responsible AI & Security

Enterprise-grade data protection

Permission-based access

Human review is essential

Safe and Secure Use of Copilot Chat



Create an assignment and rubric



Sample prompt : Give

First, give clear objectives. Include the role AI should play in delivering the response. Be specific about the topic.



Sample prompt : Respond

Respond as a secondary history teacher. The learners will write an essay on "The Impact of World War II on Modern Society." Write the assignment details for the learners.

MICROSOFT'S COPILOT LINE-UP

	 Copilot	 Copilot	 Copilot for Microsoft 365	 Copilot for Sales, Service, or Finance
	Personal	Work	Work	Work
GPT Large Language Model	✓	✓	✓	✓
AI-Powered Web Search, Answers & Content Generation	✓	✓	✓	✓
Commercial Data Protection		✓	✓	✓
Enterprise Security, Privacy & Compliance			✓	✓
Microsoft 365 Graph (content & context)			✓	✓
Microsoft 365 Apps			✓	✓
Dynamics 365, Salesforce, ServiceNow, or SAP				✓

Microsoft 365 Copilot

Foundational skills for new users



1

Recap a meeting

– let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.

→ Draft an email with notes and action items from meeting



2

Summarize an email thread

– get quickly caught up to a long, complex email thread.

→ Click on the Summarize icon



3

Draft email

– personalize the tone and length.

→ Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.



4

Summarize a document

– get right down to business by summarizing long documents and focusing on the relevant sections.

→ Give me a bulleted list of key points from file



5

Tell me about a topic/project

– provide insights and analysis from across multiple sources to get up to speed quickly.

→ Tell me what's new about topic organized by emails, chats, and files?



6

Give me some ideas for ...

– boost your creativity with ideas for your work such as agendas, product names, social media posts, etc.

→ Suggest 10 compelling taglines based on file



7

Help me write ...

– jumpstart creativity and write and edit like a pro by getting a first draft in seconds.

→ Generate three ways to say [x]



8

What did they say ...

– when you vaguely remember someone mentioning a topic, have Copilot do the research.

→ What did person say about topic



9

How do I ...

– let Copilot help you build or fix formulas in Excel.

→ How do I sum values that are greater than 0?



10

Translate a message

– with business becoming increasingly international, it's important to be able to read or write messages in other languages.

→ Translate the following text into French:

For more prompts, visit Prompt Gallery at: aka.ms/prompts

THANK YOU

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