

# Microsoft 365 Copilot



## Use Case: Executives



### Catch up on Email and Chat

Prompt Microsoft 365 Chat

**Summarize** my emails and chats from the past week that mention the year-end results.



### Gather team input

From a meeting recap prompt Copilot in Teams

**Generate a list** of the key points made by each speaker.



### Revise the speech

Within the Word document select a paragraph and Copilot will offer several ways you could rewrite it

**Rewrite** with Copilot.



### Create the invitation

From a new email select Draft with Copilot

**Draft a detailed email** thanking all employees for attending the year-end-review. Make the tone friendly and mention how excited we are to continue our progress in the new year.



### Review last quarter's speech

From the meeting recap prompt Copilot in Teams

**Summarize the meeting** and list the key points. Tell me all of the revenue numbers that were presented.



### Revise the presentation slides

Within the presentation prompt Copilot

**Add an image** of an inspiring landscape of a mountain to match the company motto - "We overcome every obstacle".

# Microsoft 365 Copilot



## Use Case: HR



### Create a job description

Starting from a blank document prompt Copilot in Word

Create a job description for a senior animation designer role, based on the [Design Team Core Responsibility](#) document.



### Discover qualified candidates

Prompt Copilot in Microsoft 365 Chat

Based on [Candidate #1 resume](#) provide a summary of the skills, experience, and qualification of the candidate.



### Create Interview Questions

Prompt Copilot in Loop to create a set of interview questions

Create a set of interview questions for the position of Senior Animation Designer. Ask about previous experience, goals, and include some questions about personal interests.



### Conduct an interview

During the interview prompt Copilot in Teams

What would some good follow up questions be based on what we have already discussed and are there any questions I have not answered?



### Create an offer letter

Start in a new email prompt Copilot in Word prompt

Create an offer letter to Maya for the position of Senior Animation Designer with a start data of March 16th. Include details on our benefits from our [Benefit Handbook](#).



### Create onboarding materials

Start with a new presentation prompt Copilot

Create a presentation from (Word Document link to Senior Animation Designer Job Description). Create an overview of the job responsibilities.

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## Use Case: Operations



### Analyze Production Data

Using a table of Six Sigma data select the prompt Show data insights

Show Data Insights.



### Discover past solutions

From Microsoft365.com prompt Copilot in Microsoft 365 Chat

Find information on **troubleshooting** our current production equipment from across the equipment manuals. Look for information on how to reset the processor.



### Brainstorm new solutions

After collecting the ideas click on Organize using Copilot in Whiteboard

Organize.



### Summarize the weekly status meeting

From the meeting recap prompt Copilot in Teams

**Summarize the meeting** and list the action items discussed and their current status. List all of the decisions that were made and issues that were resolved.



### Thank employees for their work

Starting in a new email prompt Copilot in Outlook prompt

**Create an email** thanking all the people who helped to identify the issue and implement the solution. Include that we resumed full production on Tuesday at 6pm and limited the shutdown to 3 days.



### Create a root cause analysis report

Starting with a new presentation prompt Copilot

**Create a presentation** that summarized (Word document link to Production issue root cause analysis report.docx)

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## Use Case: Sales



### Refine a discovery session

Prompt Copilot in Loop

Create a set of questions for a customer discovery session focused on the primary use case for the product.



### Discover company information

Prompt Bing Chat Enterprise in the Edge browser sidebar

Summarize the Contoso annual report including goals, risks, and financial metrics.



### Find the asks in your emails

From Microsoft 365 Chat app in Teams prompt

Provide me with a bulleted list of notes from my emails mentioning Fabrikam over the last two weeks.



### Update the sales presentation

In the existing presentation prompt

Add a slide about (copy in email summary from Microsoft 365 Chat) and include an image appropriate for the medical industry.



### Summarize the meeting

From the meeting recap prompt Copilot in Teams

Summarize the meeting and list the action items discussed and their current status.



### Create the proposal

Starting with a new document prompt Copilot

Create a proposal based on [Contoso Sales Presentation.pptx](#) and [Sales Meeting Notes.docx](#).

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## Use Case: Marketing



### Discover the market research

In the Edge sidebar prompt

Give me the latest information on the top five markets for new widgets and the key competitors in those markets with a description of their products.



### Discover market trends

Select the Show data insights prompt in Copilot in Excel

Show data insights.



### Create a promotion plan

Prompt Copilot in Word

Generate a promotion plan for the widget market and include 10 potential taglines that would be appropriate for markets in Latin America.



### Create a pitch deck

In a new PowerPoint file select the default Create presentation from file

Create a presentation from (Word document link to Contoso widget design document.docx).



### Create an offer letter

Starting a new email, prompt Copilot in Outlook

Draft a promotional e-mail using the tagline "A better widget for all" and highlight the following product features listed below:

- Lasts a long time
- Etc.



### Create social media posts

Start a new chat and prompt Copilot

Create a series of LinkedIn posts based on [Contoso Product Description](#) and [Contoso Marketing Plan](#).

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## Use Case: Finance



### Summarize due diligence report

From the Teams app prompt Copilot in Microsoft 365 Chat

Summarize the information in [Fabrikam financial data](#), [Fabrikam Operations analysis](#), [Fabrikam integration plan](#).



### Analyze financial data

Using a table to show data insights

Show data insights.



### Meet with legal

In the recap tab for the meeting

List all of the legal notifications required for the offer sheet.



### Create an executive presentation

From a new presentation

Create presentation from (Word document link to Deal Summary.docx). Be sure to include a summary slide, a conditions slide, and a financial slide.



### Refine Deal analysis

From the table in Excel prompt

Add a column to reduce the projected revenue by 3%.



### Update the offer sheet

From a new line select Draft with Copilot

Add a new section on the conditions for the deal based on [legal team meeting transcript.docx](#).

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## Use Case: IT



### Create a project plan

From the Teams apps prompt Copilot in Microsoft 365 Chat

Summarize the Information in [Fabrikam product documentation](#).



### Discuss the Plan

From the meeting recap prompt Copilot in Teams

Summarize the meeting and list the action items discussed and their current status.



### Brainstorm Risks

After collecting all of the ideas Click on Summarize in Copilot in Whiteboard

Summarize.



### Deliver the updates

Starting from a new email select Draft with Copilot

Draft a detailed email from the file [Fabrikam support procedures](#). Make the tone friendly.



### Create an executive update

Starting a new presentation

Create a presentation from (Word document link to Fabrikam upgrade project plan.docx).



### Revise support procedures

On a new line of the procedure document click on the Draft with Copilot icon

Insert a paragraph on Single Sign On issue resolution using information from [Fabrikam product information](#)