

Copilot for Microsoft Outlook and Teams

INTRODUCTION TO MICROSOFT COPILOT



Nia Joseph

AI Product Builder, Microsoft

Copilot in Outlook and Teams



Summarize email threads



Draft emails



Coaching feature

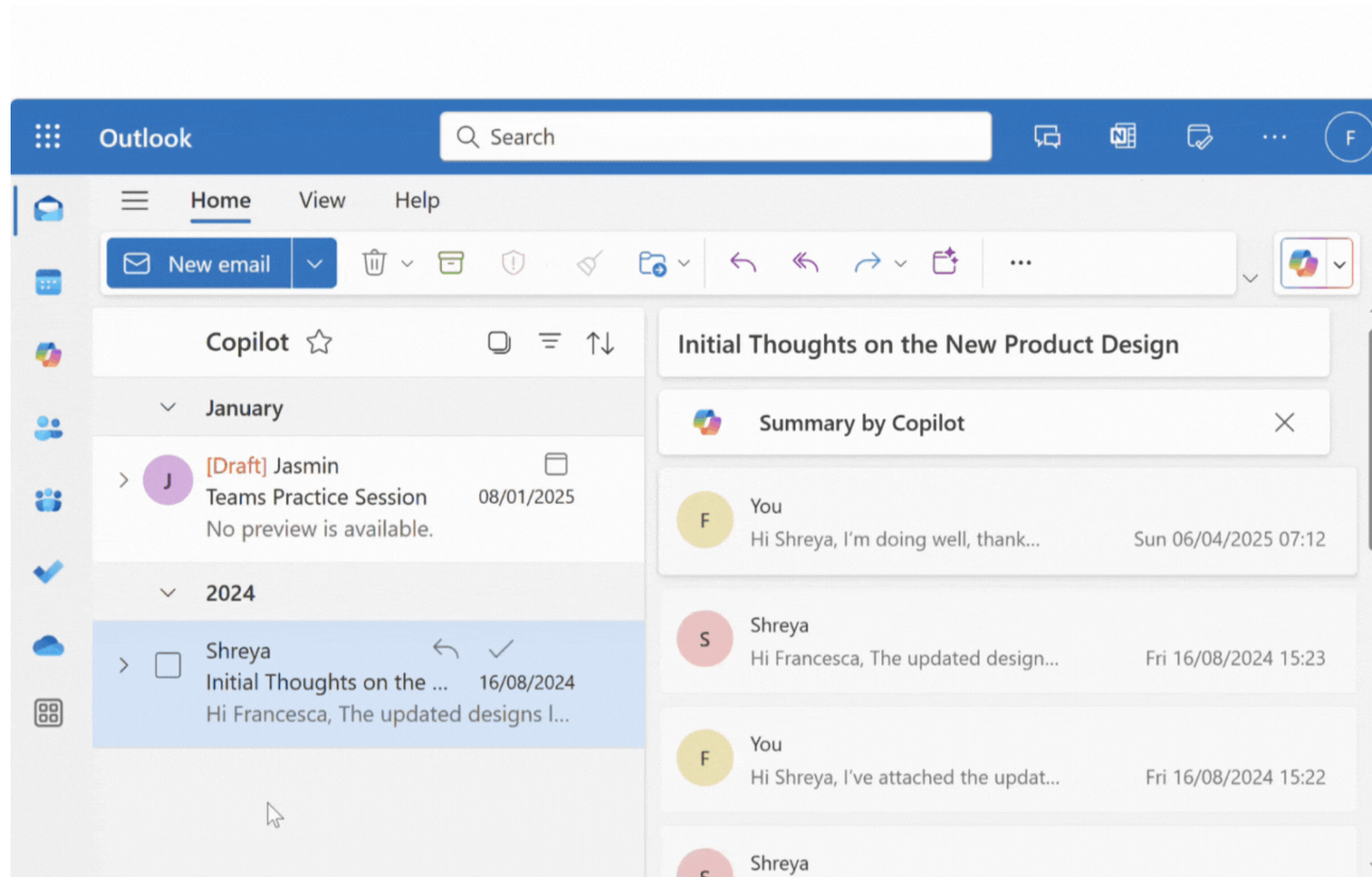


Catch up on chats

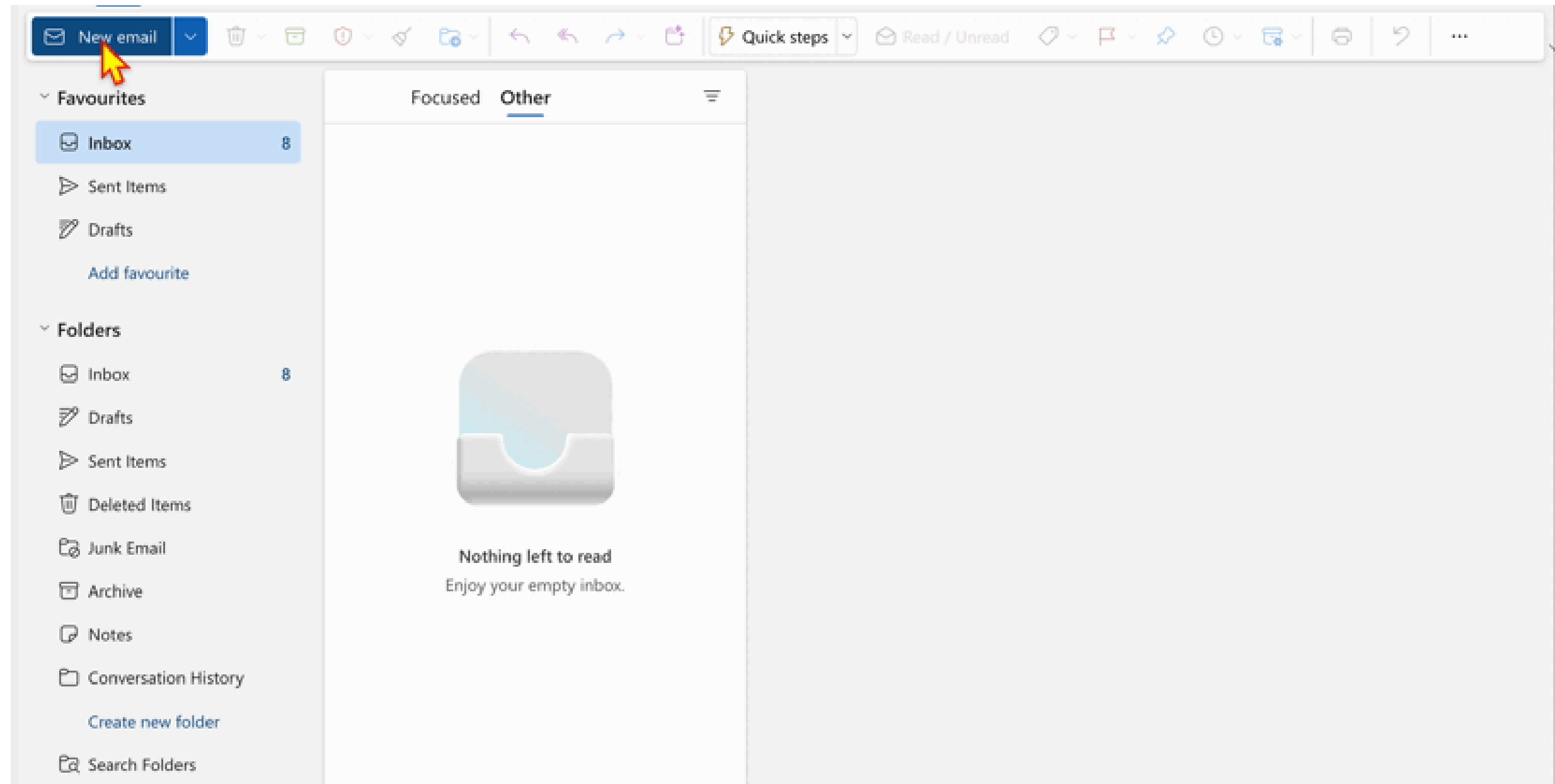


Business chat to stay updated on work

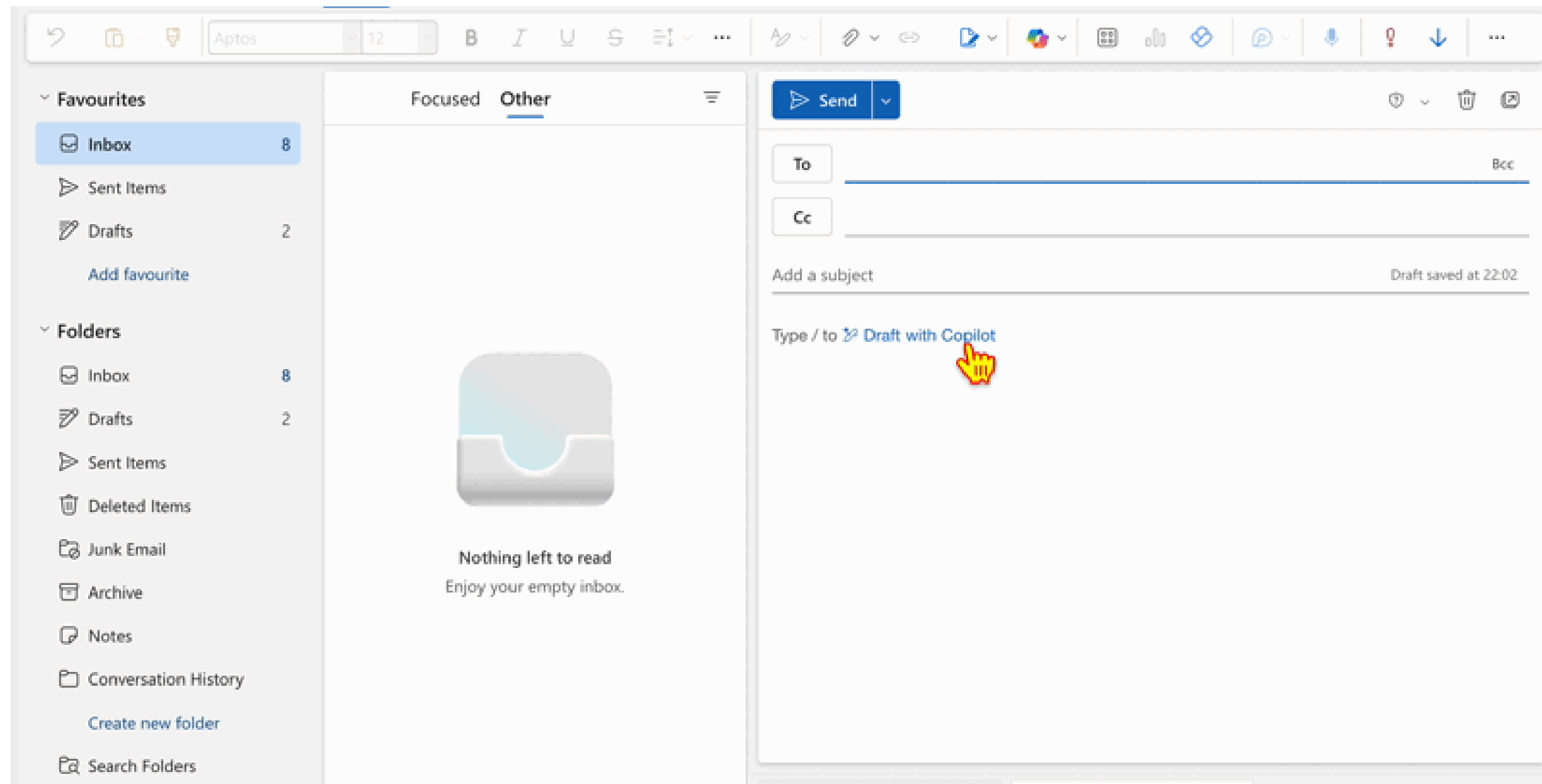
Summarize email threads



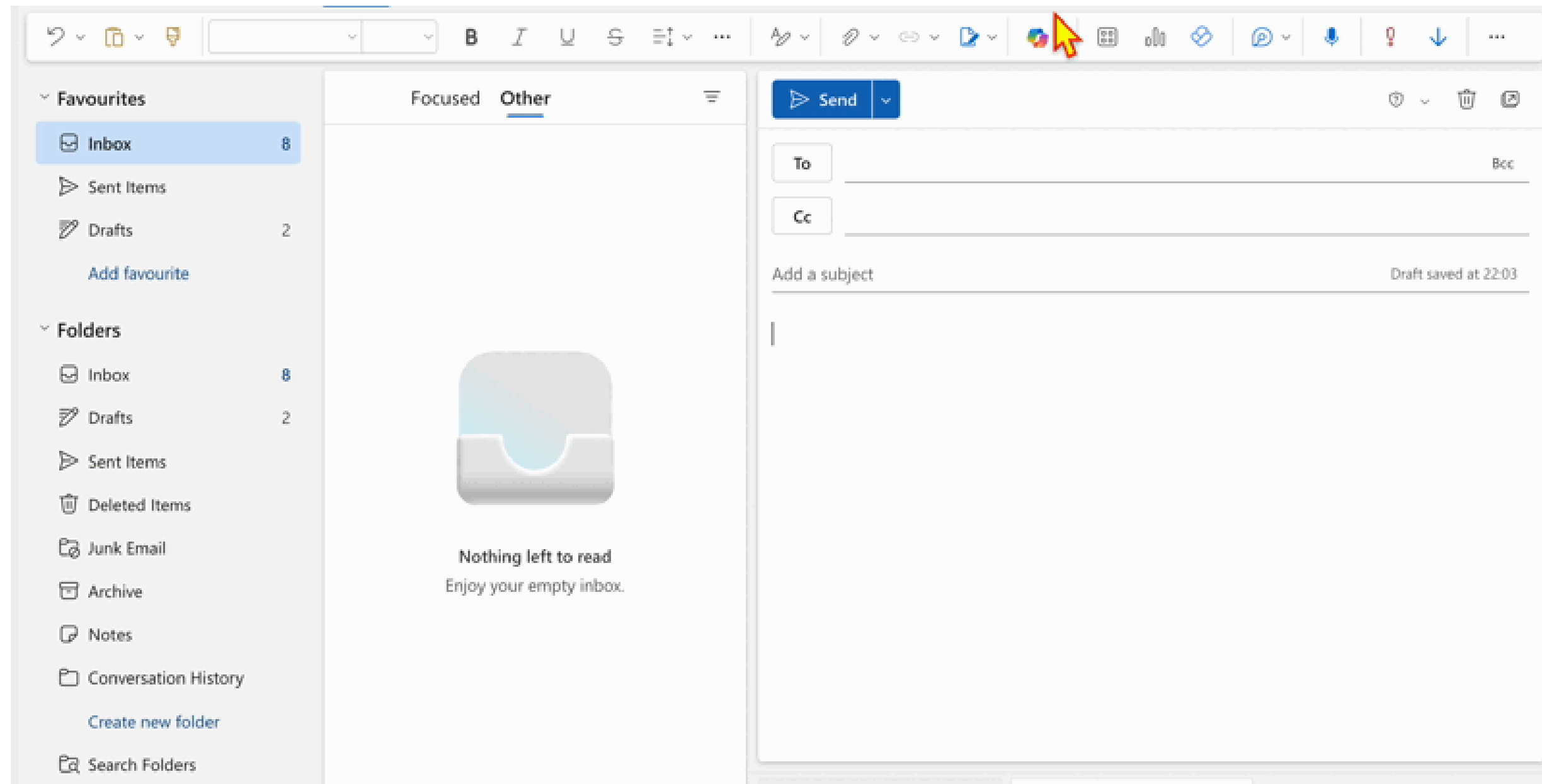
Draft emails



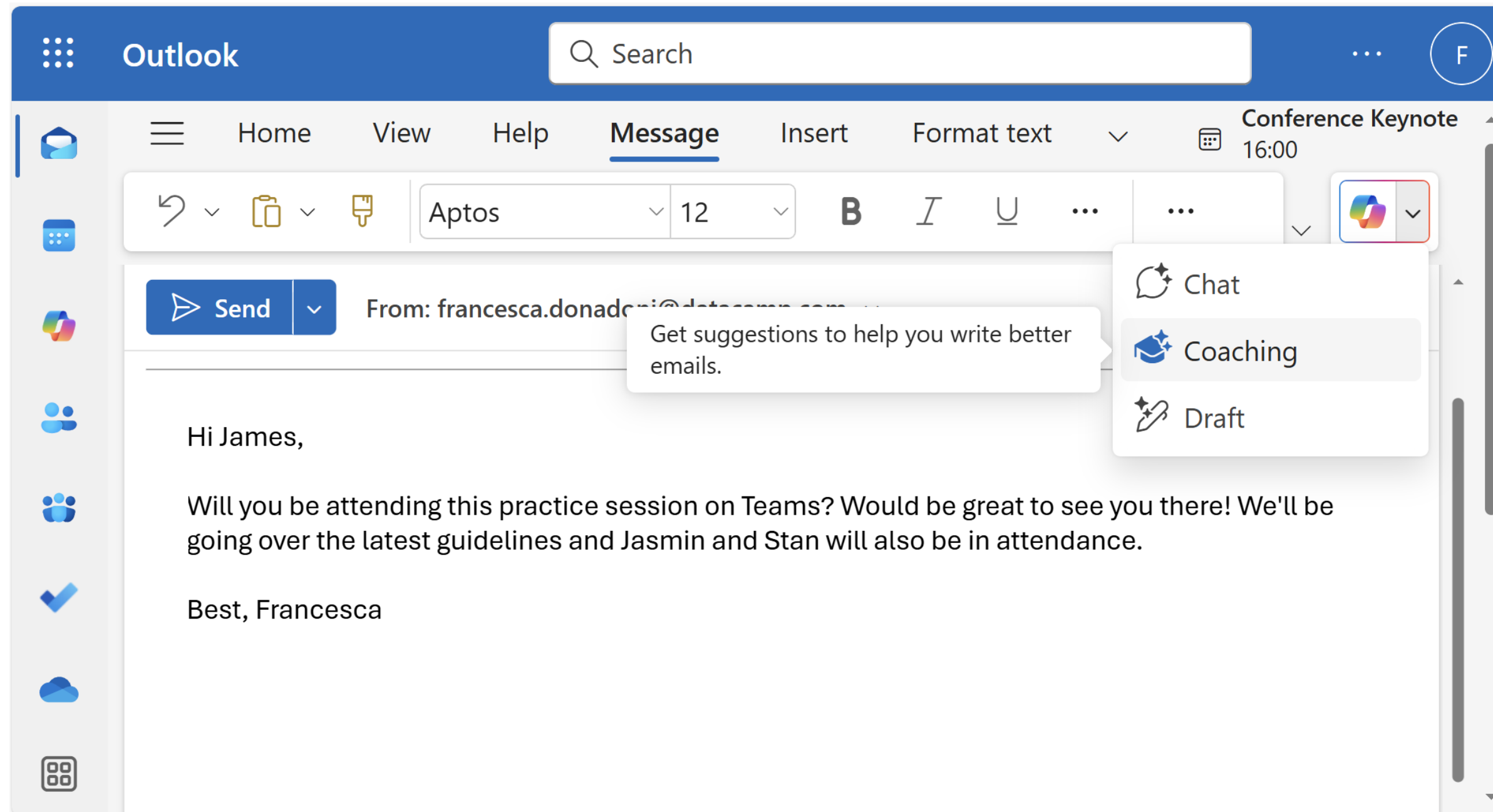
Draft emails



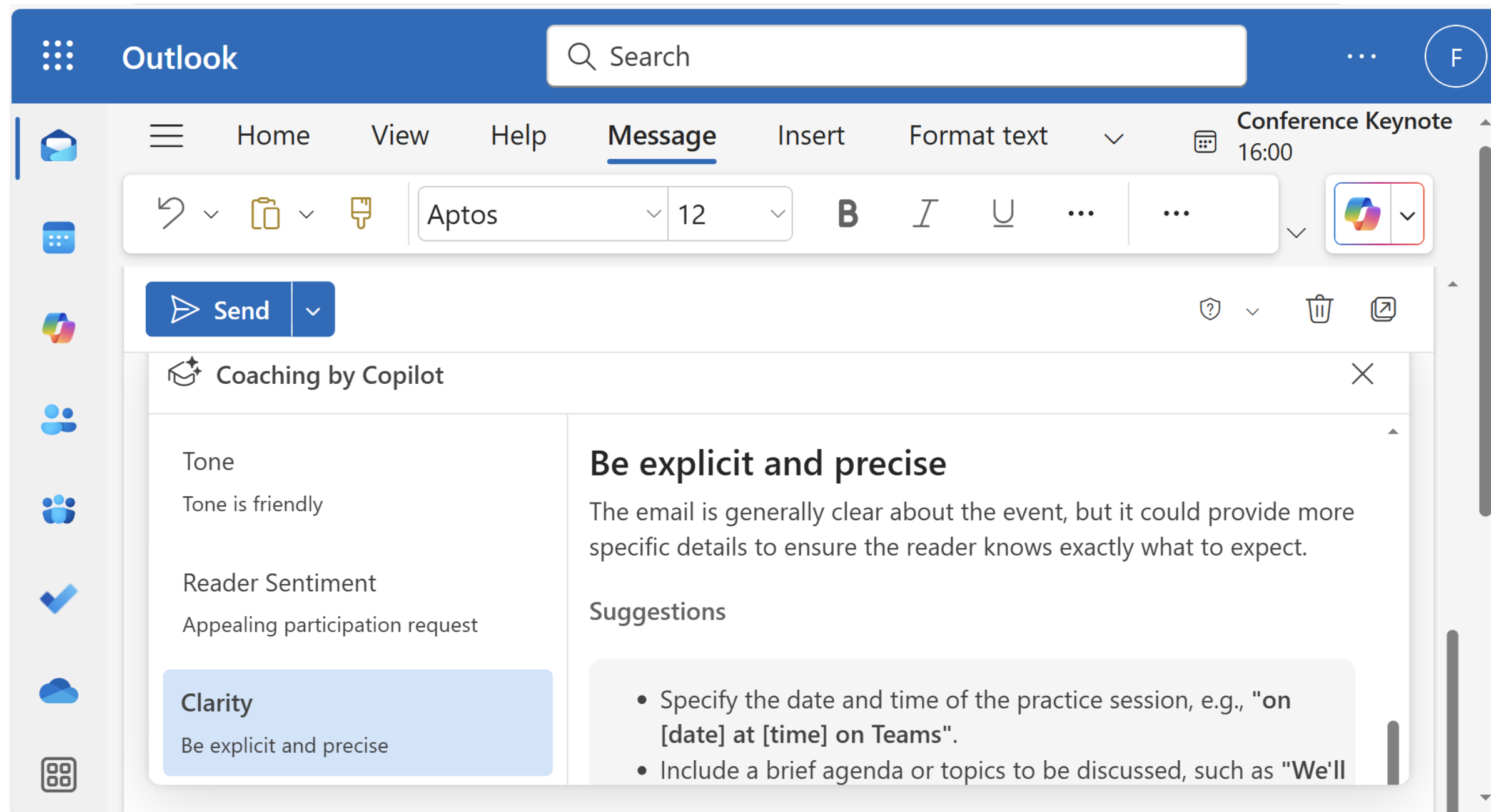
Draft emails



Reply to emails



Reply to emails



Catch up with chats

The screenshot shows a Microsoft Teams chat window with a contact named Francesca. The chat history includes several messages: an incoming message about design ideas, an outgoing message from Francesca about adding vibrancy, an incoming message about wrapping up by the end of the week, an outgoing message from Francesca saying 'For sure!', another outgoing message from Francesca about updated designs, an incoming message about checking the designs, and a final outgoing message from Francesca with a heart reaction. The right sidebar features the Copilot interface with three sections: 'Get key info from the chat', 'Try out all the prompts', and 'It's your Copilot'. At the bottom of the sidebar is a text input field that says 'Ask a question about this chat'.

Francesca Chat Files +

Got them! I like the simplicity, Francesca. I have a couple of ideas, though. What do you think about using more vibrant colors to make it pop? And maybe we could add a few interactive elements to increase engagement.

Francesca 16/08 15:29

Great suggestions, Shreya. I think adding some vibrancy could really make the design stand out. I'll work on those changes and share updated versions with you tomorrow.

16/08 15:29

Awesome, thanks, Francesca! I'm excited to see the updated designs. Let's aim to wrap this up by the end of the week.

Francesca 16/08 15:29

For sure! I'll keep you posted. Talk soon.

Francesca 16/08 15:53

Hey Shreya, I've updated the designs with the changes we discussed. Sent them to your inbox. Let me know if there's anything else you'd like to tweak.

16/08 16:04

Just checked them out. They look fantastic! I think we're all set. Thanks for being so quick with the changes, Francesca.

Francesca 16/08 16:04

Glad you like them! Happy to help. Let's move forward with this.

1

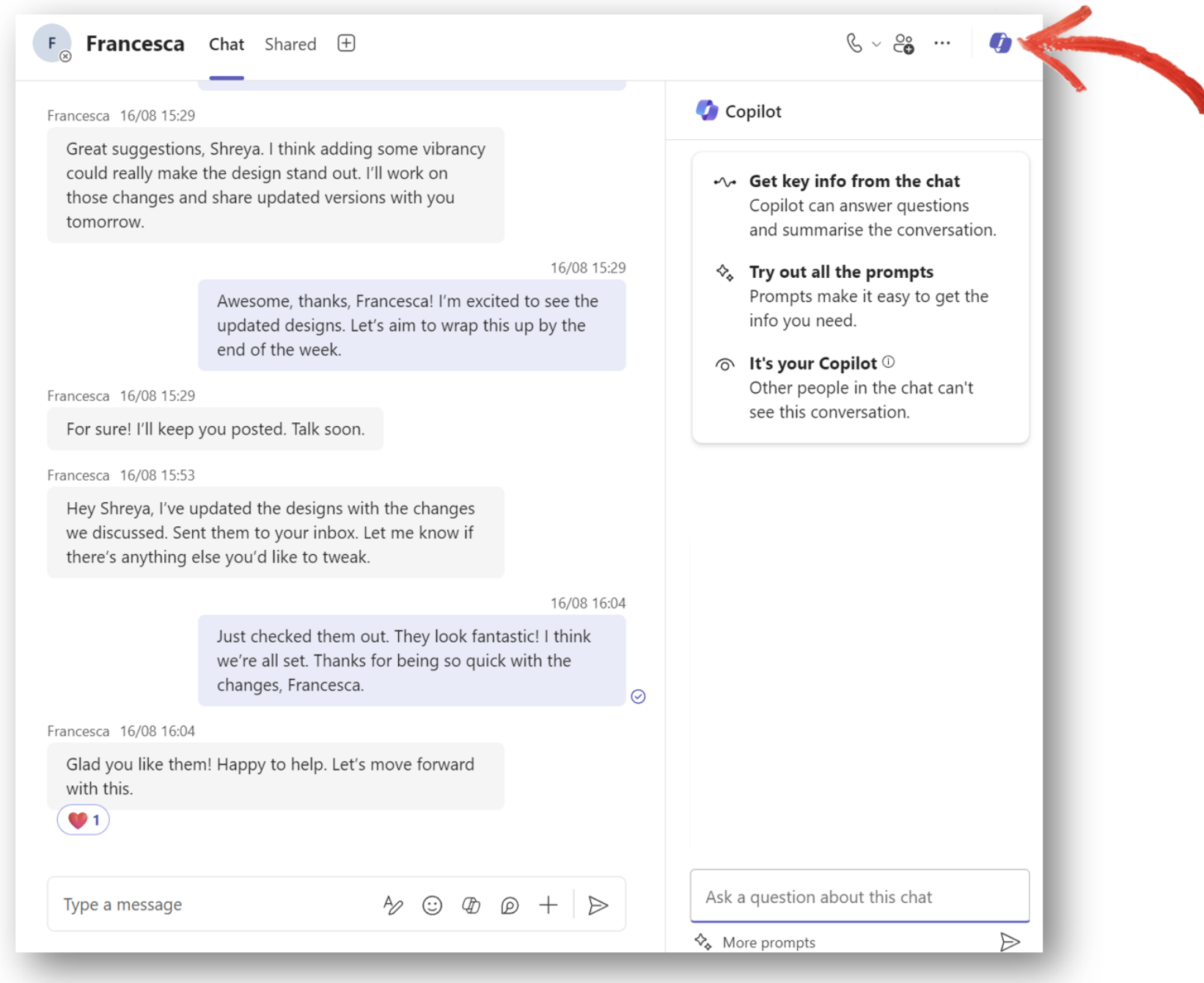
Type a message

Copilot

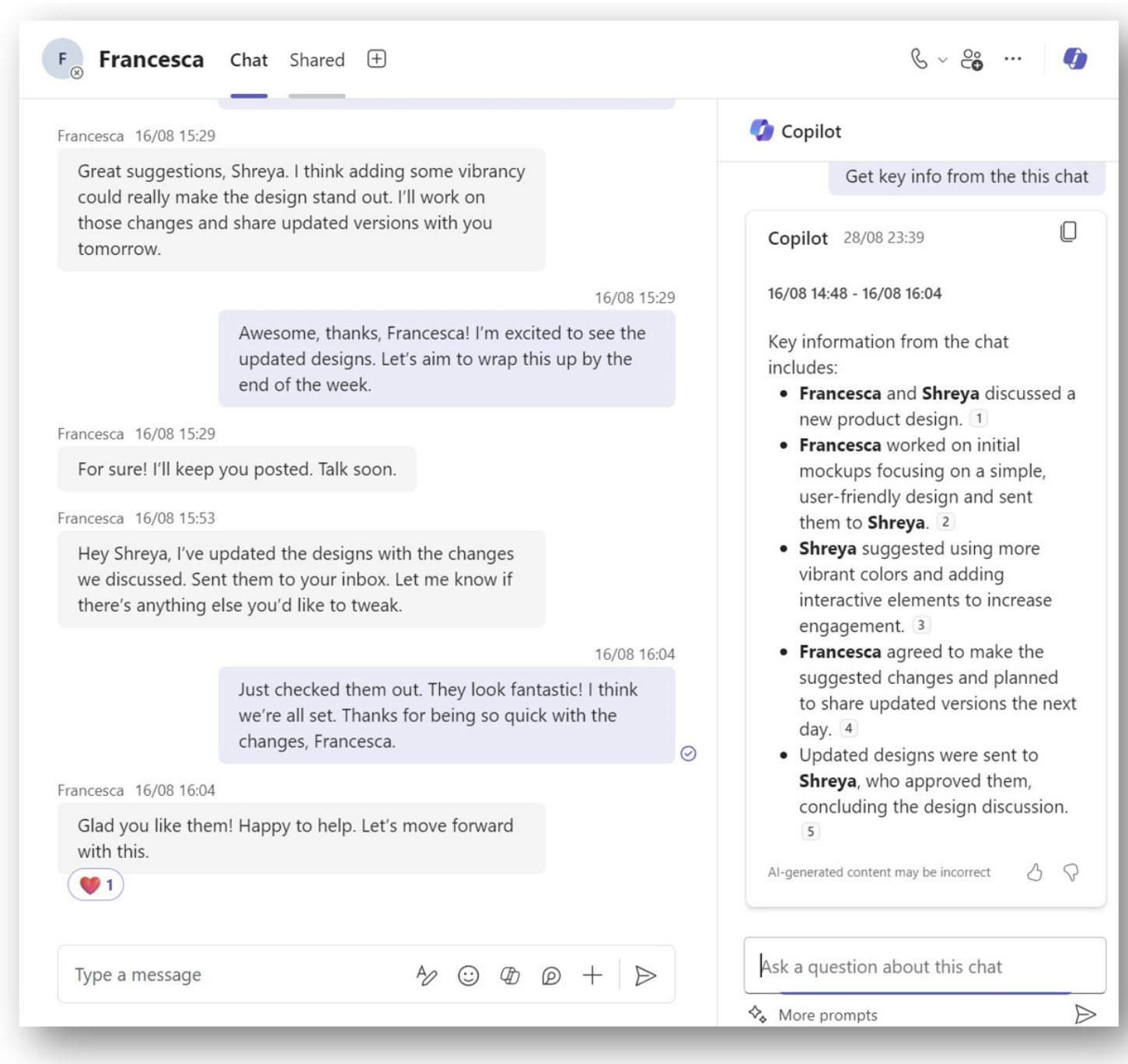
- Get key info from the chat
Copilot can answer questions and summarise the conversation.
- Try out all the prompts
Prompts make it easy to get the info you need.
- It's your Copilot ⓘ
Other people in the chat can't see this conversation.

Ask a question about this chat

Catch up with chats



Catch up with chats



Catch up with chats

The screenshot displays a Microsoft Copilot chat window. The main chat area on the left shows a conversation with a contact named Francesca. The messages are as follows:

- Francesca: simple and user-friendly design. I'll send them over to you in a sec. Would love to get your thoughts! (16/08 15:25)
- Shreya: That sounds great! I'm really looking forward to it. Thanks for sending them over! (16/08 15:25)
- Francesca: Just sent the designs your way. Check your inbox! I've gone with a clean, minimalistic look. Let me know what you think about the layout and color scheme. (16/08 15:28 Edited)
- Shreya: Got them! I like the simplicity, Francesca. I have a couple of ideas, though. What do you think about using more vibrant colors to make it pop? And maybe we could add a few interactive elements to increase engagement. (16/08 15:29)
- Francesca: Great suggestions, Shreya. I think adding some vibrancy could really make the design stand out. I'll work on those changes and share updated versions with you tomorrow. (16/08 15:29)
- Shreya: Awesome, thanks, Francesca! I'm excited to see the updated designs. Let's aim to wrap this up by the end of the week. (16/08 15:29)

The right sidebar shows a Copilot summary titled "Get key info from the this chat". It lists the following key information:

- **Francesca** and **Shreya** discussed a new product design. ¹
- **Francesca** worked on initial mockups focusing on a simple, user-friendly design and sent them to **Shreya**. ²
- **Shreya** suggested using more vibrant colors and adding interactive elements to increase engagement. ³
- **Francesca** agreed to make the suggested changes and planned to share updated versions the next day. ⁴
- Updated designs were sent to **Shreya**, who approved them, concluding the design discussion. ⁵

A red arrow points from the text "Click the citation to go directly to a specific message" to the citation ³ in the summary. The bottom of the chat window includes a text input field "Type a message" and a "More prompts" link.

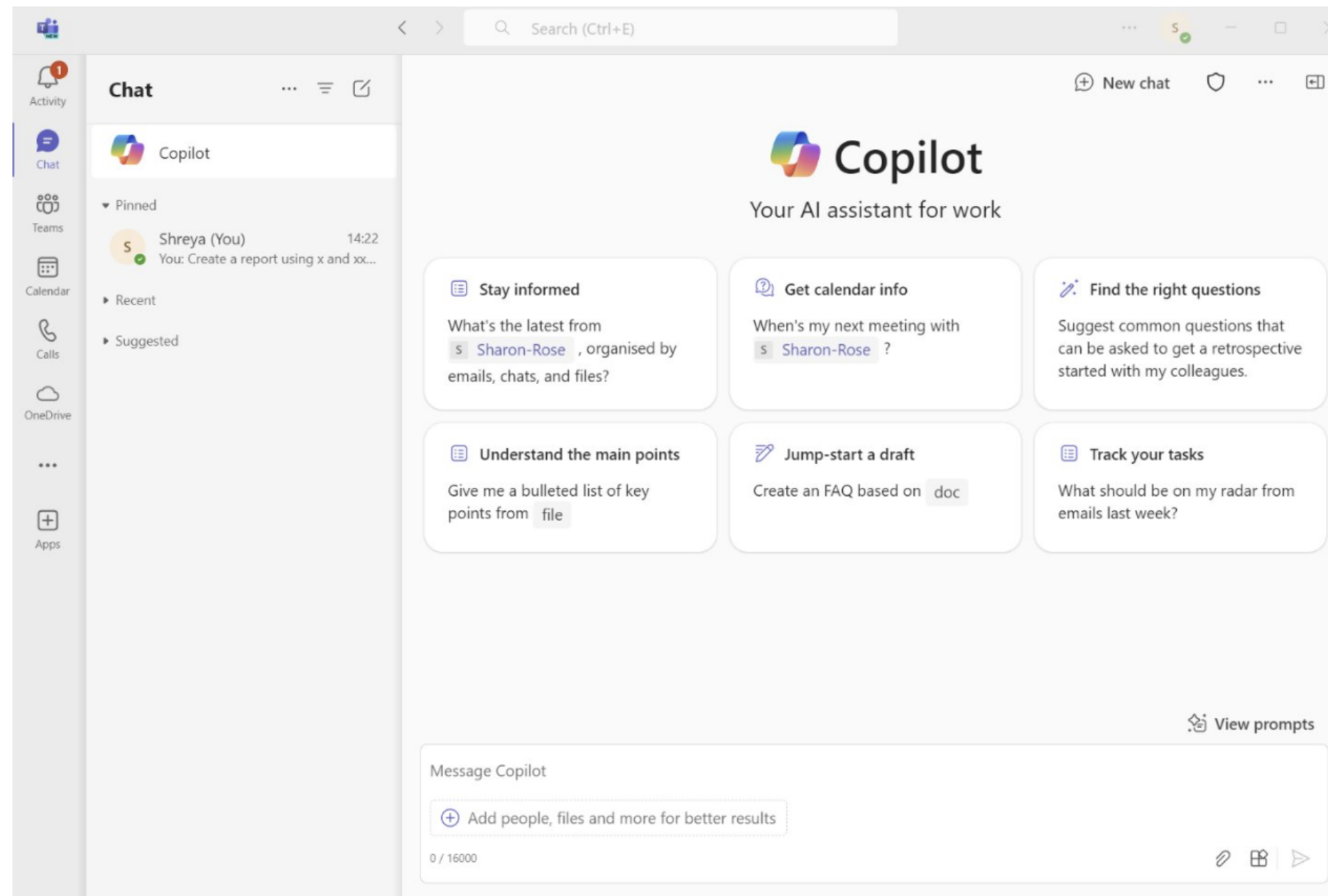
Click the citation to go directly to a specific message

Copilot for Teams meetings

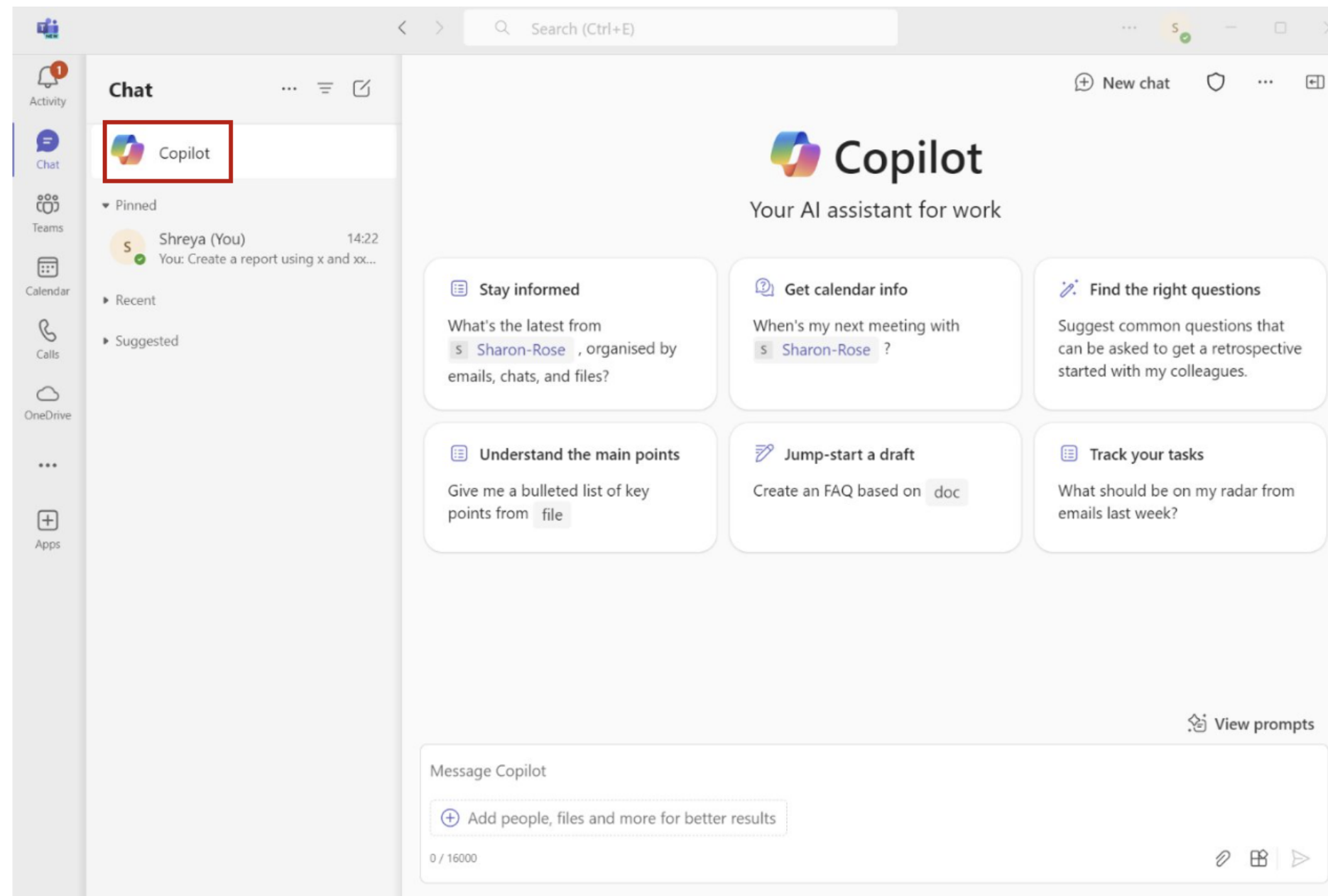
- Copilot can catch up and summaries action items in recorded Teams meeting.



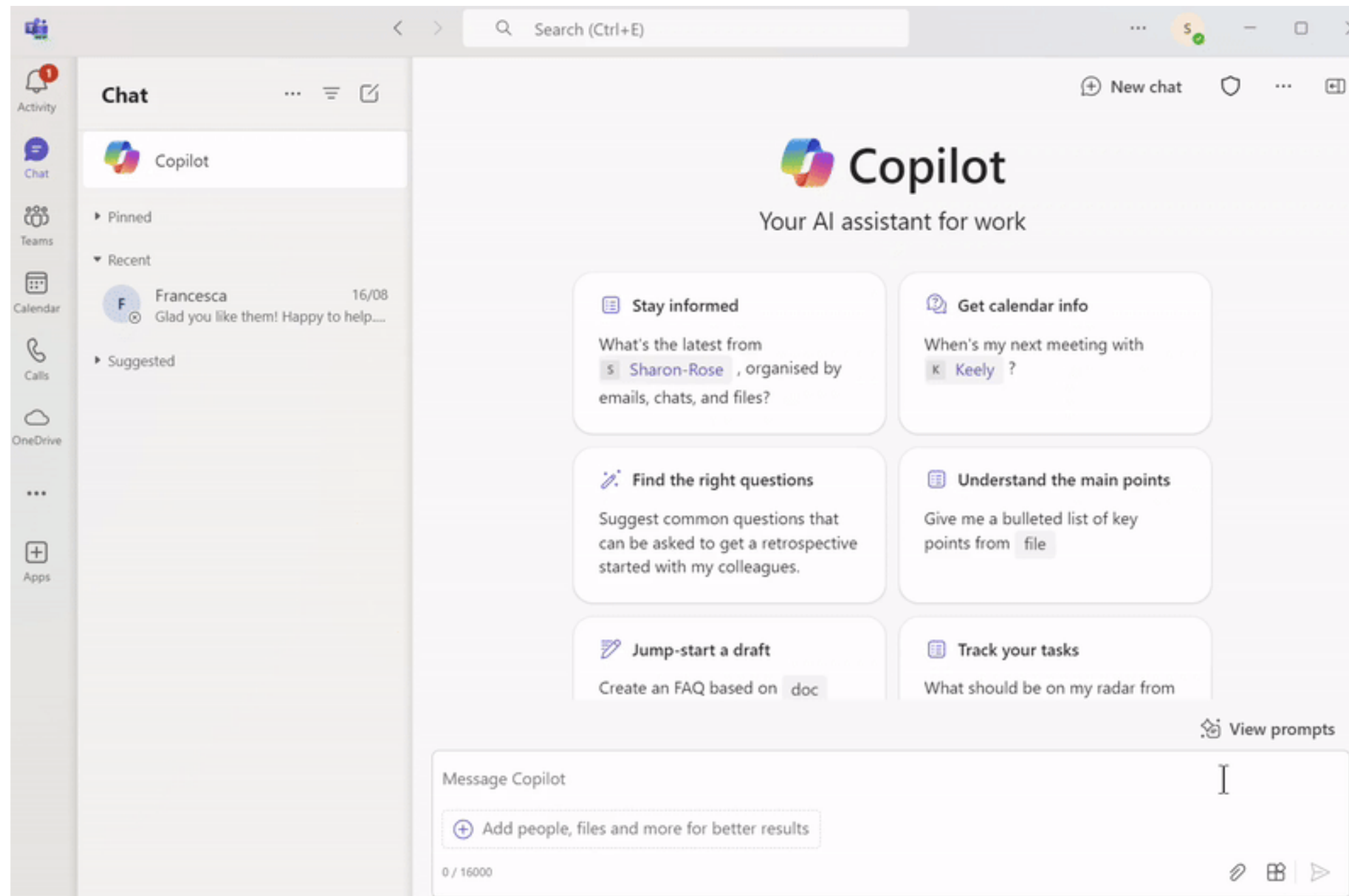
Messaging Copilot



Messaging Copilot



Messaging Copilot



Let's practice!

INTRODUCTION TO MICROSOFT COPILOT

Copilot for Microsoft Word

INTRODUCTION TO MICROSOFT COPILOT



Nia Joseph

AI Product Builder, Microsoft

Copilot in Word



Creating text



Formatting documents

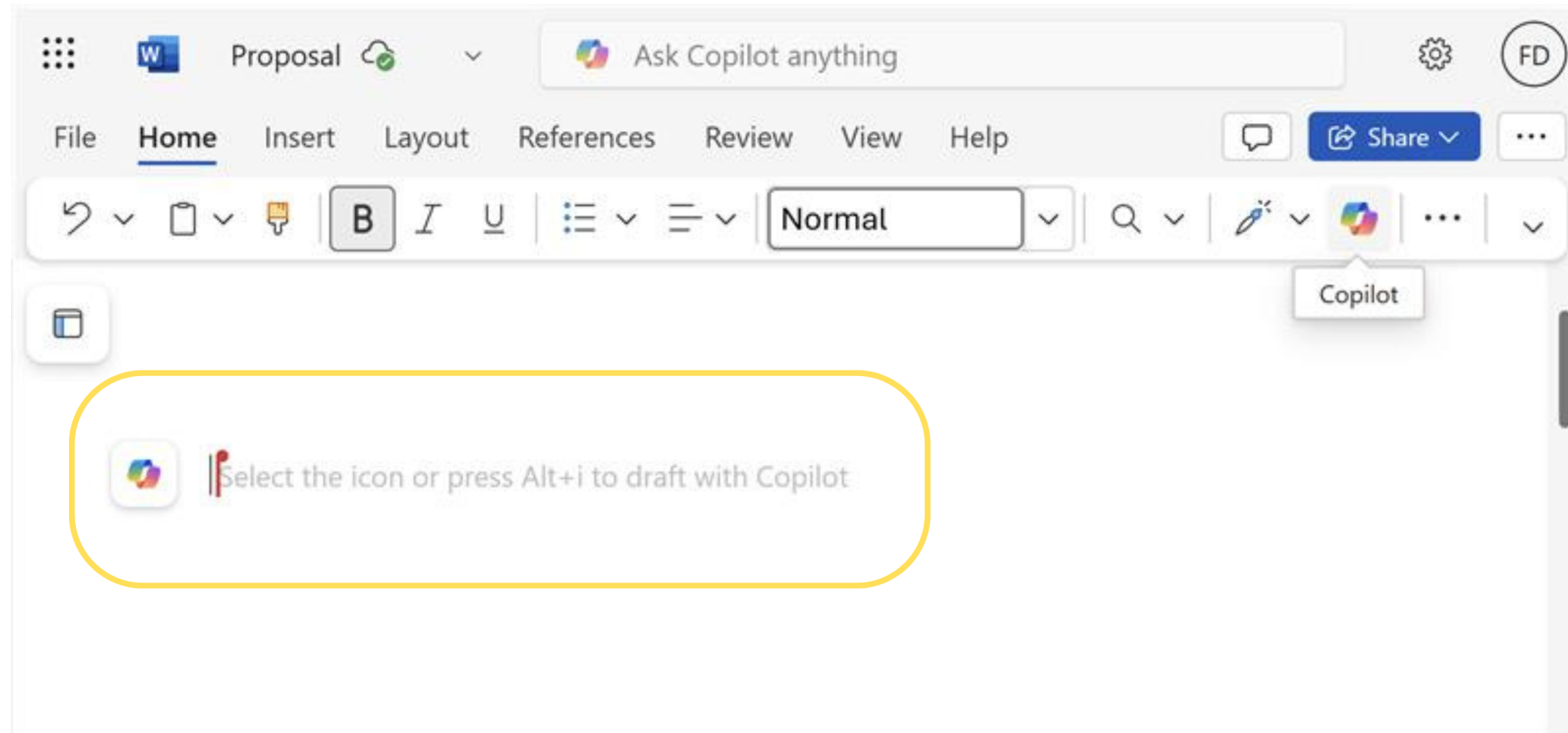


Conducting research

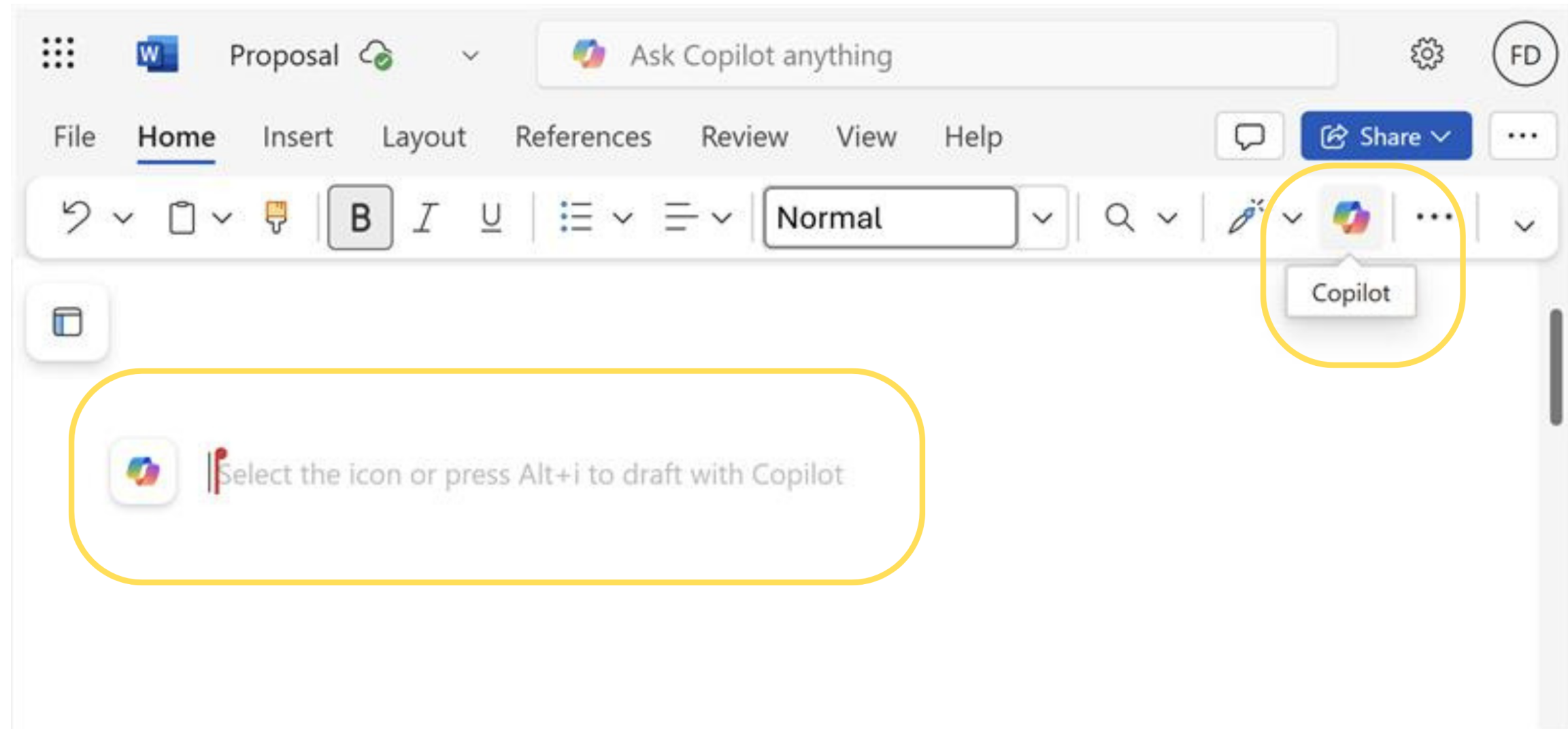


Answering questions

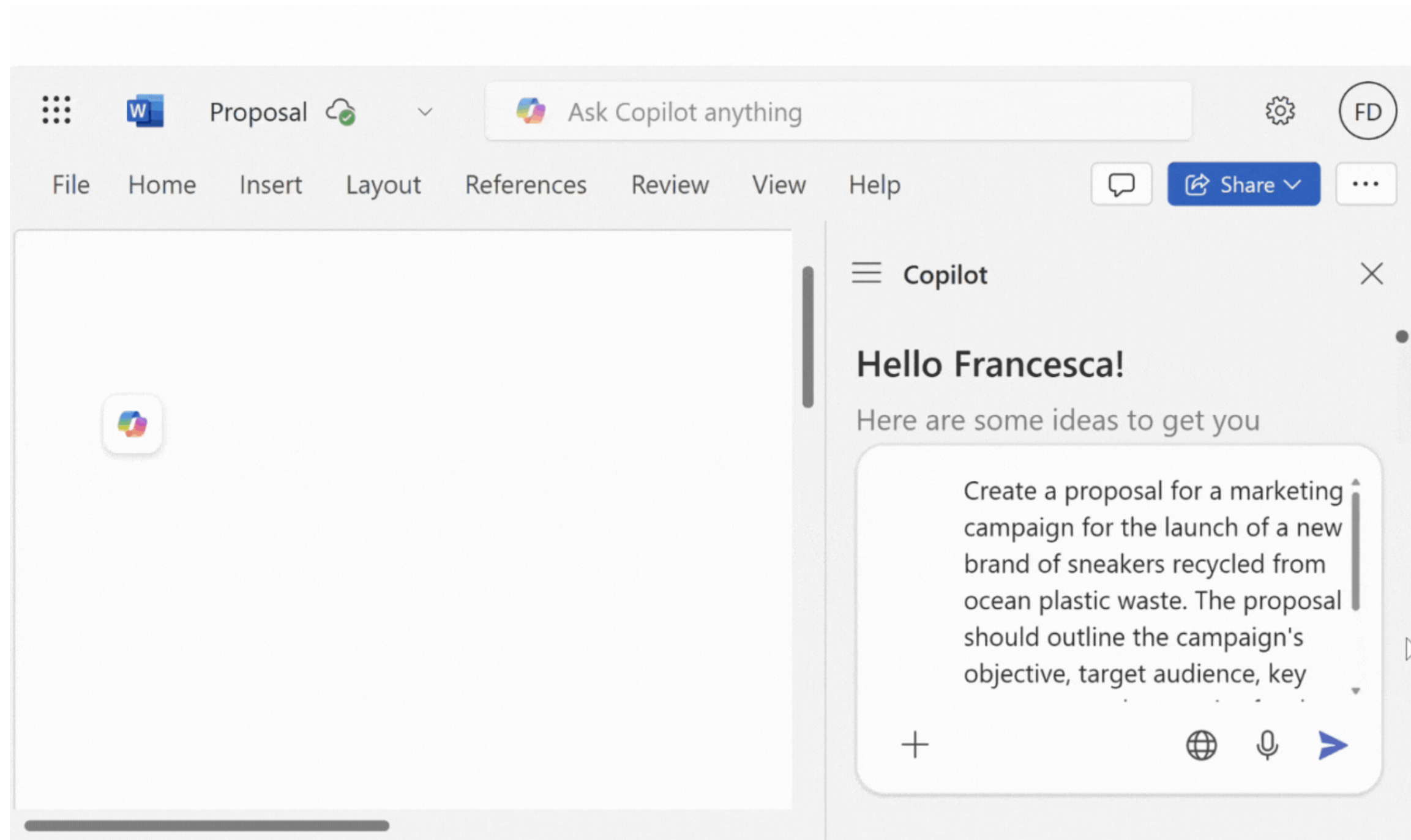
Where is Copilot in Word?



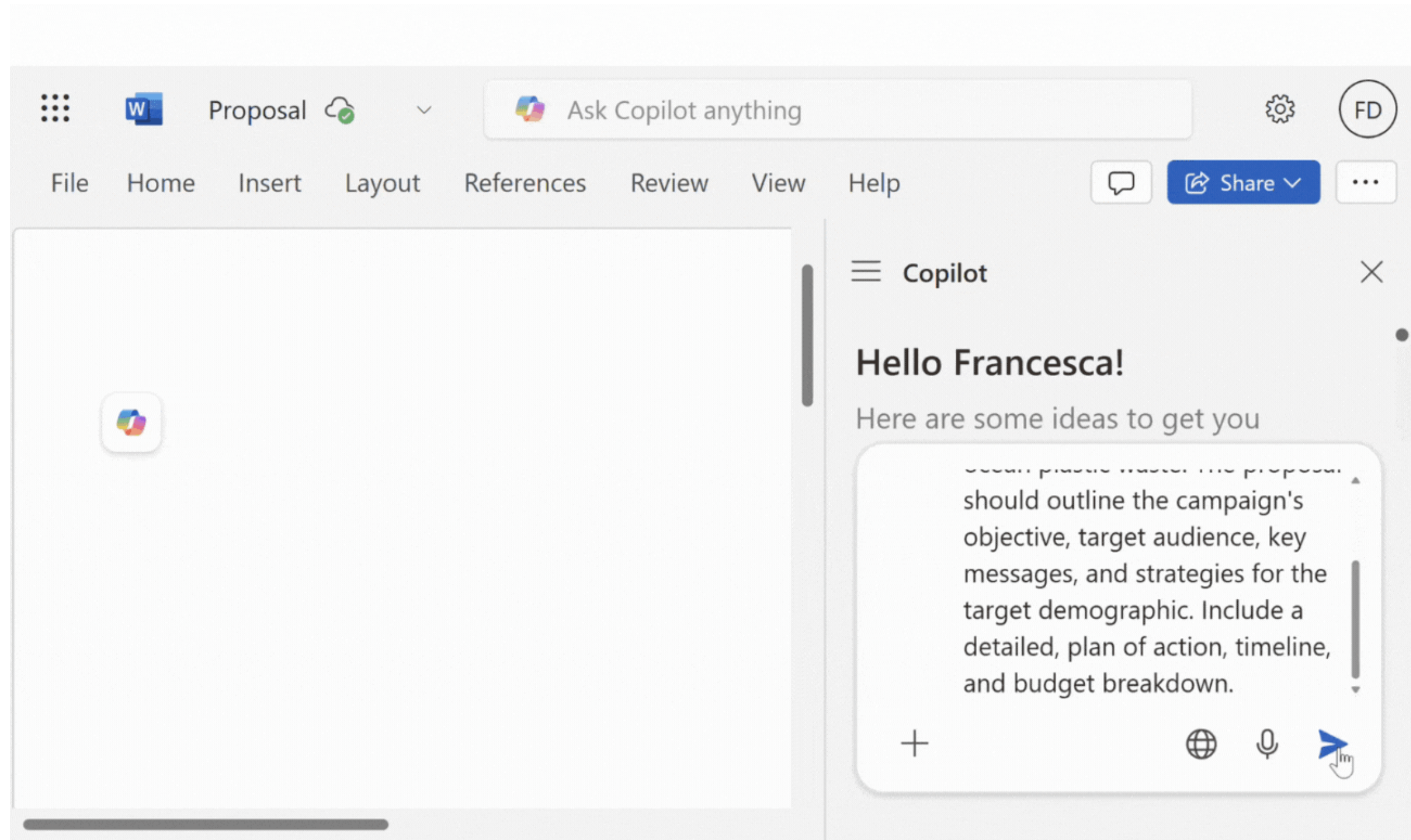
Where is Copilot in Word?



Create with Copilot

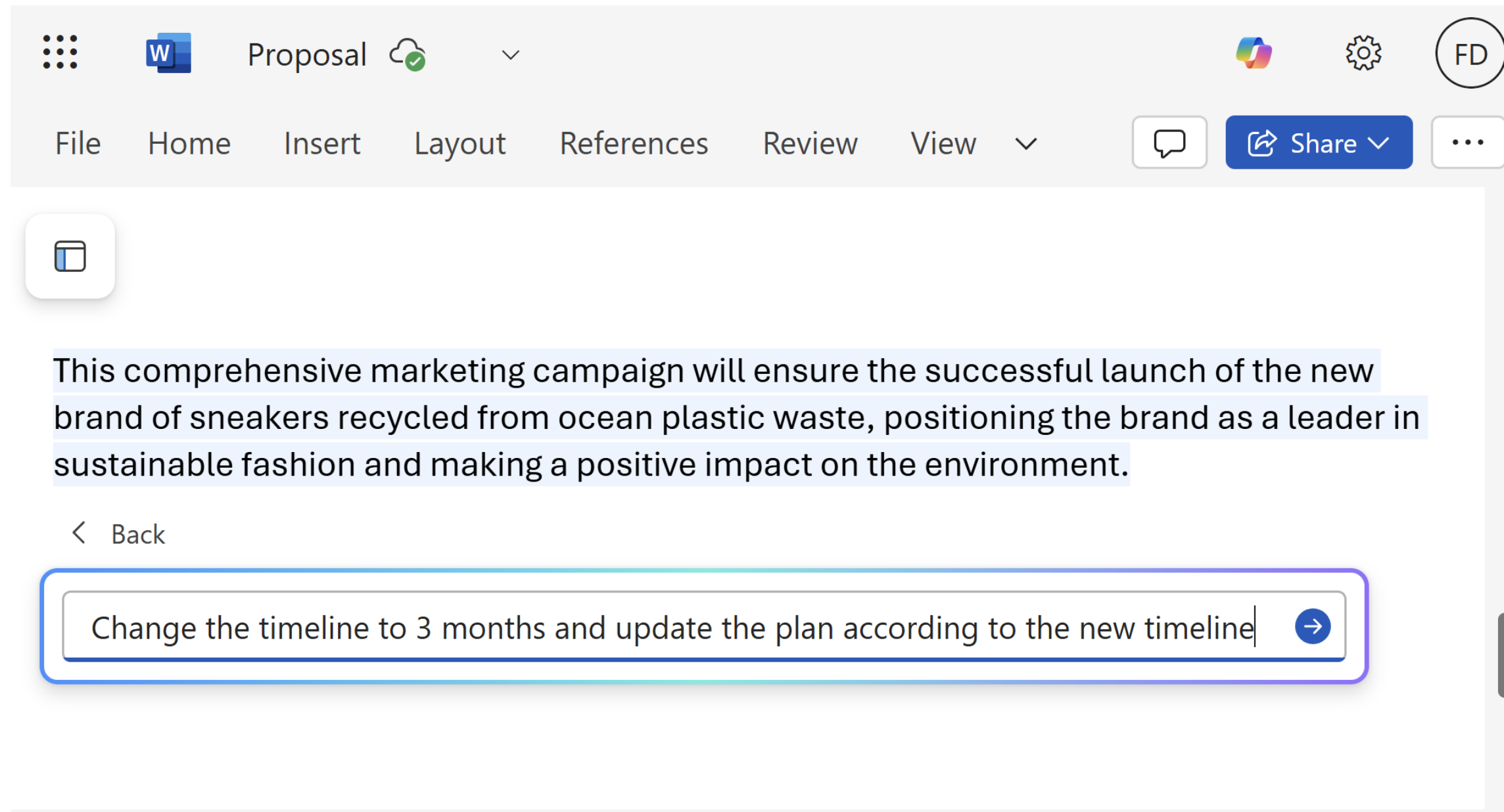


Create with Copilot



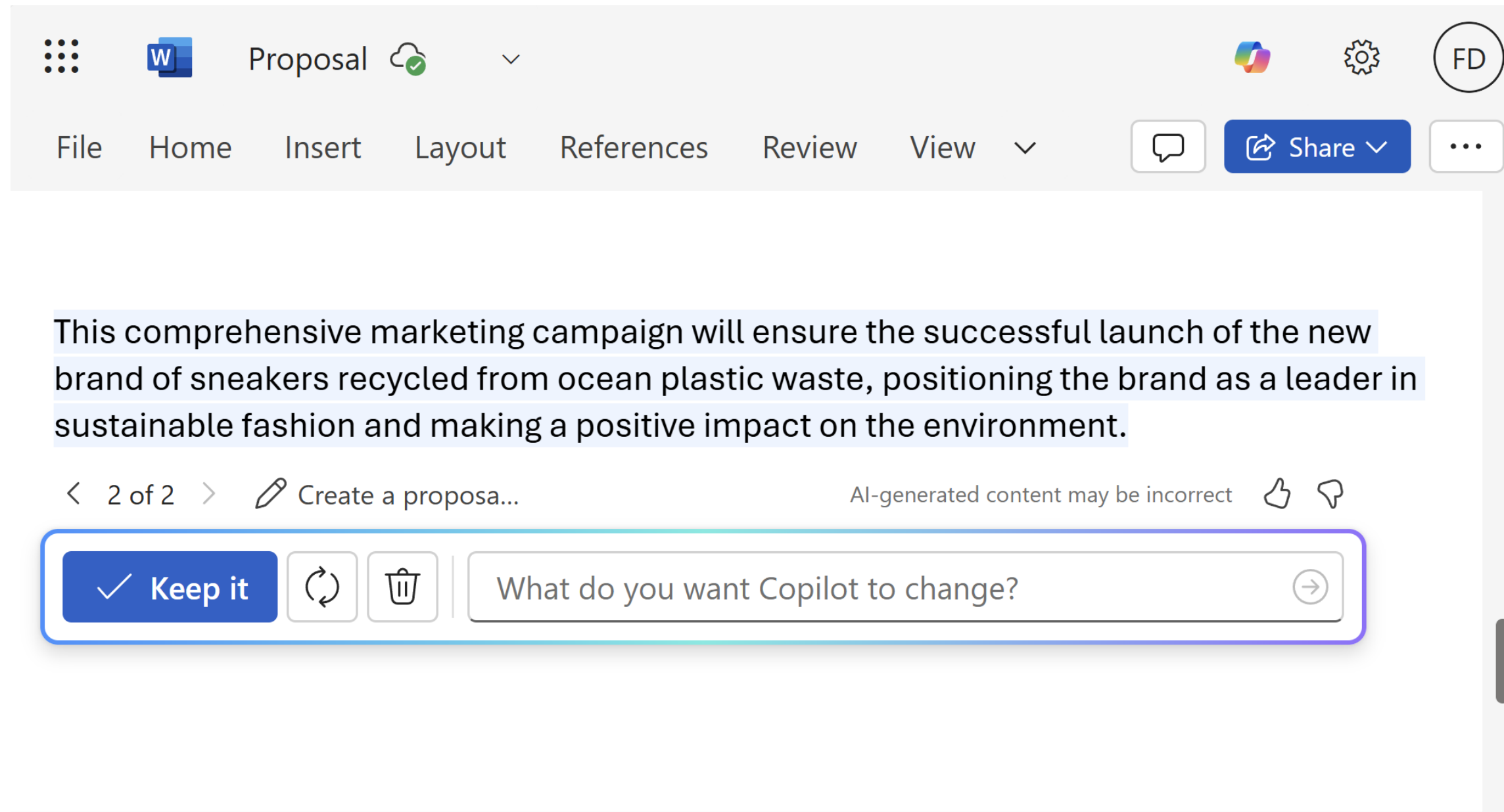
Create with Copilot - formatting

- Prompt Copilot to change the timeline

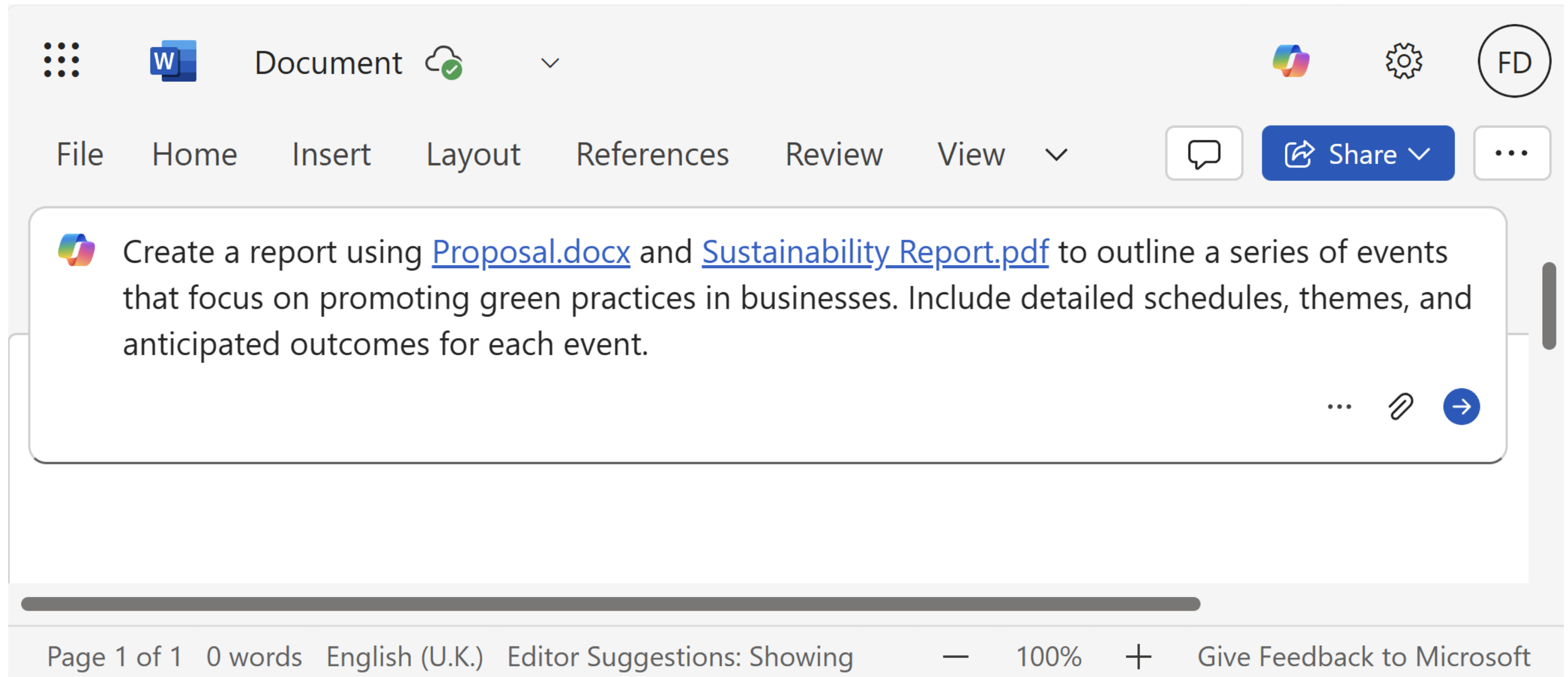


Create with Copilot - formatting

- Select "Keep it" when the draft is ready



Creating with Copilot - referencing files



The screenshot displays the Microsoft Word application window. At the top, the title bar shows the Word icon, the word "Document", and a cloud sync icon. The ribbon menu includes "File", "Home", "Insert", "Layout", "References", "Review", and "View". On the right side of the ribbon, there are icons for comments, a "Share" button, and a menu icon. A Copilot sidebar is visible on the left, containing a text prompt: "Create a report using [Proposal.docx](#) and [Sustainability_Report.pdf](#) to outline a series of events that focus on promoting green practices in businesses. Include detailed schedules, themes, and anticipated outcomes for each event." Below the text are three icons: an ellipsis, a paperclip, and a blue arrow pointing right. The status bar at the bottom indicates "Page 1 of 1", "0 words", "English (U.K.)", "Editor Suggestions: Showing", a zoom level of "100%", and a "Give Feedback to Microsoft" link.

Document

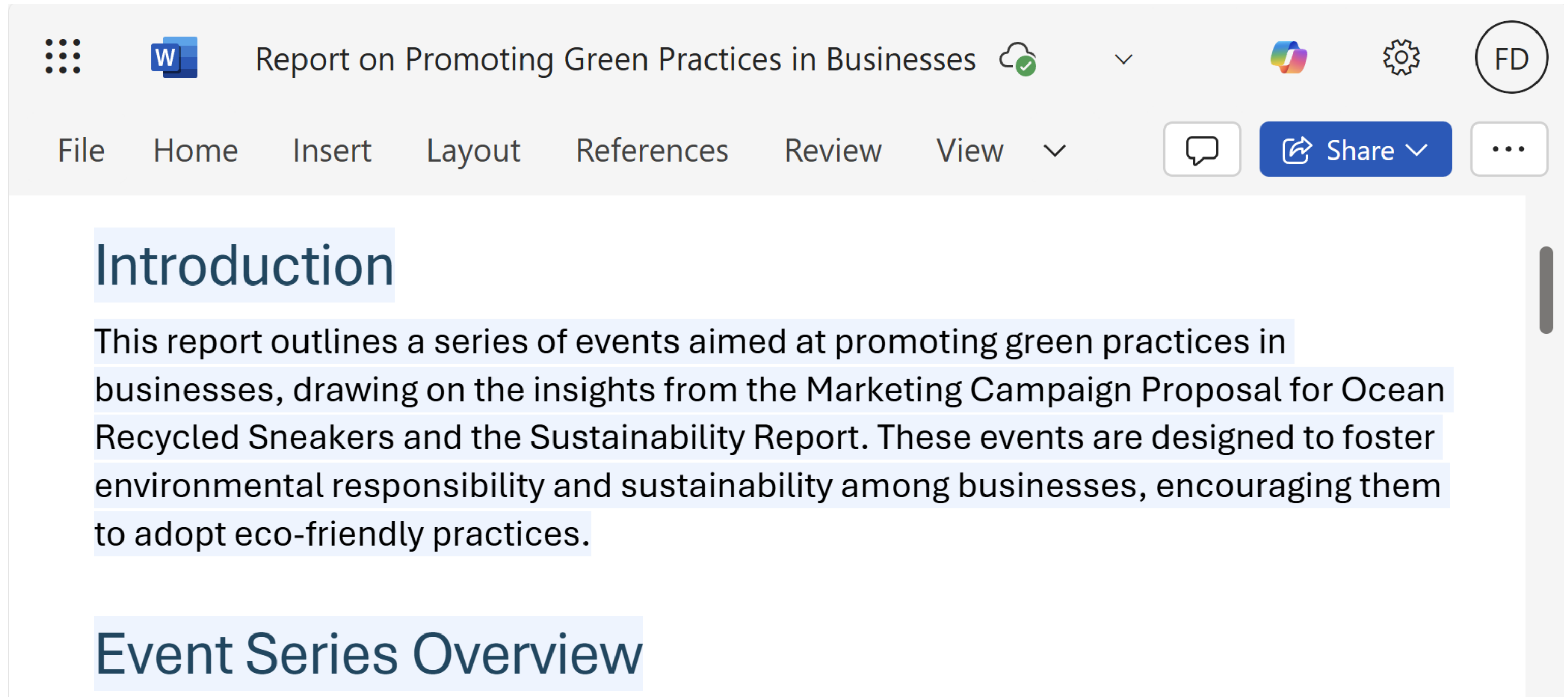
File Home Insert Layout References Review View

Share

Create a report using [Proposal.docx](#) and [Sustainability_Report.pdf](#) to outline a series of events that focus on promoting green practices in businesses. Include detailed schedules, themes, and anticipated outcomes for each event.

Page 1 of 1 0 words English (U.K.) Editor Suggestions: Showing 100% Give Feedback to Microsoft

Creating with Copilot - referencing files



The screenshot shows the Microsoft Word application window. The title bar at the top displays the Word icon, the document title "Report on Promoting Green Practices in Businesses", a cloud sync icon with a green checkmark, and a dropdown arrow. On the right side of the title bar are the Copilot icon, a settings gear, and a circular profile icon labeled "FD". Below the title bar is the ribbon menu with tabs for "File", "Home", "Insert", "Layout", "References", "Review", and "View". To the right of the ribbon are icons for comments, a "Share" button with a dropdown arrow, and a more options menu (three dots). The main document area contains two section headers: "Introduction" and "Event Series Overview", both highlighted with a light blue background. Below the "Introduction" header is a paragraph of text, also highlighted with a light blue background. A vertical scrollbar is visible on the right edge of the document area.

Report on Promoting Green Practices in Businesses

File Home Insert Layout References Review View

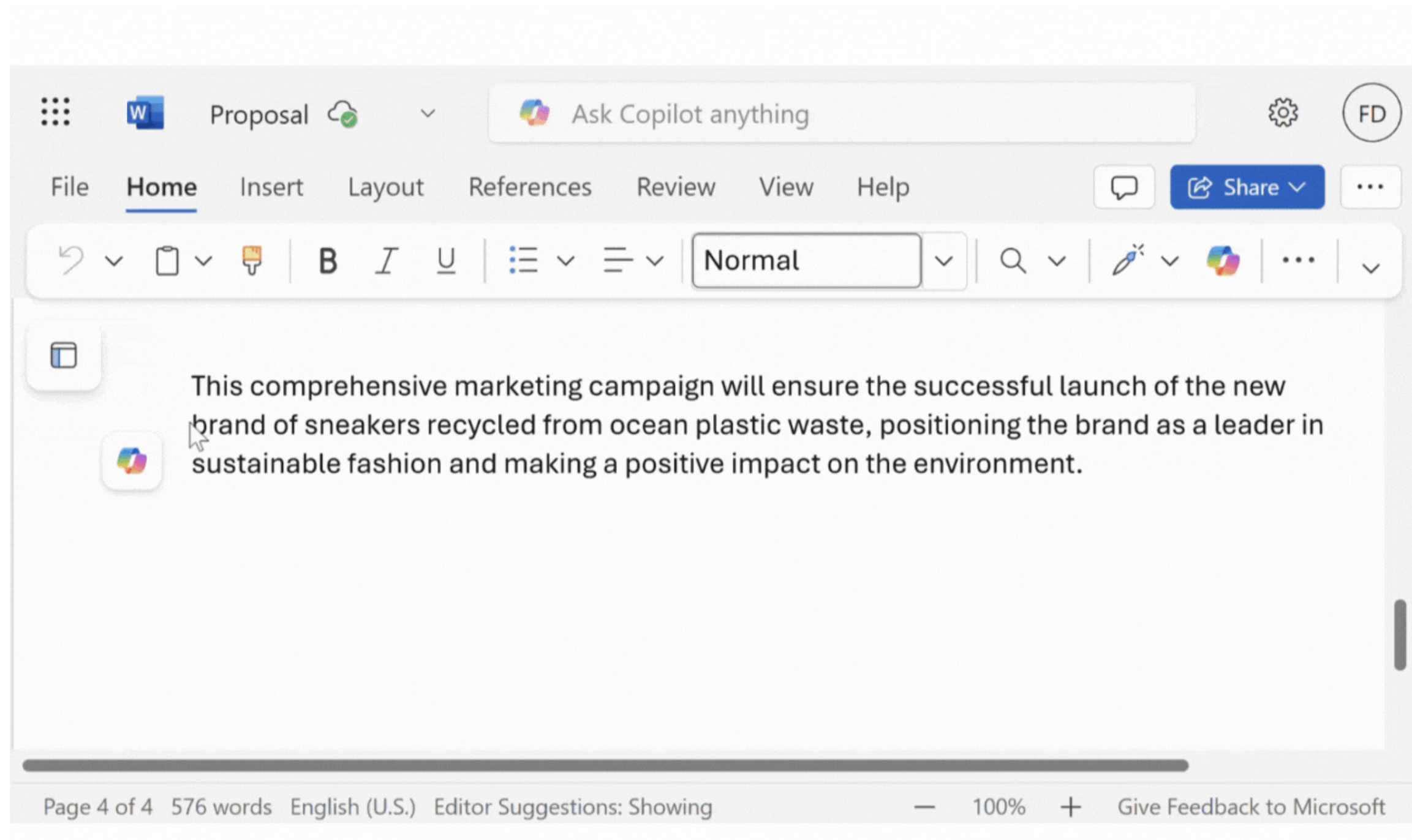
Share

Introduction

This report outlines a series of events aimed at promoting green practices in businesses, drawing on the insights from the Marketing Campaign Proposal for Ocean Recycled Sneakers and the Sustainability Report. These events are designed to foster environmental responsibility and sustainability among businesses, encouraging them to adopt eco-friendly practices.

Event Series Overview

Edit with Copilot



Edit with Copilot

The screenshot displays the Microsoft Word application window. At the top, the title bar shows the Word icon, the document name 'Proposal', and a search bar with the text 'Ask Copilot anything'. Below the title bar is the ribbon menu with tabs for 'File', 'Home', 'Insert', 'Layout', 'References', 'Review', 'View', and 'Help'. The 'Home' tab is currently selected. The ribbon includes various editing tools such as undo, redo, copy, paste, bold, italic, underline, bulleted list, numbered list, and a style dropdown set to 'Normal'. On the left side of the document area, there is a small icon of a document with a blue tab. The main text area contains a paragraph: 'This comprehensive marketing campaign will ensure the successful launch of the new brand of sneakers recycled from ocean plastic waste, positioning the brand as a leader in sustainable fashion and making a positive impact on the environment.' Below this paragraph, a Copilot suggestion box is visible. It features the Copilot logo and the text: 'Add a conclusions with recommendations on immediate next steps for each categories, ensuring outcomes are clear.' The suggestion box has a close button (X) in the top right corner and information and action icons (i and a blue arrow) in the bottom right corner. At the bottom of the window, the status bar shows 'Page 4 of 4', '37 of 576 words', 'English (U.S.)', 'Editor Suggestions: Showing', a zoom level of '100%', and a 'Give Feedback to Microsoft' link.

Proposal

Ask Copilot anything

File Home Insert Layout References Review View Help

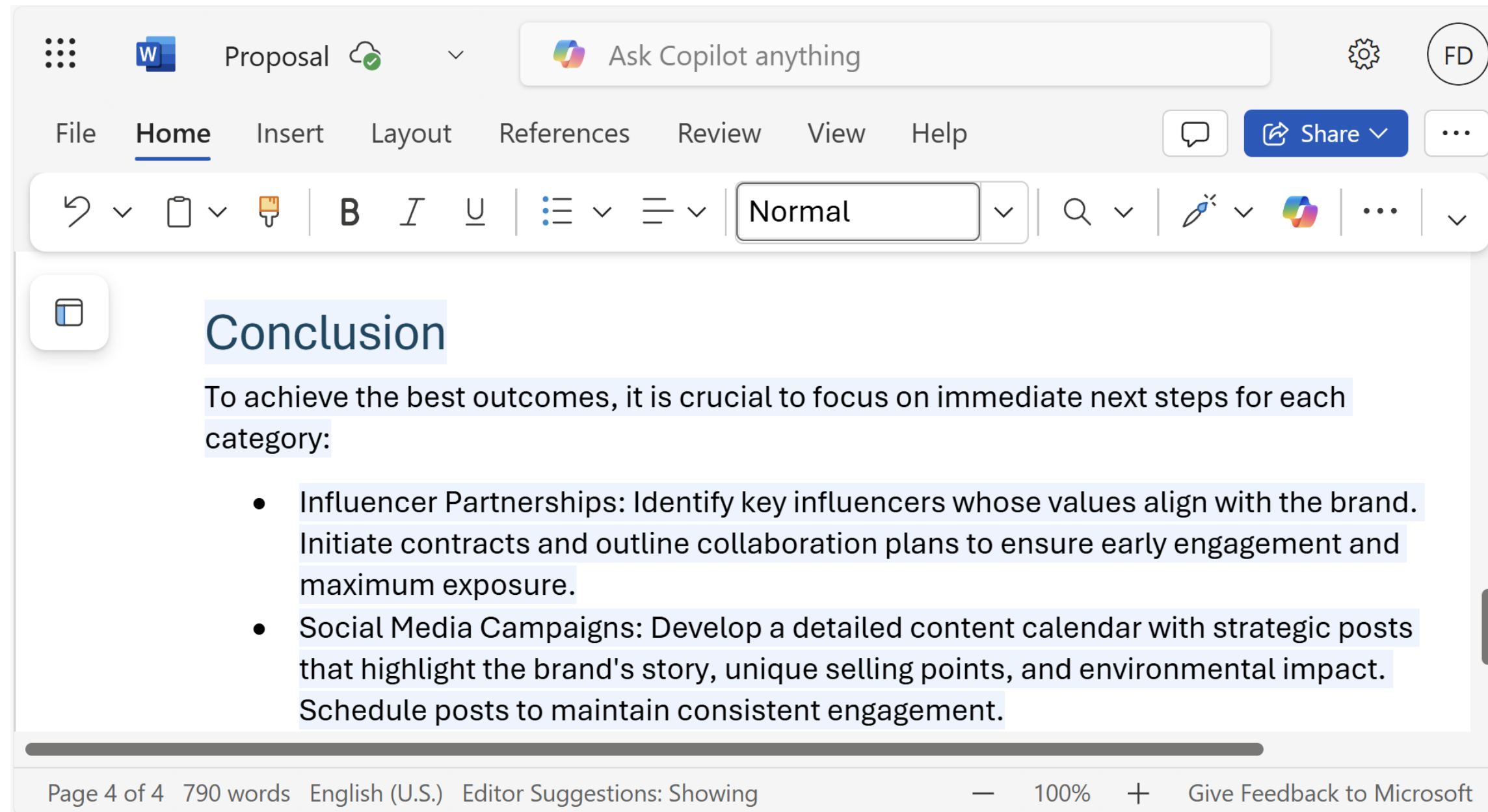
Normal

This comprehensive marketing campaign will ensure the successful launch of the new brand of sneakers recycled from ocean plastic waste, positioning the brand as a leader in sustainable fashion and making a positive impact on the environment.

Add a conclusions with recommendations on immediate next steps for each categories, ensuring outcomes are clear.

Page 4 of 4 37 of 576 words English (U.S.) Editor Suggestions: Showing 100% Give Feedback to Microsoft

Edit with Copilot



The screenshot displays the Microsoft Word application window. At the top, the title bar shows 'Proposal' and a search bar with the text 'Ask Copilot anything'. The ribbon is set to 'Home', and the 'Normal' style is selected. The main content area shows a document titled 'Conclusion'. The text 'To achieve the best outcomes, it is crucial to focus on immediate next steps for each category:' is followed by a bulleted list. The list items are 'Influencer Partnerships: Identify key influencers whose values align with the brand. Initiate contracts and outline collaboration plans to ensure early engagement and maximum exposure.' and 'Social Media Campaigns: Develop a detailed content calendar with strategic posts that highlight the brand's story, unique selling points, and environmental impact. Schedule posts to maintain consistent engagement.' The status bar at the bottom indicates 'Page 4 of 4', '790 words', 'English (U.S.)', and 'Editor Suggestions: Showing'.

File **Home** Insert Layout References Review View Help

Undo, Copy, Paste, Bold, Italic, Underline, Bullets, Paragraph, Styles (Normal), Search, Comments, Copilot, More options

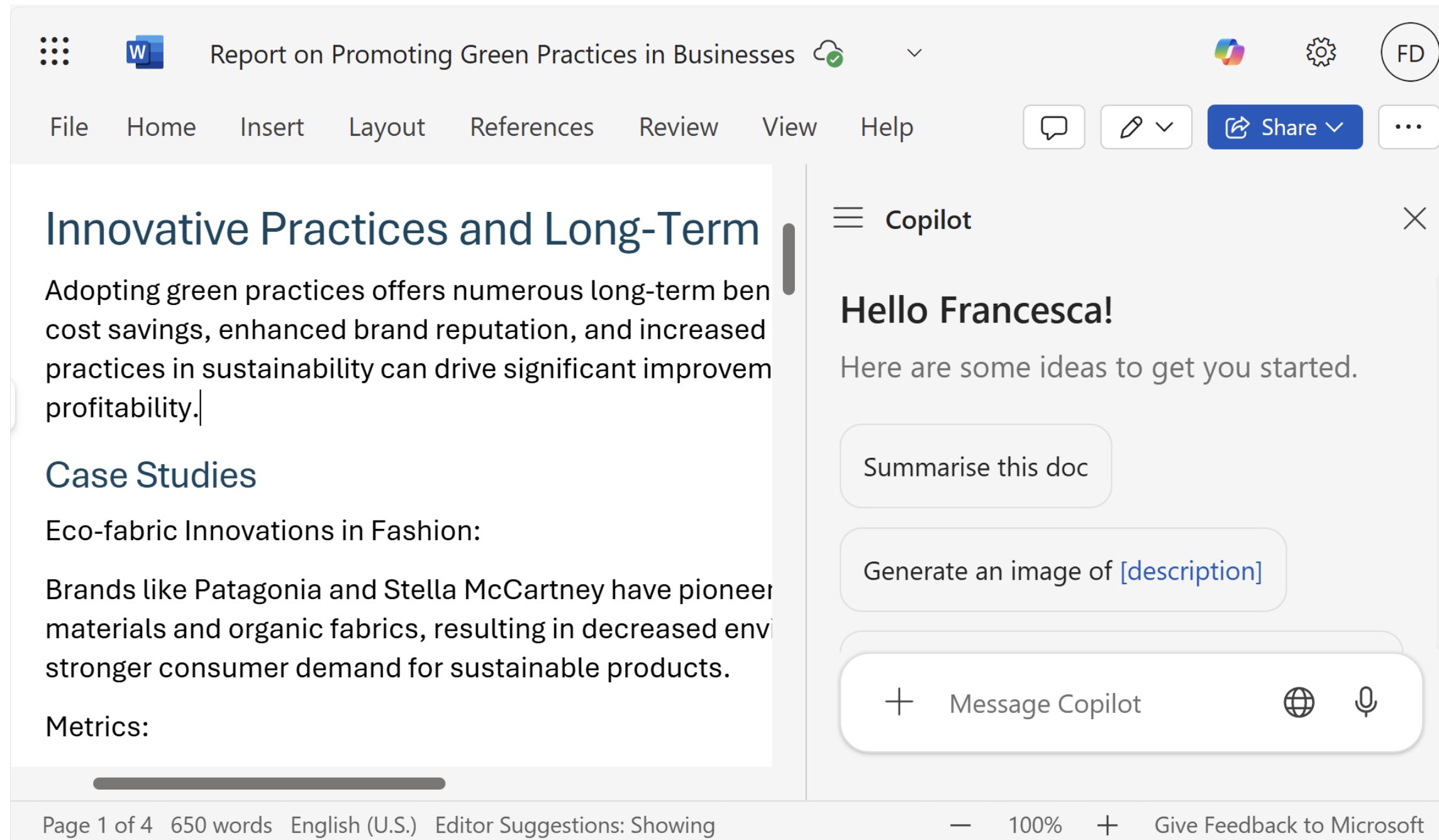
Conclusion

To achieve the best outcomes, it is crucial to focus on immediate next steps for each category:

- Influencer Partnerships: Identify key influencers whose values align with the brand. Initiate contracts and outline collaboration plans to ensure early engagement and maximum exposure.
- Social Media Campaigns: Develop a detailed content calendar with strategic posts that highlight the brand's story, unique selling points, and environmental impact. Schedule posts to maintain consistent engagement.

Page 4 of 4 790 words English (U.S.) Editor Suggestions: Showing 100% Give Feedback to Microsoft

Ask Copilot



The screenshot shows the Microsoft Word application window. The title bar at the top displays the Word icon, the document name "Report on Promoting Green Practices in Businesses", and a cloud sync icon. The ribbon menu includes File, Home, Insert, Layout, References, Review, View, and Help. On the right side of the ribbon, there are icons for comments, editing, and a "Share" button. The main document area on the left contains the following text:

Innovative Practices and Long-Term

Adopting green practices offers numerous long-term benefits: cost savings, enhanced brand reputation, and increased profitability. Practices in sustainability can drive significant improvements in profitability.

Case Studies

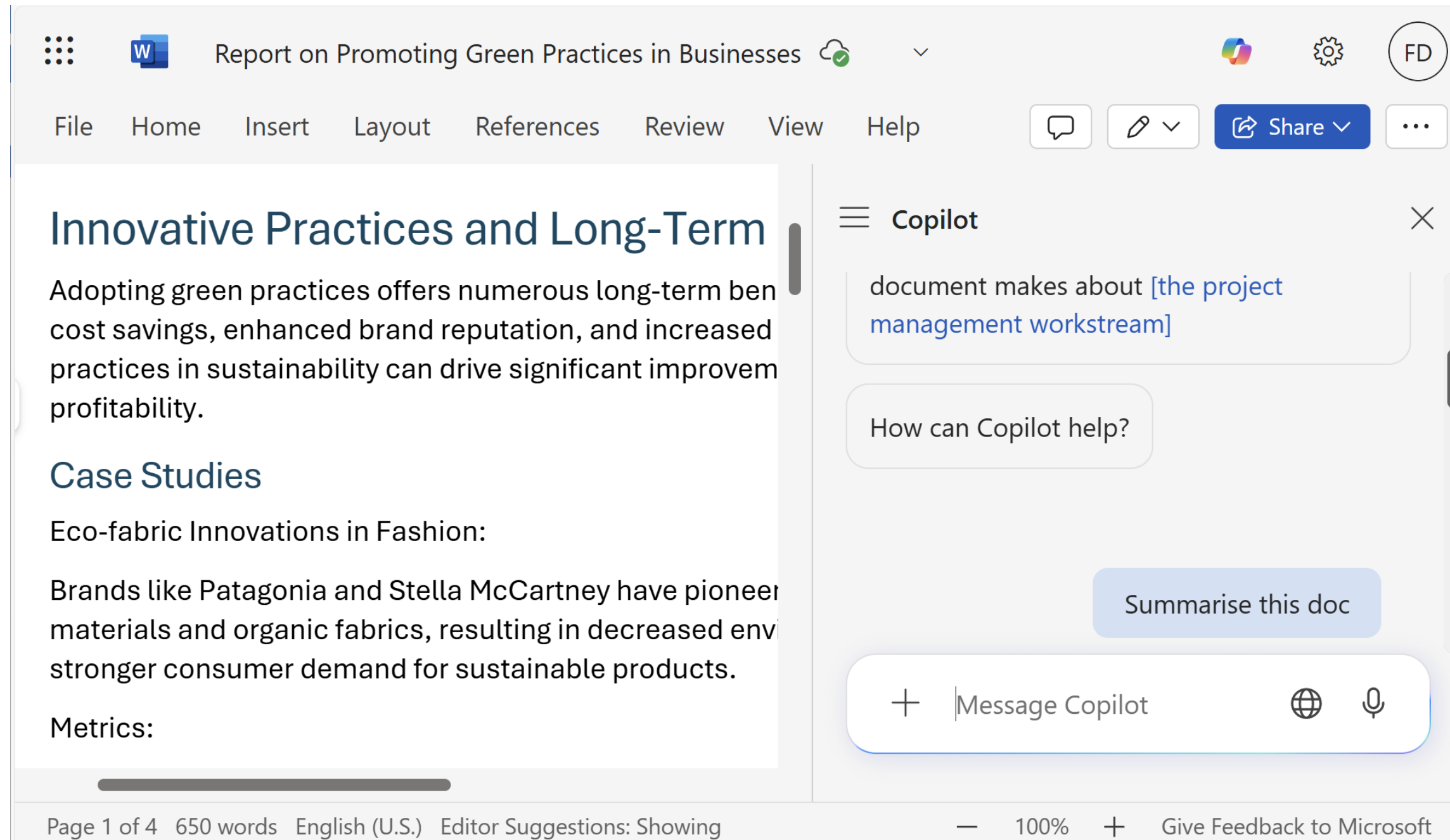
Eco-fabric Innovations in Fashion:

Brands like Patagonia and Stella McCartney have pioneered sustainable materials and organic fabrics, resulting in decreased environmental impact and stronger consumer demand for sustainable products.

Metrics:

The Copilot sidebar is open on the right, titled "Copilot" with a close button. It displays a greeting "Hello Francesca!" followed by the text "Here are some ideas to get you started." Below this, there are two suggested actions in rounded rectangular buttons: "Summarise this doc" and "Generate an image of [description]". At the bottom of the sidebar is a text input field with a plus icon, the placeholder text "Message Copilot", a globe icon, and a microphone icon. The status bar at the bottom of the Word window shows "Page 1 of 4", "650 words", "English (U.S.)", and "Editor Suggestions: Showing". On the right side of the status bar, there are zoom controls set to "100%" and a link to "Give Feedback to Microsoft".

Ask Copilot



The screenshot shows the Microsoft Word interface with the document titled "Report on Promoting Green Practices in Businesses". The Copilot sidebar is open on the right, displaying a conversation history and a new prompt. The document content includes a section on innovative green practices and their benefits, followed by case studies on eco-fabric innovations in fashion, mentioning brands like Patagonia and Stella McCartney.

Report on Promoting Green Practices in Businesses

File Home Insert Layout References Review View Help

Innovative Practices and Long-Term

Adopting green practices offers numerous long-term benefits: cost savings, enhanced brand reputation, and increased practices in sustainability can drive significant improvements in profitability.

Case Studies

Eco-fabric Innovations in Fashion:

Brands like Patagonia and Stella McCartney have pioneered sustainable materials and organic fabrics, resulting in decreased environmental impact and stronger consumer demand for sustainable products.

Metrics:

Copilot

document makes about [\[the project management workstream\]](#)

How can Copilot help?

Summarise this doc

+ Message Copilot

Page 1 of 4 650 words English (U.S.) Editor Suggestions: Showing 100% Give Feedback to Microsoft

Ask Copilot

The screenshot shows the Microsoft Word application window. The title bar at the top reads "Report on Promoting Green Practices in Businesses". The ribbon menu includes "File", "Home", "Insert", "Layout", "References", "Review", "View", and "Help". On the right side of the ribbon, there are icons for comments, editing, sharing, and a menu. The main document area contains the following text:

Innovative Practices and Long-Term

Adopting green practices offers numerous long-term benefits: cost savings, enhanced brand reputation, and increased profitability. Practices in sustainability can drive significant improvements in profitability.

Case Studies

Eco-fabric Innovations in Fashion:

Brands like Patagonia and Stella McCartney have pioneered sustainable materials and organic fabrics, resulting in decreased environmental impact and stronger consumer demand for sustainable products.

Metrics:

The Copilot sidebar is open on the right, showing a "Summarise this doc" button. Below it, the Copilot logo is followed by the text "AI-generated content may be incorrect". The sidebar contains a summary of the document: "This report presents a structured approach to promote green practices in businesses, emphasizing the importance of sustainability for long-term benefits." At the bottom of the sidebar is a "Message Copilot" input field with a plus icon, a globe icon, and a microphone icon. The status bar at the bottom of the Word window shows "Page 1 of 4", "650 words", "English (U.S.)", and "Editor Suggestions: Showing". On the right side of the status bar, there are zoom controls set to "100%" and a "Give Feedback to Microsoft" link.

Let's practice!

INTRODUCTION TO MICROSOFT COPILOT

Copilot for Microsoft PowerPoint

INTRODUCTION TO MICROSOFT COPILOT



Nia Joseph

AI Product Builder, Microsoft

Copilot in PowerPoint



Create presentations from scratch

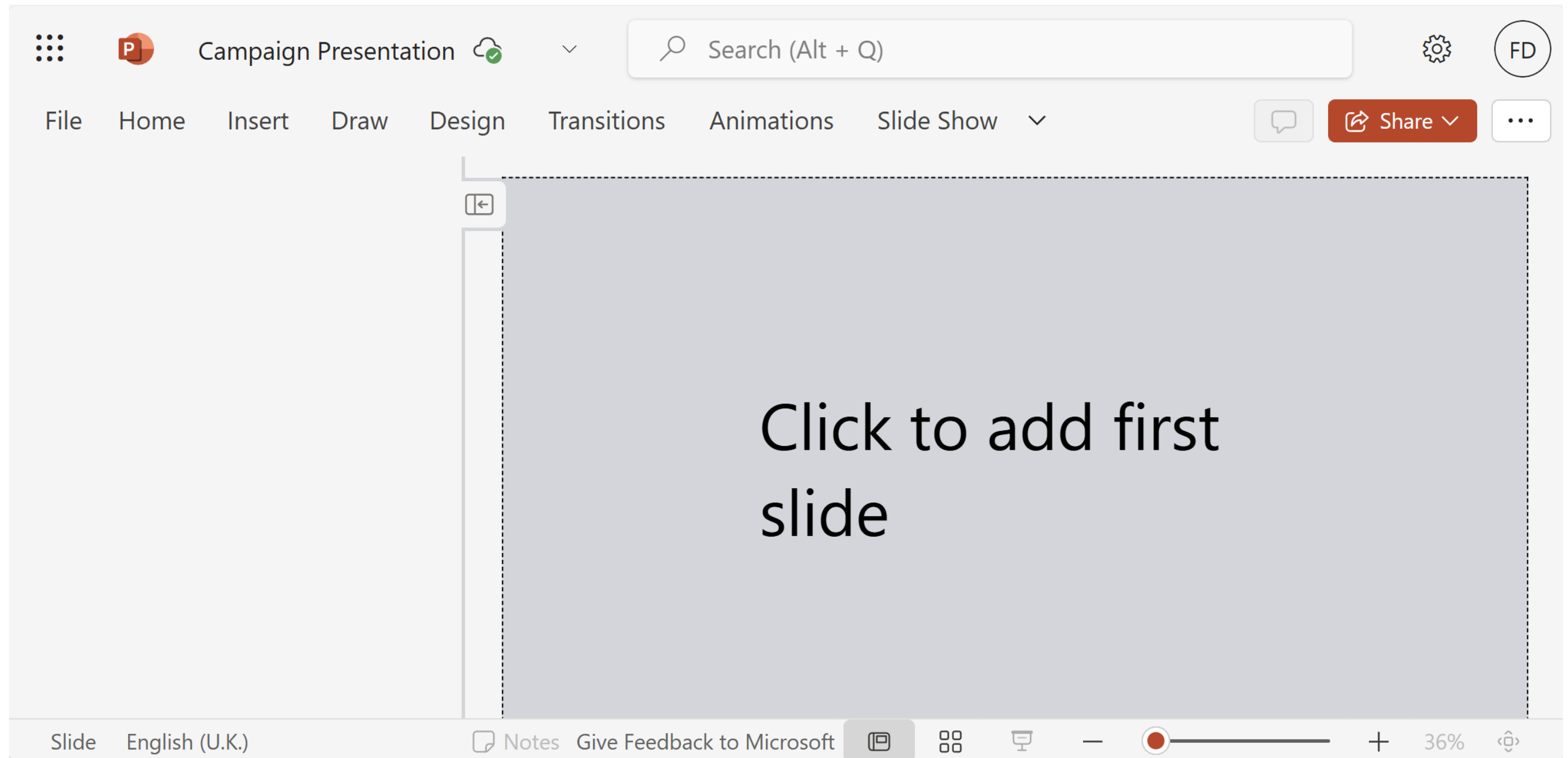


Adding interactive elements

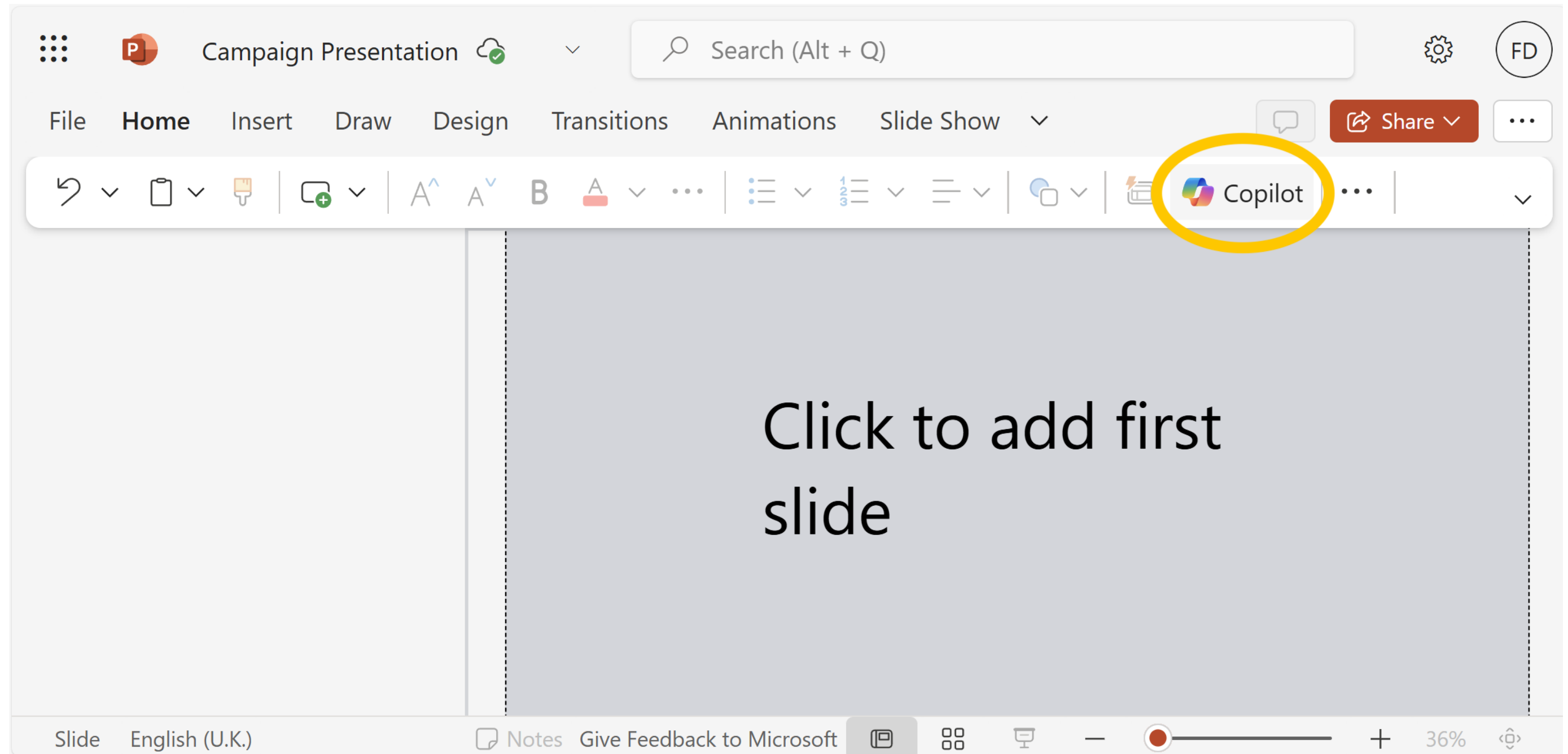


Format and organize slides

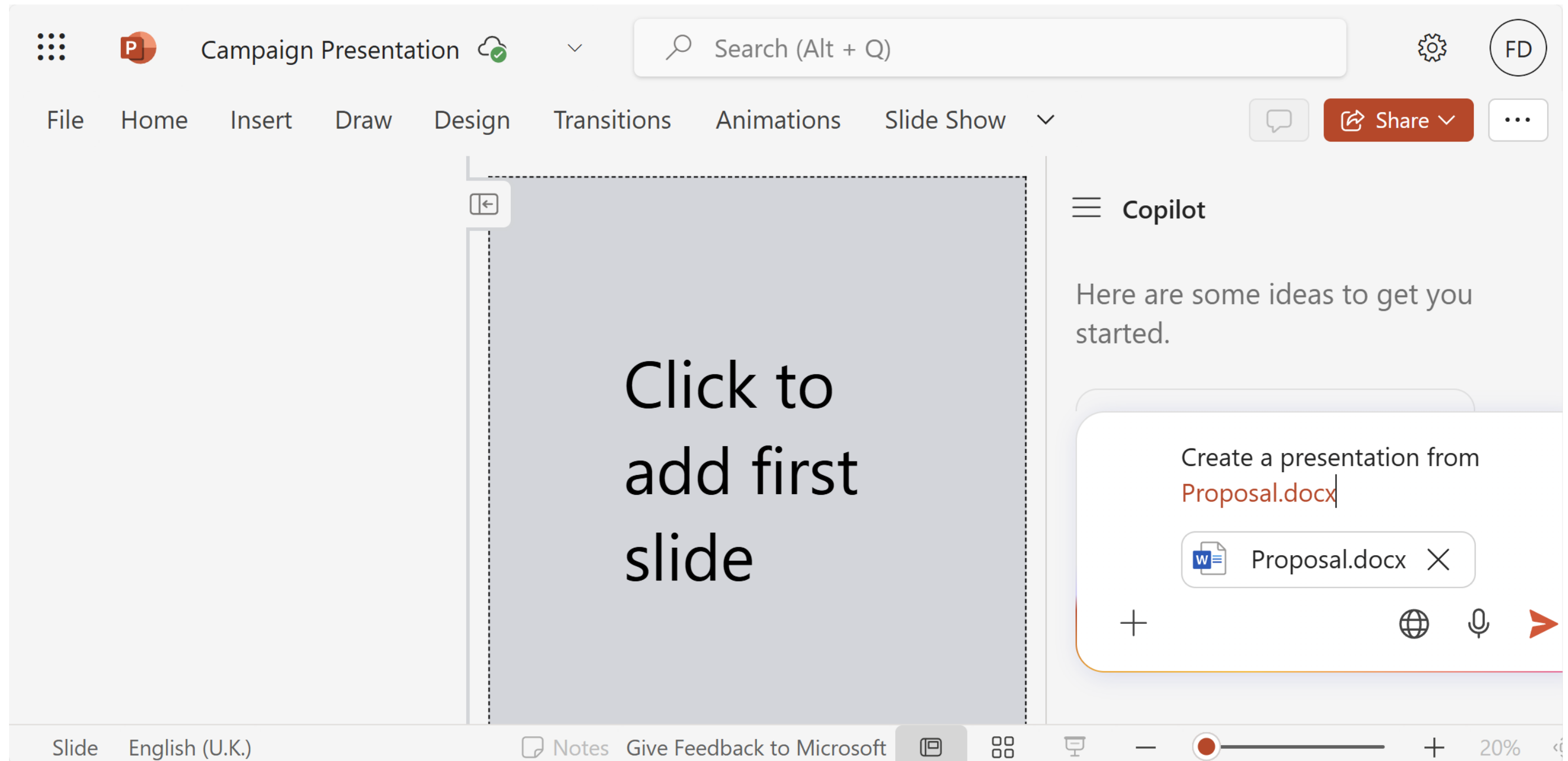
Where is Copilot in PowerPoint?



Where is Copilot in PowerPoint?



Design a presentation



Design a presentation

The screenshot displays the Microsoft PowerPoint application window. The title bar shows 'Campaign Presentation' with a search bar and a user profile icon 'FD'. The ribbon includes tabs for File, Home, Insert, Draw, Design, Transitions, Animations, and Slide Show. The left sidebar shows a slide thumbnail pane with three slides: 1. 'Marketing Campaign Proposal for Ocean Recycled Sneakers', 2. 'Agenda', and 3. 'Introduction' (highlighted with a red border). The main workspace shows the 'Introduction' slide with the title 'Introduction' and the subtitle 'Innovative Footwear for a Sustainable Future'. The right sidebar features the 'Copilot' panel, which lists actions: 'Added images to make your deck more engaging' and 'Applied layouts to organise slides'. Below this, it says 'You can also use **Designer** for adjusting layouts.' and includes a 'Message Copilot' input field with a plus icon, a globe icon, and a microphone icon. The status bar at the bottom shows 'Slide 3 of 18', 'English (U.K.)', and a zoom level of 20%.

1 **Marketing Campaign Proposal for Ocean Recycled Sneakers**

2 **Agenda**

3 **Introduction**

Introduction

Innovative Footwear for a Sustainable Future

Innovative footwear designed with sustainability in mind is paving the way for a greener future.

Copilot

- Added images to make your deck more engaging
- Applied layouts to organise slides

You can also use **Designer** for adjusting layouts.

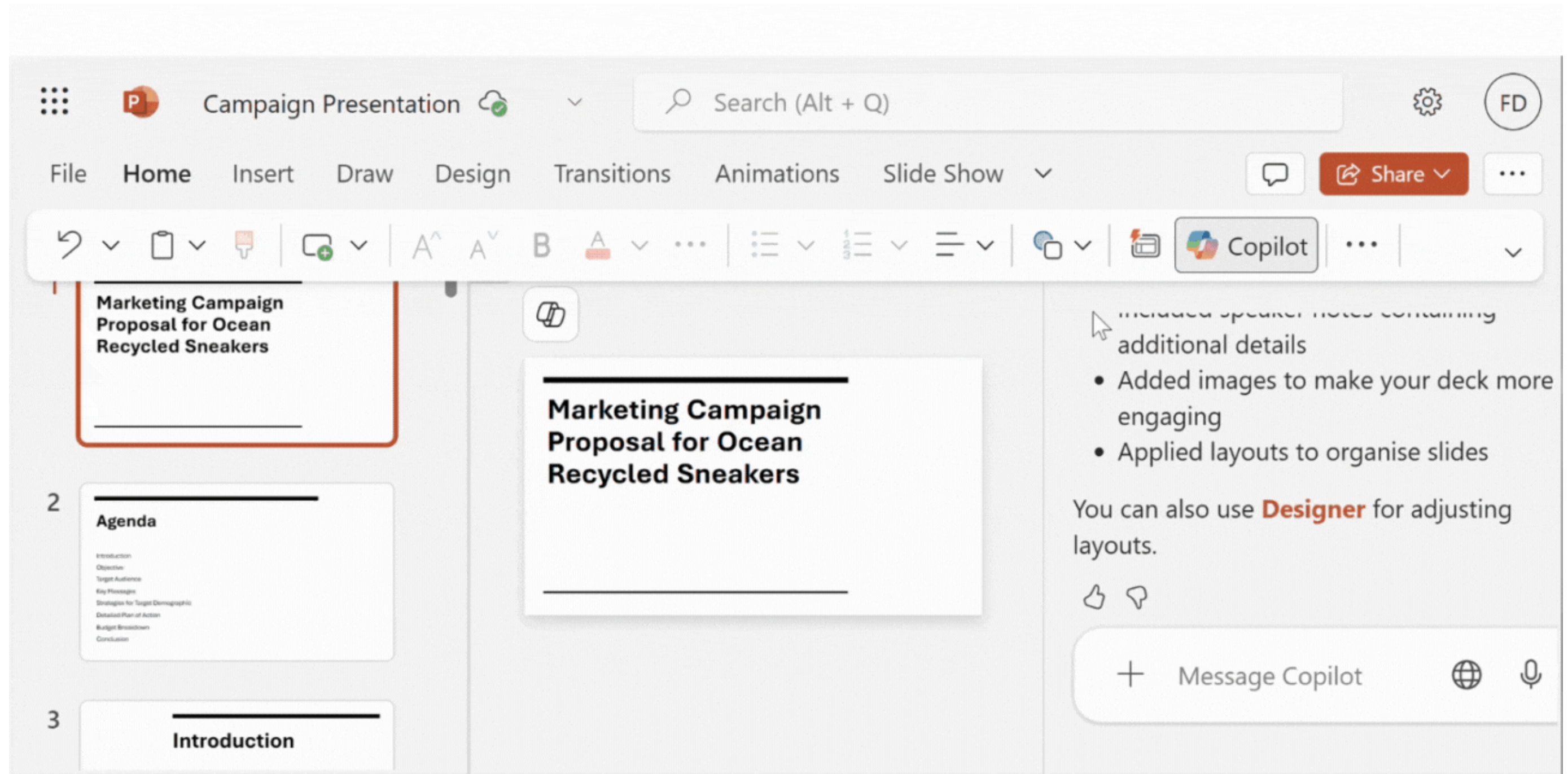
+ Message Copilot

Slide 3 of 18 English (U.K.) Notes Give Feedback to Microsoft 20%

Design a presentation

The screenshot displays the Microsoft PowerPoint application window titled "Campaign Presentation". The ribbon at the top includes tabs for File, Home, Insert, Draw, Design, Transitions, Animations, and Slide Show. A search bar with the text "Search (Alt + Q)" is located in the top right corner. The main editing area shows three slides: Slide 1 titled "Marketing Campaign Proposal for Ocean Recycled Sneakers", Slide 2 titled "Agenda" with a list of topics, and Slide 3 titled "Introduction" with the text "Innovative footwear designed with sustainability in mind is paving the way for a greener future." The Copilot feature is highlighted with a yellow circle in the top right of the ribbon, with a tooltip labeled "Designer" appearing below it. The Copilot pane on the right side of the screen displays the Copilot logo, a warning that "AI-generated content may be incorrect", and an outline of the presentation: "Here's the outline for the presentation I'm generating: Introduction, Objective, Target Audience". At the bottom of the Copilot pane is a text input field labeled "Message Copilot" with a plus icon and a microphone icon. The status bar at the bottom of the window shows "Slide 3 of 18", "English (U.K.)", and a zoom level of "20%".

Copilot and designer



Edit a presentation

The screenshot displays the Microsoft PowerPoint application interface. At the top, the title bar shows 'Campaign Presentation' with a search bar and user profile 'FD'. The ribbon includes tabs for File, Home, Insert, Draw, Design, Transitions, Animations, and Slide Show. The left sidebar shows a slide thumbnail grid with slide 17 selected. The main workspace shows slide 17, 'Immediate Next Steps', which is being edited. A Copilot sidebar on the right provides AI assistance, including a list of actions and a text input for summarization. The bottom status bar indicates 'Slide 17 of 18' and 'English (U.K.)'.

Marketing Budget Allocation

Category	Budget (€)
Influencer Partnerships	50,000
Social Media Campaigns	30,000
Website and E-commerce Development	40,000
Public Relations and Media Outreach	20,000
Events and Pop-Up Shops	60,000
Total Budget	200,000

17 Immediate Next Steps

- Influencer Partnerships**
 - Identify key influencers aligning with brand values
 - Initiate contracts and outline collaboration plans
 - Ensure early engagement and maximum exposure
- Social Media Campaigns**
 - Develop detailed content calendar
 - Highlight brand's story, unique selling points, and environmental impact
 - Schedule posts for consistent engagement
- Website and E-commerce Development**
 - Ensure website is fully functional and optimized
- Public Relations and Media Outreach**
- Events and Pop-Up Shops**

18 Final Thoughts

By executing these steps effectively, the campaign will not only drive initial sales but also build a loyal customer base committed to sustainability.

Copilot

included speaker notes containing additional details

- Added images to make your deck more engaging
- Applied layouts to organise slides

You can also use **Designer** for adjusting

Summarize the text on this slide to three bullet points

Slide 17 of 18 English (U.K.)

Edit a presentation

[illegible]

Format a slide

The screenshot displays the Microsoft PowerPoint interface for a presentation titled "Campaign Presentation". The ribbon includes tabs for File, Home, Insert, Draw, Design, Transitions, Animations, and Slide Show. A search bar at the top right contains the text "Search (Alt + Q)".

On the left, the slide thumbnail pane shows two slides. Slide 17 is titled "Immediate Next Steps" and lists various tasks. Slide 18 is titled "Final Thoughts" and is highlighted with a red border.

The main slide area shows slide 18, titled "Final Thoughts". The content reads: "By executing these steps effectively, the campaign will not only drive initial sales but also build a loyal customer base committed to sustainability."

On the right, the Copilot pane is open, displaying suggestions:

- Ensure the website is fully functional and optimized for e-commerce.

Below the suggestions, there are two input boxes:

- Can you summarize the next slide?
- Add visuals to the presentation.

At the bottom of the Copilot pane, there is a text input field with the text: "Add a slide to thank the team members involved in the project". Below this field are icons for adding content (+), a globe, a microphone, and a red arrow pointing right.

Visual Creator

Campaign Presentation

Search (Alt + Q)

FD

FileHomeInsertDrawDesignTransitionsAnimationsSlide Show

Share

Final Thoughts

By executing these steps effectively, the campaign will not only drive initial sales but also build a loyal customer base committed to sustainability.

Thank You Team!

- Appreciation for dedication and hard work.
- Collaboration led to innovative solutions.
- Together, we achieved our project goals.

Copilot

Visual Creator

Get agents

Chat history

Visual Creator

P

Campaign Presentation

Search (Alt + Q)

FD

FileHomeInsertDrawDesignTransitionsAnimationsSlide Show

Share

18

Schedule posts for consistent engagement
Website and E-commerce Development
Ensure website is fully functional and optimized
Public Relations and Media Outreach
Events and Pop-Up Shops

19

Thank You Team!

By executing these steps effectively, the campaign will not only drive initial sales but also build a loyal customer base committed to sustainability.

Appreciation for dedication and hard work.
Collaboration led to innovative solutions.
Together, we achieved our project goals.

Thank You Team!

Appreciation for dedication and hard work.
Collaboration led to innovative solutions.
Together, we achieved our project goals.

A cartoon style image of a team working on a project

Visual Creator

AI-generated content may be incorrect

Here is a whimsical cartoon style image of a

Ask a question

Let's practice!

INTRODUCTION TO MICROSOFT COPILOT

Copilot for Microsoft Excel

INTRODUCTION TO MICROSOFT COPILOT



Nia Joseph

AI Product Builder, Microsoft

Copilot in Excel



Uncover insights into our data



Create visualizations

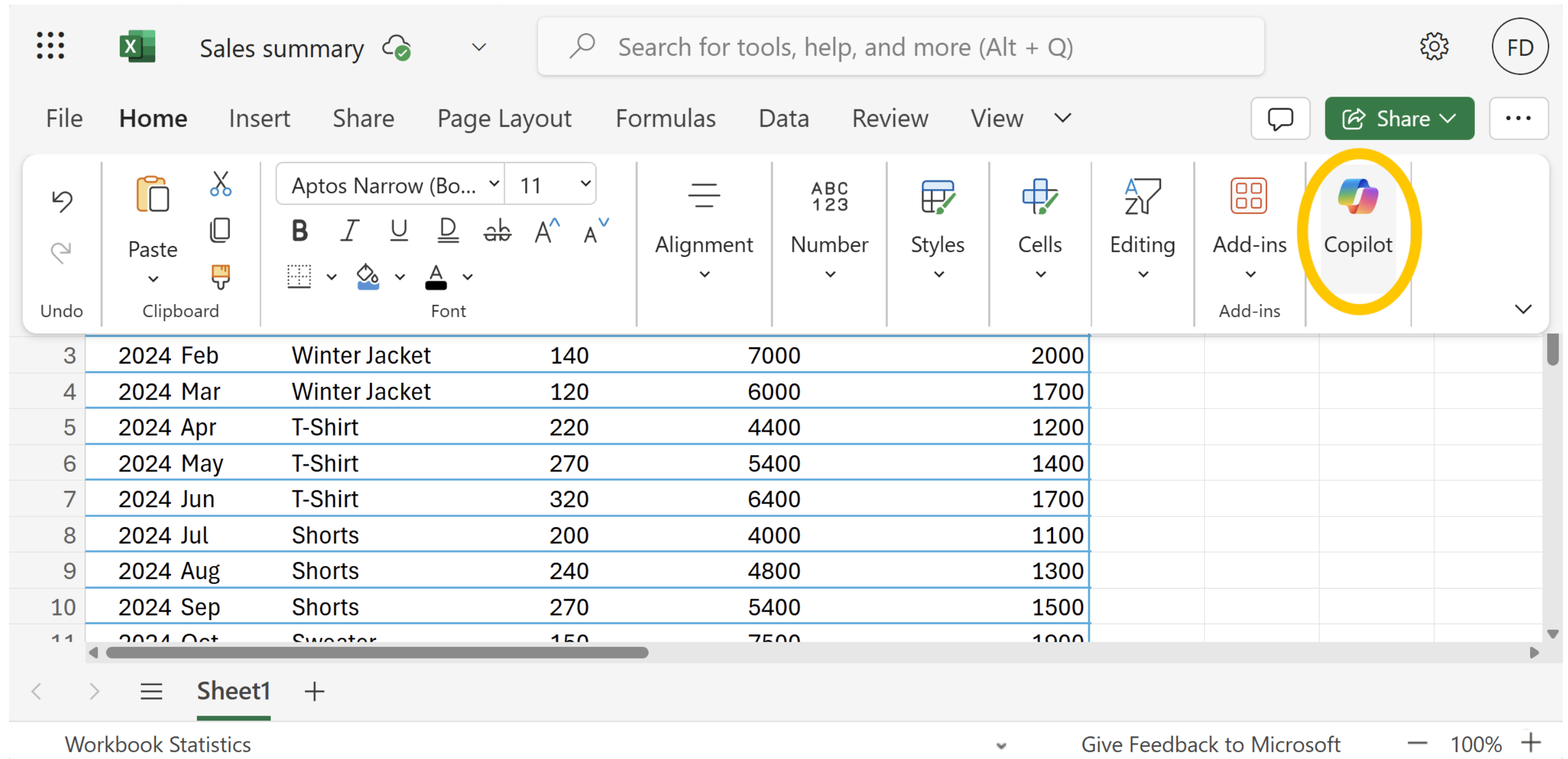


Assist with formulas



Manipulate data

Where is Copilot in Excel?

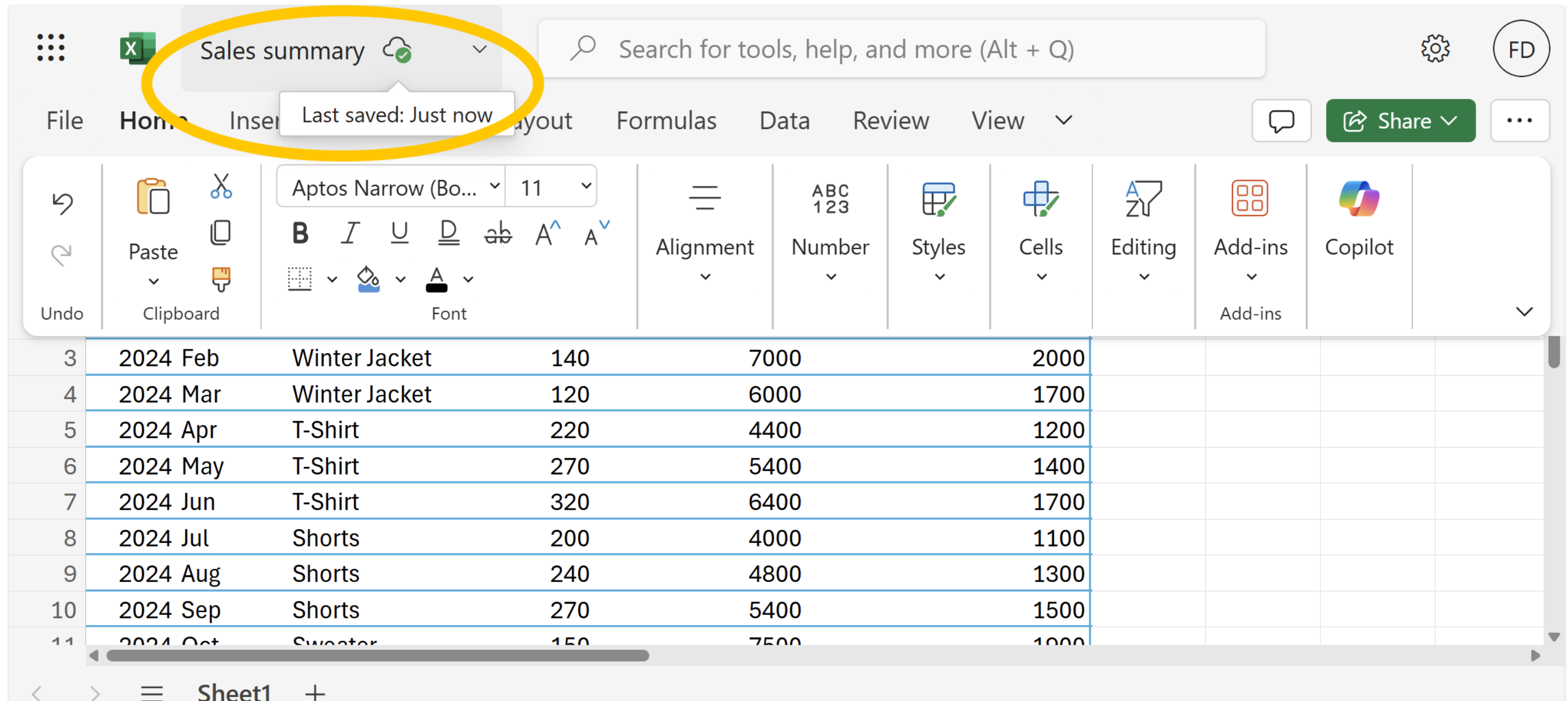


The screenshot shows the Microsoft Excel interface. The title bar at the top indicates the file is named "Sales summary". The ribbon is set to the "Home" tab. In the ribbon, the "Copilot" icon, which is a colorful circular logo, is highlighted with a yellow circle. Below the ribbon, a table of sales data is visible. The table has columns for month, item name, quantity, and price. The bottom of the screen shows the "Workbook Statistics" pane and a "Give Feedback to Microsoft" link.

	Month	Item	Quantity	Price
3	2024 Feb	Winter Jacket	140	7000
4	2024 Mar	Winter Jacket	120	6000
5	2024 Apr	T-Shirt	220	4400
6	2024 May	T-Shirt	270	5400
7	2024 Jun	T-Shirt	320	6400
8	2024 Jul	Shorts	200	4000
9	2024 Aug	Shorts	240	4800
10	2024 Sep	Shorts	270	5400
11	2024 Oct	Sweater	150	7500

Where is Copilot in Excel?

- Save file in OneDrive or SharePoint to use Copilot.



The screenshot shows the Microsoft Excel interface. The title bar at the top displays the file name 'Sales summary' with a green checkmark and a cloud icon, indicating it is saved to OneDrive. This title bar is circled in yellow. Below the title bar is a search bar with the text 'Search for tools, help, and more (Alt + Q)'. The ribbon is visible, showing the 'Home' tab selected. The 'Copilot' button is located in the 'Add-ins' group on the right side of the ribbon. The main workspace contains a table with the following data:

	Month	Item	Quantity	Price	Total
3	2024 Feb	Winter Jacket	140	7000	2000
4	2024 Mar	Winter Jacket	120	6000	1700
5	2024 Apr	T-Shirt	220	4400	1200
6	2024 May	T-Shirt	270	5400	1400
7	2024 Jun	T-Shirt	320	6400	1700
8	2024 Jul	Shorts	200	4000	1100
9	2024 Aug	Shorts	240	4800	1300
10	2024 Sep	Shorts	270	5400	1500
11	2024 Oct	Sweater	150	7500	1000

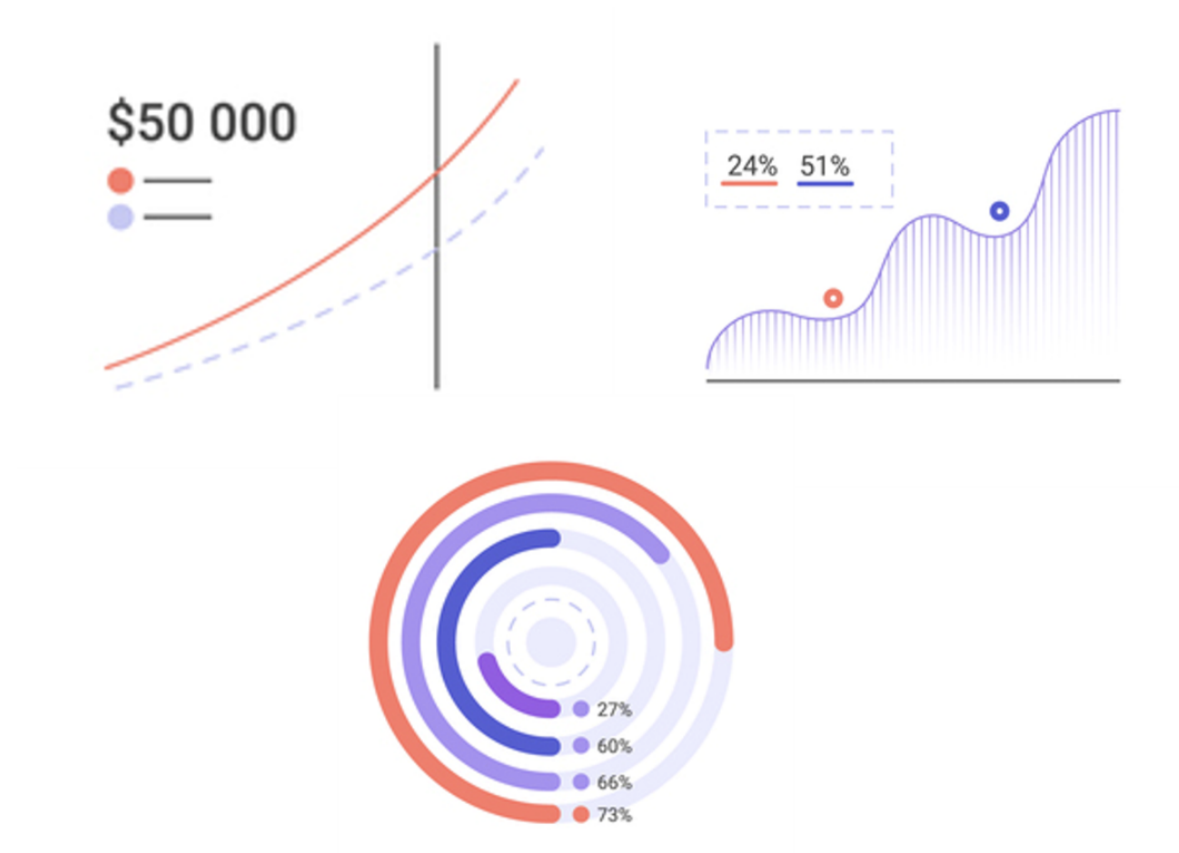
Organize Data into tabular format

- The data needs to be in table format

The screenshot shows the Microsoft Excel interface with the 'Table Design' tab selected. The 'Home' tab is also highlighted. The 'Format As Table' dropdown menu is open, showing various table styles. The data in the background is as follows:

	Year	Month	Item	Quantity	Price
3	2024	Feb	Winter Jacket	140	7000
4	2024	Mar	Winter Jacket	120	6000
5	2024	Apr	T-Shirt	220	1100
6	2024	May	T-Shirt	270	
7	2024	Jun	T-Shirt	320	
8	2024	Jul	Shorts	200	
9	2024	Aug	Shorts	240	
10	2024	Sep	Shorts	270	
11	2024	Oct	Sweater	150	

Identify insights



- Identify trends
- Find outliers
- Provide statistical summaries

Identify insights

X

Sales summary

Search for tools, help, and more (Alt + Q)

FD

File

Home

Insert

Share

Page Layout

Formulas

Data

Review

Table Design

Share

A1

X

✓

f_x

Year

	A	B	C	D	E	
1	Year	Month	Product	Units Sold	Net Sales (USD)	Marketing
2	2024	Jan	Winter Jacket	170	8500	
3	2024	Feb	Winter Jacket	140	7000	
4	2024	Mar	Winter Jacket	120	6000	
5	2024	Apr	T-Shirt	220	4400	
6	2024	May	T-Shirt	270	5400	
7	2024	Jun	T-Shirt	320	6400	
8	2024	Jul	Shorts	200	4000	
9	2024	Aug	Shorts	240	4800	
10	2024	Sep	Shorts	270	5400	
11	2024	Oct	Sweater	150	7500	

Copilot

Show data insights

Show a suggestion

Show data insights

Suggest conditional formatting

Search for content, ask a question, or tell me what you'd like to do with A1:F37

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Sheet1

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Workbook Statistics

Average: 2515.541667

Count: 222

Sum: 362238

Give Feedback to Microsoft

-

100%

+

Create charts and visualizations

The screenshot displays the Microsoft Excel interface with a 'Sales summary' workbook. The 'Table Design' ribbon is active, and a table is selected. The table has columns for Year, Month, Product, Units Sold, Net Sales (USD), and Marketing. The data spans from January 2024 to September 2024, featuring products like Winter Jacket, T-Shirt, and Shorts. On the right, the Copilot AI assistant is open, showing a 'Show data insights' button and a message indicating it has analyzed data in the range A1:F37.

Year	Month	Product	Units Sold	Net Sales (USD)	Marketing
2024	Jan	Winter Jacket	170	8500	
2024	Feb	Winter Jacket	140	7000	
2024	Mar	Winter Jacket	120	6000	
2024	Apr	T-Shirt	220	4400	
2024	May	T-Shirt	270	5400	
2024	Jun	T-Shirt	320	6400	
2024	Jul	Shorts	200	4000	
2024	Aug	Shorts	240	4800	
2024	Sep	Shorts	270	5400	
2024	Oct	Sweater	150	7500	

Copilot

Done! What else can I help you with?

Show data insights

Copilot AI-generated content may be incorrect

I analysed data in A1:F37, and here's what I found:

Use formula suggestions

Sales summary

Search for tools, help, and more (Alt + Q)

FD

File

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Insert

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Review

Table Design

Share

A1

Year

	A	B	C	D	E	
1	Year	Month	Product	Units Sold	Net Sales (USD)	Marketing
2	2024	Jan	Winter Jacket	170	8500	
3	2024	Feb	Winter Jacket	140	7000	
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7	2024	Jun	T-Shirt	320	6400	
8	2024	Jul	Shorts	200	4000	
9	2024	Aug	Shorts	240	4800	
10	2024	Sep	Shorts	270	5400	
11	2024	Oct	Sweater	150	7500	

Sheet1

Sheet2

Workbook Statistics

Average: 2515.541667

Count: 222

Sum: 362238

Give Feedback to Microsoft

100%

Copilot

Get deeper analysis results using Python

Can I see another insight?

Add all insights to grid

Calculate the marketing spend per product sold on the current sheet

Use formula suggestions

Sales summary

Search for tools, help, and more (Alt + Q)

FD

File

Home

Insert

Share

Page Layout

Formulas

Data

Review

Table Design

Share

A1

Year

	A	B	C	D	E	
1	Year	Month	Product	Units Sold	Net Sales (USD)	Marketing
2	2024	Jan	Winter Jacket	170	8500	
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8	2024	Jul	Shorts	200	4000	
9	2024	Aug	Shorts	240	4800	
10	2024	Sep	Shorts	270	5400	
11	2024	Oct	Sweater	150	7500	

Copilot

Calculates the marketing spend per unit sold by dividing the total marketing spend by the number of units sold for each product in the table.

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=[@[Marketing Spend (USD)]]/[@[Units Sold]]

Show explanation

Workbook Statistics

Average: 2515.541667

Count: 222

Sum: 362238

Give Feedback to Microsoft

100%

Convert data

Sales summary

Search for tools, help, and more (Alt + Q)

FD

File

Home

Insert

Share

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Formulas

Data

Review

Table Design

Share

A1

Year

	A	B	C	D	E	
1	Year	Month	Product	Units Sold	Net Sales (USD)	Marketing
2	2024	Jan	Winter Jacket	170	8500	
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8	2024	Jul	Shorts	200	4000	
9	2024	Aug	Shorts	240	4800	
10	2024	Sep	Shorts	270	5400	
11	2024	Oct	Sweater	150	7500	

Copilot

Create a 'Marketing spend per unit' column

Add a column that combines 'Month' and 'Product'

Add a column with amounts converted from dollars to euros from the Net Sales (USD) column

Workbook Statistics

Average: 2515.541667

Count: 222

Sum: 362238

Give Feedback to Microsoft

100%

Sort data

X

Sales summary

Search for tools, help, and more (Alt + Q)

FD

File

Home

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A1

X

✓

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Year

	A	B	C	D	E	
1	Year	Month	Product	Units Sold	Net Sales (USD)	Marketing
2	2024	Jan	Winter Jacket	170	8500	
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8	2024	Jul	Shorts	200	4000	
9	2024	Aug	Shorts	240	4800	
10	2024	Sep	Shorts	270	5400	
11	2024	Oct	Sweater	150	7500	

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Sheet1

Sheet2

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Workbook Statistics

Average: 2515.541667

Count: 222

Sum: 362238

Give Feedback to Microsoft

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100%

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Copilot

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Copilot

AI-generated content may be incorrect

Sure! Looking at **A1:F37**, here's 1 change to review and apply:

• Apply a custom sort on column 'Year' in table Table1

✓ Apply

👍

👎

Let's practice!

INTRODUCTION TO MICROSOFT COPILOT