Your grade: 100%

Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

[Next item →]

1. How does Microsoft Word's Copilot assist users in drafting documents effectively? (Select all that apply.) 1 / 1 point

☐ Automatically finalizes documents without user review.

☑ Generates content based on user-provided prompts to start drafts.

> ⊘ **Correct**
> Spot on. Copilot helps initiate the drafting process by creating content from user prompts, easing the initial document creation.

☐ Requires manual input for every word in the document.

☑ Encourages review and refinement of generated content for accuracy and style alignment.

> ⊘ **Correct**
> Yes, exactly. After generating content, users should review and modify it to align with their desired tone, style, and accuracy, enhancing document quality.

1 / 1 point

2. What are essential steps in configuring Microsoft 365 Copilot to enhance productivity? (Select all that apply.)

☐ Ignoring security protocols.

☑ Integrating with Microsoft 365 Apps for AI assistance.

> ⊘ **Correct**
> Spot on. Integration with Microsoft 365 Apps is crucial for leveraging AI-driven assistance, enhancing productivity across various applications.

☑ Optimizing search features.

> ⊘ **Correct**
> Yes, correct. Optimizing search functionalities is a key step in deployment, facilitating more efficient access to information and assistance.

☑ Updating channels and apps.

> ⊘ **Correct**
> Exactly. Regular updates to channels and apps ensure that Copilot functions optimally, providing users with the latest features and security measures.