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Activity: Draft and Add Content With Copilot in Word

In this step-by-step tutorial of Copilot Word essentials, you will draft and add content using Copilot in Microsoft Word, Excel, and PowerPoint.

Copilot is an AI-powered tool that assists in generating content based on prompts you provide, saving time and enhancing productivity across the Microsoft Office suite.

Follow the link provided to the online reading resource to get you started on this practice activity. Navigate through the page by following the links to learn more about how to:

- rewrite your text
- chat with Copilot, and
- create a summary.

[Draft and add content with Copilot in Word](#) [🔗](#) (resource on the Microsoft website).

How to Complete This Activity Successfully

To complete Parts 1 and 2 of this activity successfully, practice drafting and adding content using Copilot in Word. By doing so, you'll have gained valuable experience in utilizing AI tools to enhance your productivity and creativity across the Microsoft Office suite. You may also experiment further with different prompts and document types to further refine your skills with Copilot in Word.

Part 1: Drafting Content in Word

Instructions:

1. Open Microsoft Word.
2. Start a new blank document.
3. Navigate to the "Draft with Copilot" feature in Word.
4. In the provided box, type or paste your desired prompt. For instance, try the following prompt: "Write an article on the importance of creating work/life balance."
5. Select "Generate," and observe as Copilot drafts new content based on your prompt.
6. Review the generated content. You can choose to keep it, regenerate it for alternative results, or discard it if necessary.
7. Remember, while Copilot generates a draft, verifying and modifying details to ensure accuracy and alignment with your tone and style is essential.
8. Experiment with different prompts and fine-tune results using the compose box.

Part 2: Adding Content to an Existing Document in Word

Instructions:

1. Open an existing document in Microsoft Word or create a new one.
2. Go to a new blank line within the document.
3. Select the Copilot icon in the left margin of your document to activate the feature.
4. In the "Draft with Copilot" dialogue, provide instructions for Copilot to add more content. You can select "Inspire me" to let Copilot build upon the existing text.
5. After Copilot provides additional content, review the suggestions.
6. Choose to keep, regenerate, or discard the content as needed.
7. Fine-tune Copilot's response by entering specific details into the compose box, such as adjusting the tone or style.

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