# Section 1: INTRODUCTION

1. Which of the following is NOT a version of Copilot?
   1. Copilot for Bing
   2. **Copilot Desktop**
   3. Copilot for Microsoft 365 Applications
   4. Copilot Pro
2. Where do we go to access information and handouts related to prompt engineering?
   1. Copilot Lab
   2. Copilot Resource Library
   3. Microsoft Copilot Forum
   4. **The Adoption Centre Resource Library**

# Section 2: Copilot in Excel

1. Which of the following is not a prerequisite for using Copilot in Excel?
   1. Data needs to be formatted as an Excel table.
   2. Auto-save should be toggled on.
   3. **Must be logged in as an admin.**
   4. The Excel file must be saved to OneDrive.
2. Which of the following tasks can Copilot not currently complete?
   1. Sort data.
   2. Analyse a dataset with Pivot Tables.
   3. Apply conditional formatting.
   4. **Change the workbook theme.**

# Section 3: copilot in powerpoint

1. It is not possible to use your organizations branded templates with Copilot to create a presentation.
   1. TRUE
   2. **FALSE**
2. Which of the following organisational tasks cannot be executed using Copilot?
   1. **Moving slides.**
   2. Deleting slides.
   3. Modifying slides.
   4. Adding sections.

# Section 4: copilot in word

1. When using Copilot to draft a document in Word, Copilot will automatically assign Word styles to the headings.
   1. **TRUE**
   2. FALSE
2. What is the keyboard shortcut to activate Copilot in a Word document?
   1. ALT+C
   2. **ALT+I**
   3. ALT+P
   4. ALT+K

# Section 5: copilot in outlook

1. We have access to ALL features of Copilot in all versions of Outlook.
   1. TRUE
   2. **FALSE**
2. Which of the following does the Copilot Coach NOT check for?
   1. Tone
   2. Clarity
   3. Reader Sentiment
   4. **Grammar**

# Section 6: the best of the rest

1. To get the most out of Copilot in Microsoft Teams and generate meeting notes, action items etc, transcription needs to be turned on.
   1. **TRUE**
   2. FALSE
2. Which of the following tasks cannot be executed using Copilot in a OneNote page?
   1. Generate an itinerary for a trip.
   2. Create a recipe for a cake.
   3. **Add Todo list checkboxes.**
   4. Brainstorm party ideas.