

A low-angle, upward-looking photograph of several modern skyscrapers with glass facades. The image is overlaid with a semi-transparent dark grey rectangle in the center, a large red square with a white grid pattern in the top-left corner, and a smaller red square with a white grid pattern in the bottom-right corner. The title text is centered within the dark grey rectangle.

Introduction to Microsoft Copilot



DR. HITESH KUMAR SHARMA

*Technical Instructor &
Consultant*

ABOUT ME

- Industry/Academic Experience: **15 Years (7 years Exp in GenAI, ChatGPT 4.0/3.0, Copilot, AIML, Data Science & Big Data Analytics, 4 years in DevOps & Python ,4 Years in RPA)**
- **Delivered 100+ Trainings (LinkedIn, Snapchat, Walmart, HCL, Accenture etc.)**
- **Delivered training to 30+ Companies**
- **Delivered training in 12+ Countries physically**
- Core Technical Domains: **AIML, GenAI, Big Data Analytics, Confluent, UiPath RPA, DevOps, Cloud Computing**
- Academic Qualifications: **Ph.D. (CSE), M.Tech (CSE)**
- Certifications:
 - **Confluent Developer, Admin Certified**
 - **UiPath RPA Certified Associate**
 - **Docker Certified Associate**
 - **Neo4J Certified Associate**
 - **Maven Certified Professional**
- **5 Books Published**
- **50 Patents Published**
- **02 Copyright Published**



AGENDA



- **An Introduction to Microsoft Copilot**
- Copilot Fundamentals
- Outlook with Copilot
- PowerPoint with Copilot
- Teams with Copilot

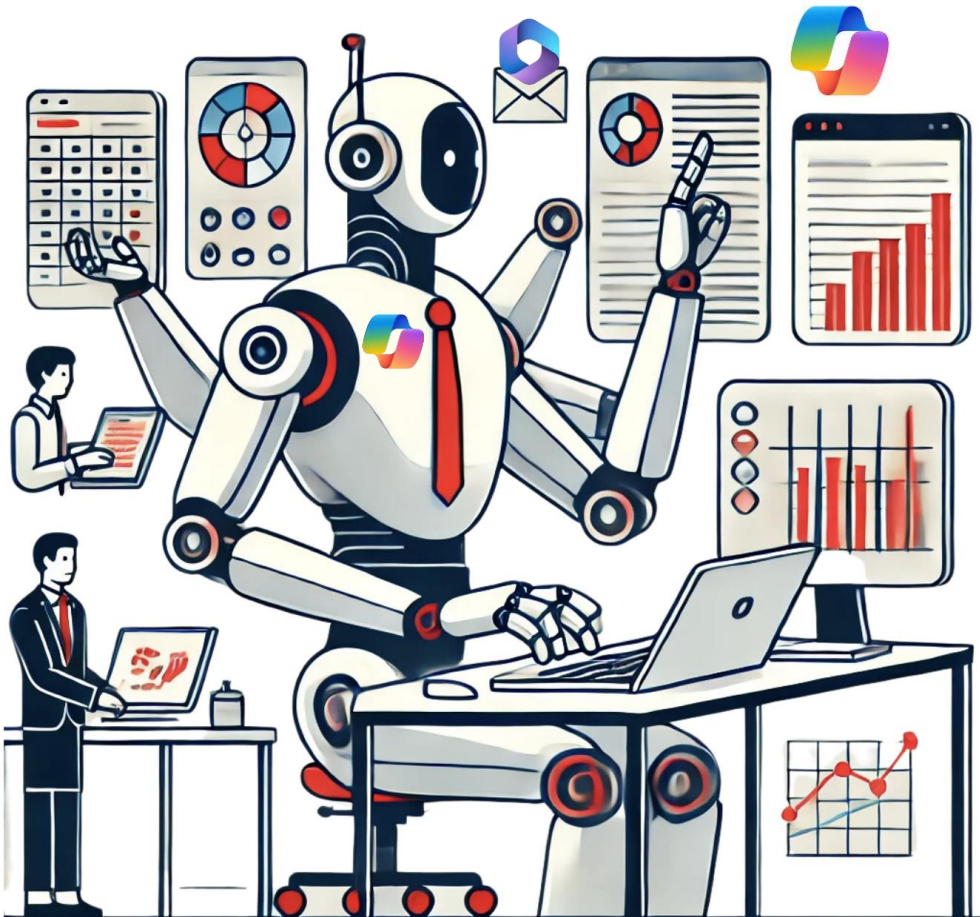


Motivation



- It's a Monday morning, your inbox is overflowing, meetings are stacked back-to-back, and your team is waiting on strategic inputs to move forward
- You're juggling between reviewing reports, drafting emails, and preparing a presentation for the board meeting
- Time is ticking, and you feel stretched thin!

Motivation



Now, imagine if you had an assistant who could:

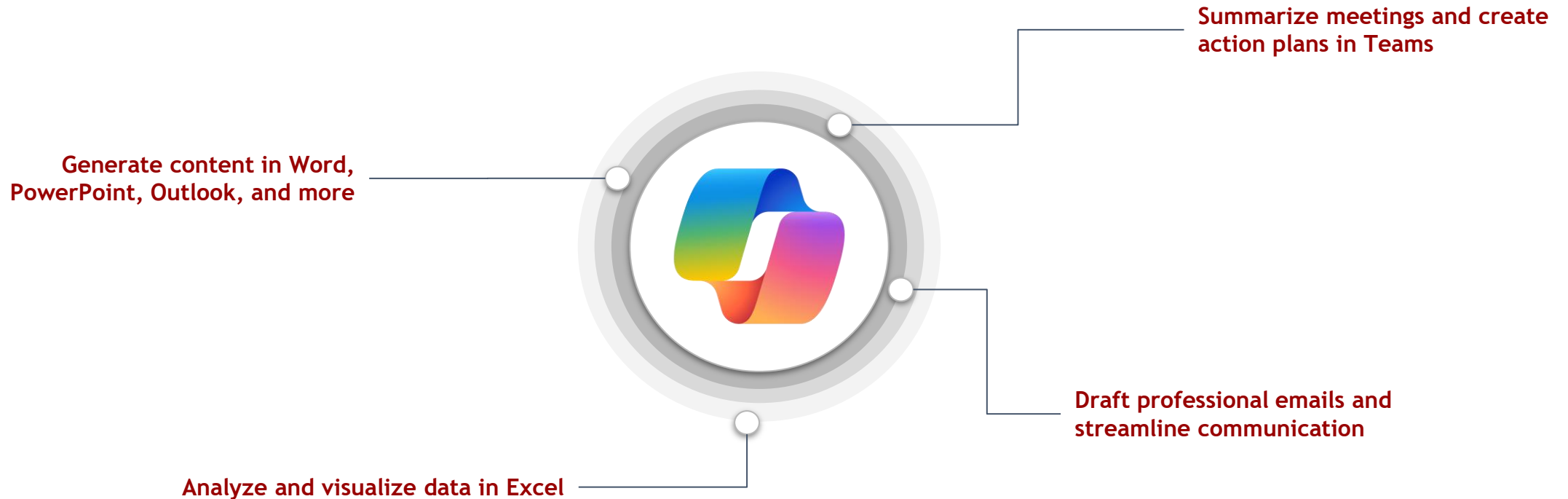
- Draft those reports, emails, and presentations in minutes
- Analyze complex datasets and provide actionable insights at a glance
- Summarize meetings and create task lists without you lifting a finger

Meet **Microsoft CoPilot**, your AI-powered partner designed to amplify your productivity, streamline your workflows, and allow you to focus on what truly matters—decision-making and strategy.

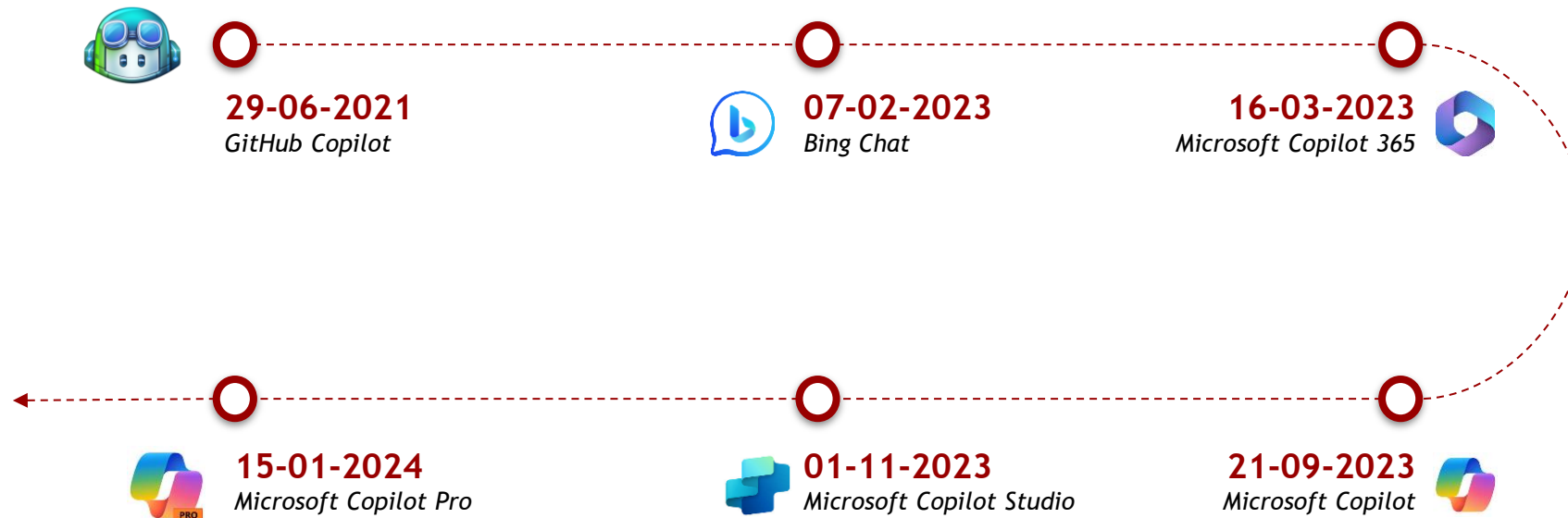
An Introduction to Microsoft Copilot

Your CoPilot for productivity, innovation, and focus

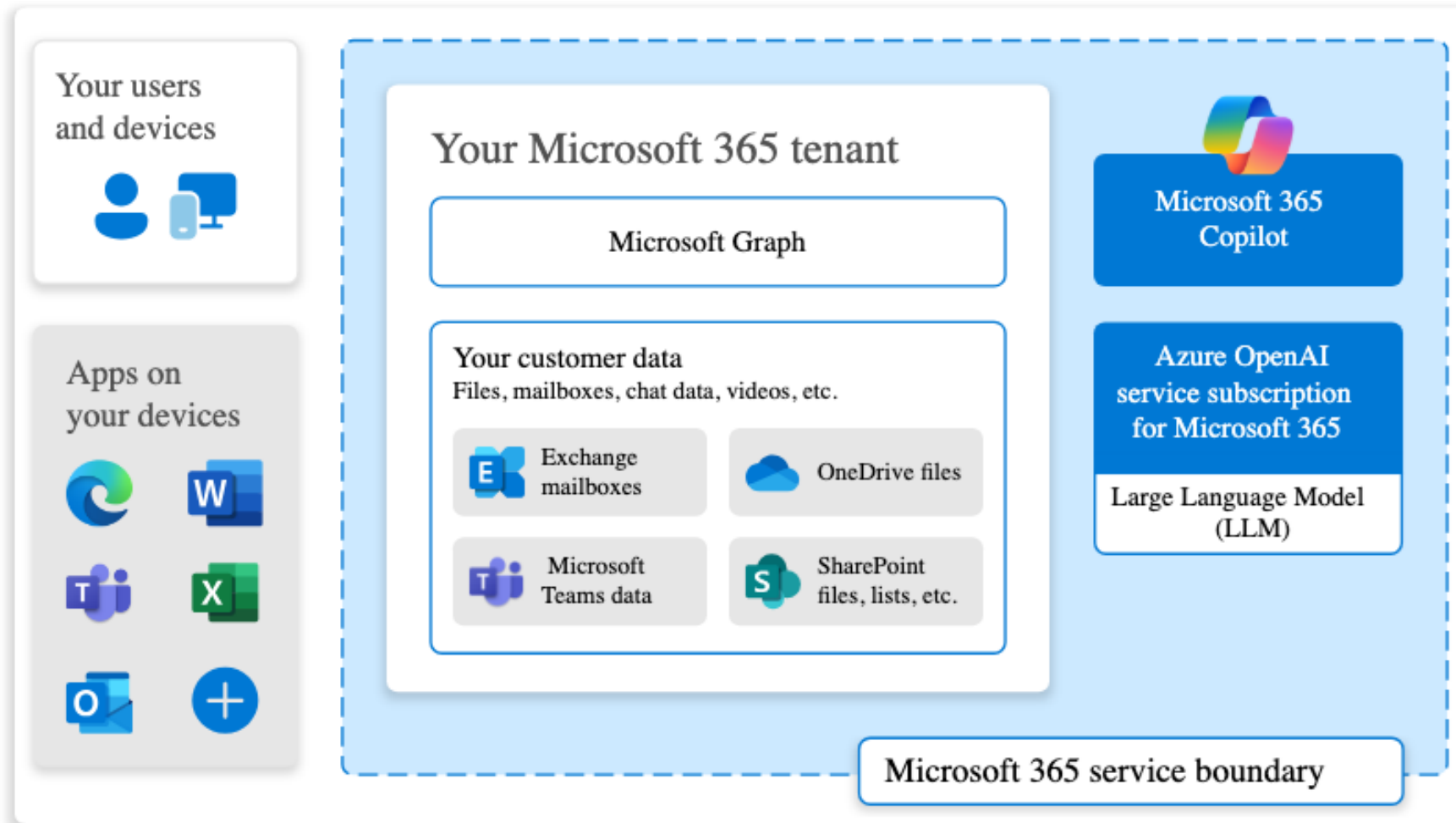
Microsoft CoPilot is an AI-powered assistant integrated across the Microsoft 365 suite, designed to enhance productivity and creativity



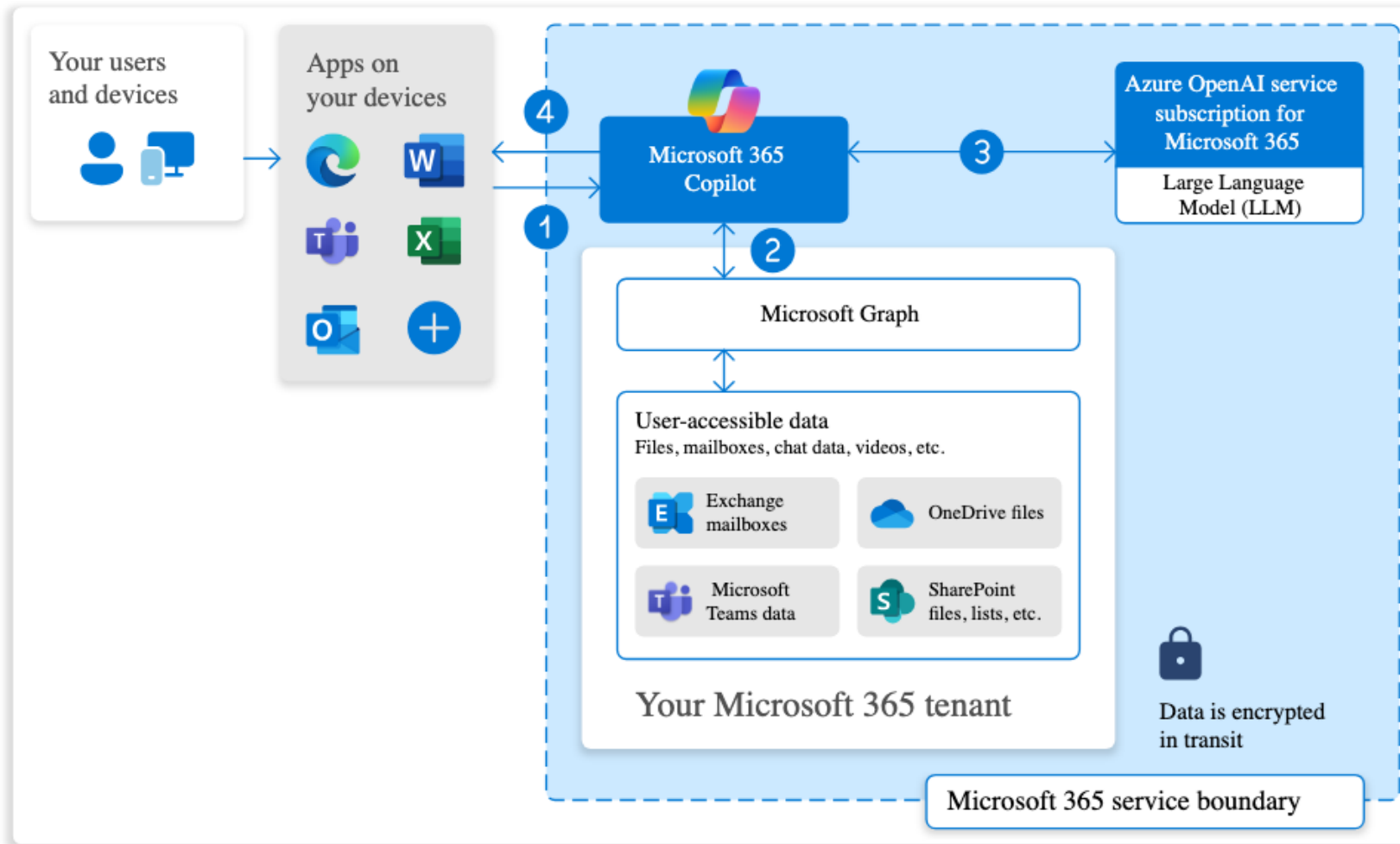
Timelines of Microsoft Copilot



How Microsoft Copilot works?



How Microsoft Copilot works?





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Copilot Fundamentals: Redefining Efficiency

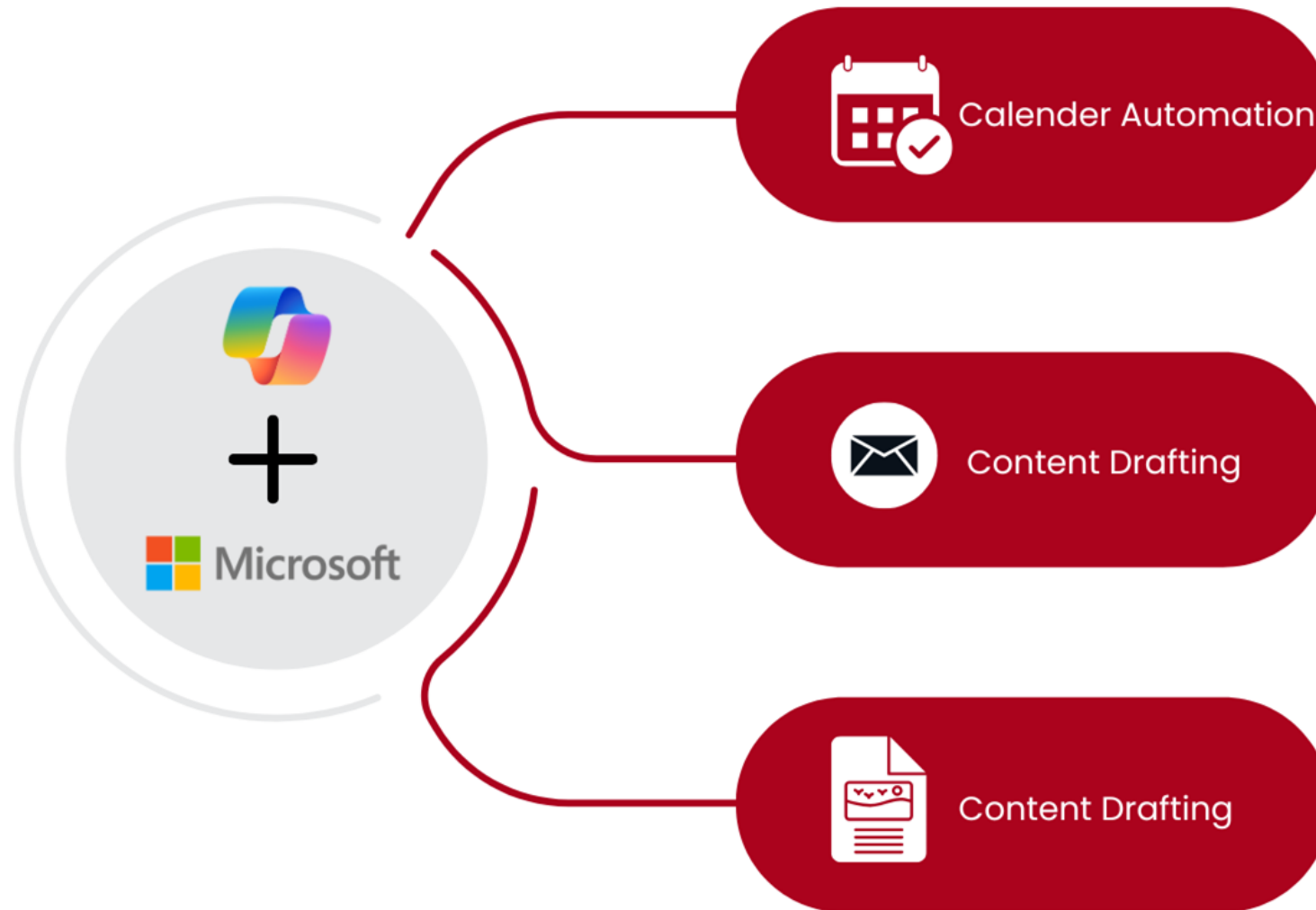
Introduction to Copilot's Core Capabilities

Microsoft Copilot harnesses the power of **AI** to enhance productivity across **Microsoft 365 applications**, assisting with tasks like:

- **Email Summarization:** Extracting key points from threads.
- **Content Drafting:** Creating professional emails, documents, and presentations.
- **Calendar Automation:** Scheduling meetings and resolving conflicts seamlessly.

By integrating deeply into Microsoft 365, Copilot helps users accomplish tasks faster, smarter, and with less effort.

Copilot Fundamentals: Redefining Efficiency



Copilot Fundamentals: Redefining Efficiency

Use Cases Across Microsoft 365 Applications

- **Email Management:** Summarizes lengthy threads and drafts responses in seconds.
- **Document Creation:** Quickly generates reports, slides, and proposals from brief prompts.
- **Collaboration:** Simplifies task assignment, note-taking, and follow-ups in Teams.

With Microsoft Copilot, routine becomes effortless, enabling users to focus on impactful work.



Copilot features in Microsoft 365 Apps



Draft
Chat



Draft
Chat
Light Commanding



Draft

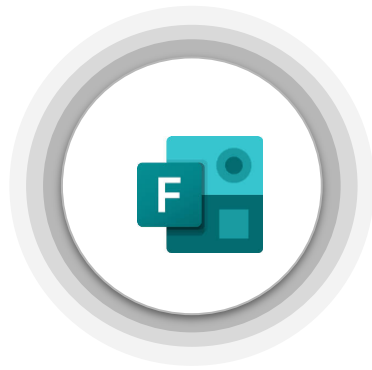


Draft
Coaching Tips
Summarize

Copilot features in Microsoft 365 Apps



Draft



Draft

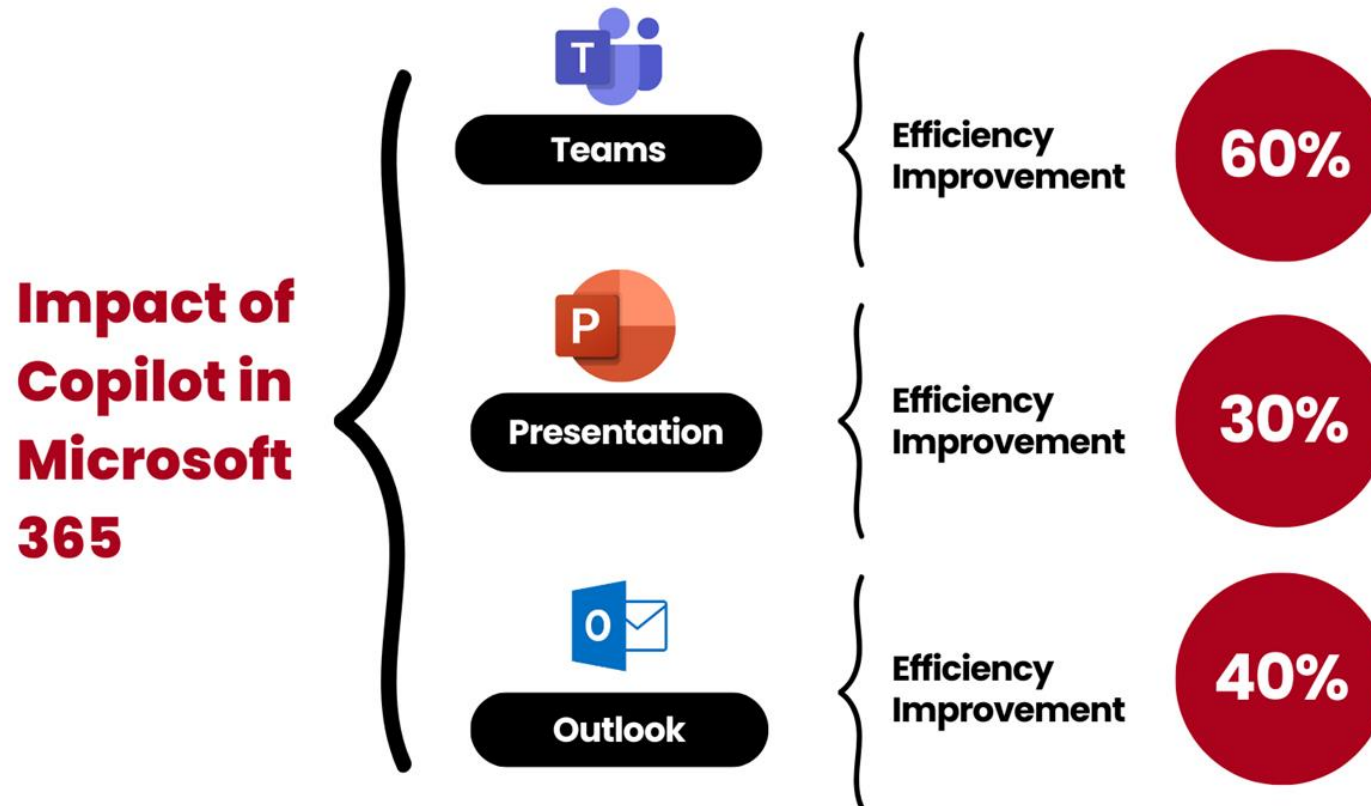


Chat
Meeting
Copilot
Calls
Whiteboards

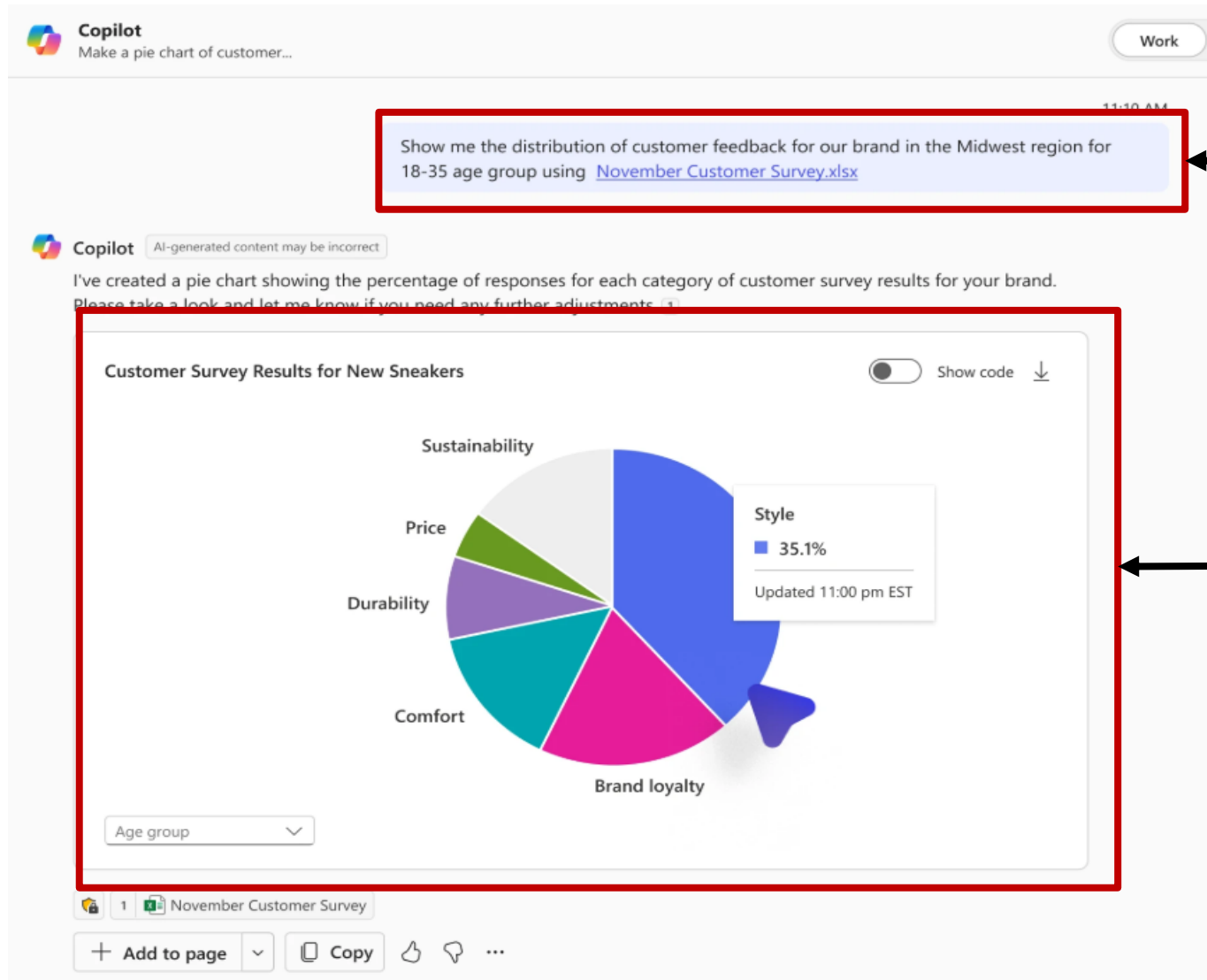


Collaborative Content
Creation

Copilot Fundamentals: Redefining Efficiency



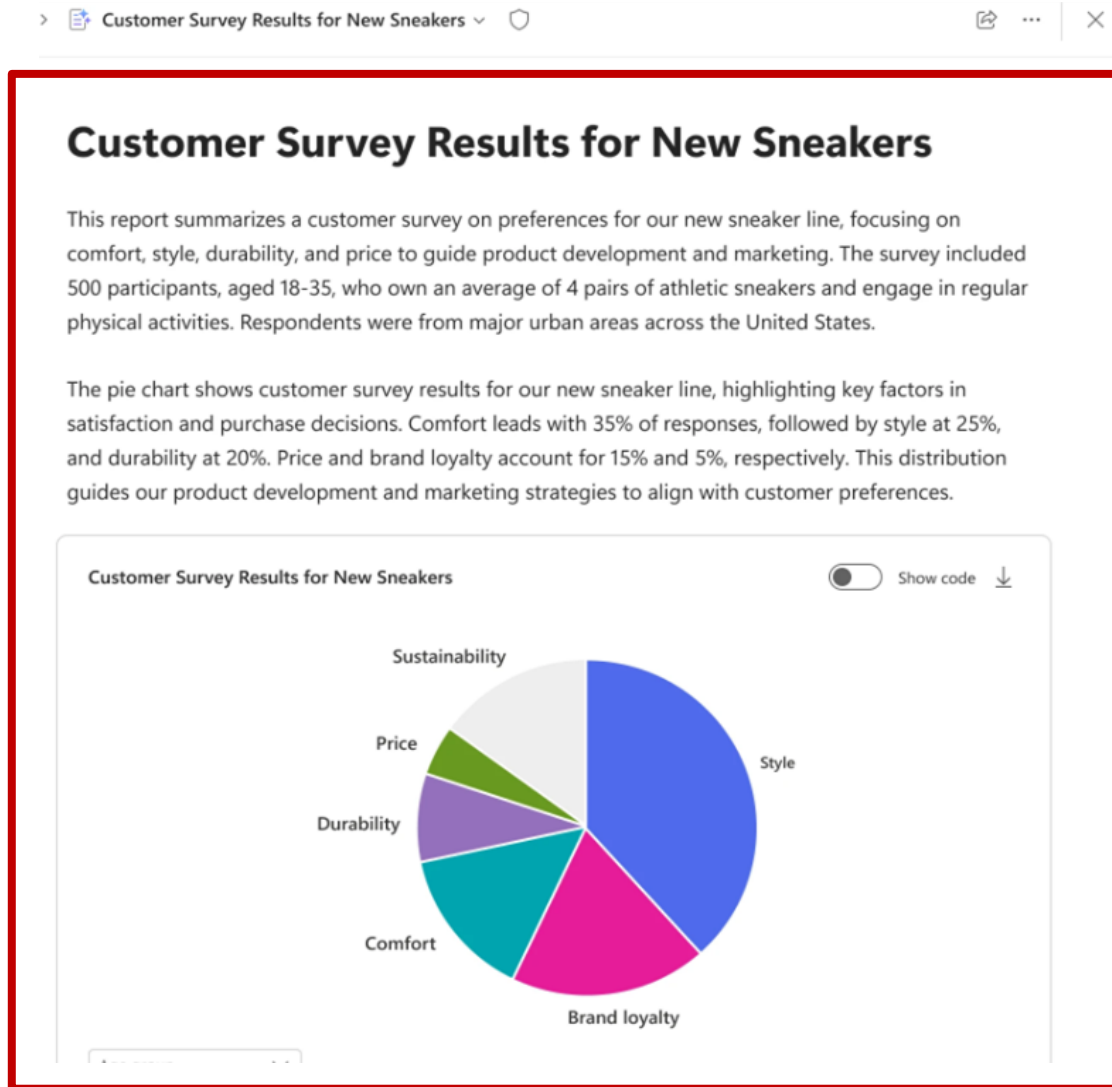
Copilot Fundamentals: Redefining Efficiency



Prompt Given to the Copilot

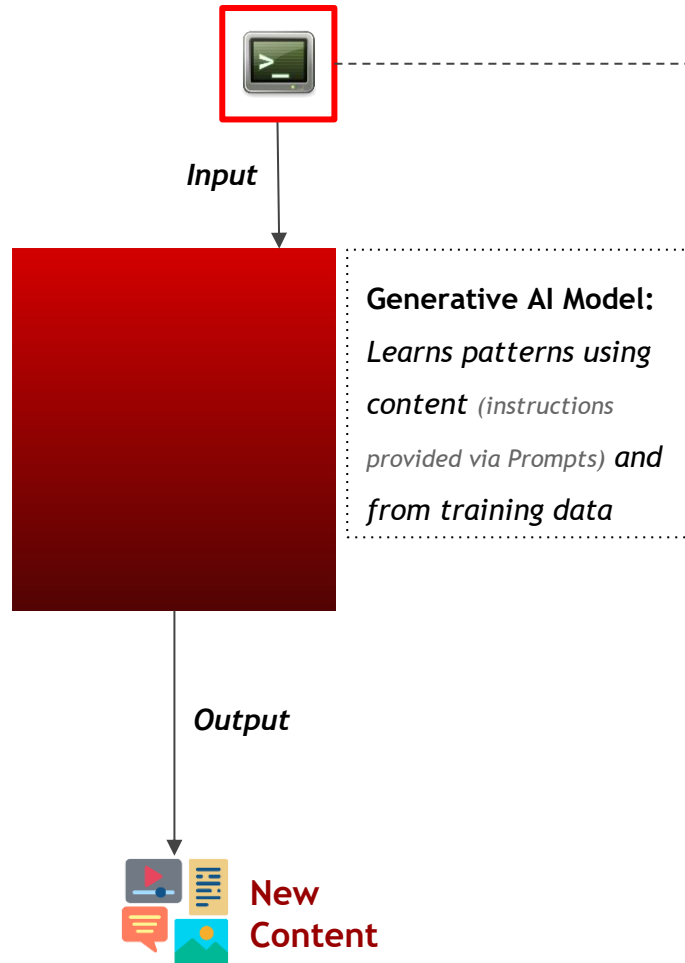
Output Generated

Copilot Fundamentals: Redefining Efficiency



Summary Generated
as per the prompt.

What is a Prompt



A prompt refers to a specific instruction, query, or input given to an AI model to generate a response or perform a task



It serves as cue, guidance, or a starting point for the AI system to produce an output based on its learned knowledge and language comprehension



The form and tone of a prompt may vary depending on the AI application and the desired outcome



Well-defined, context-driven, and unambiguous prompts bring AI output closer to the intended results

What is Prompt Engineering?



Prompt Engineering is an art of asking the right question to get the best response from an LLM

What is Prompt Engineering?



Developer

As per me,

PROMPT

Code blocks, individual lines of code, or natural language comments a developer writes to generate a specific suggestion from GitHub Copilot

PROMPT ENGINEERING

Providing instructions or comments in the IDE to generate specific coding suggestions

CONTEXT

Details that are provided by a developer to specify the desired output from a generative AI coding tool

What is Prompt Engineering?



ML Researcher

As per me,

PROMPT

Compilation of IDE code & relevant context (IDE comments, code in open files, etc.) that is generated by algorithms & sent to the model of a Gen AI coding tool

PROMPT ENGINEERING

Creating algorithms that will generate prompts (compilations of IDE code and context) for a large language model

CONTEXT

Details (like data from your open files & code you've written before) that algorithms send to a large language model (LLM) as additional information about the code

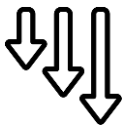
Why is Prompt Engineering Important?



Improve the Accuracy



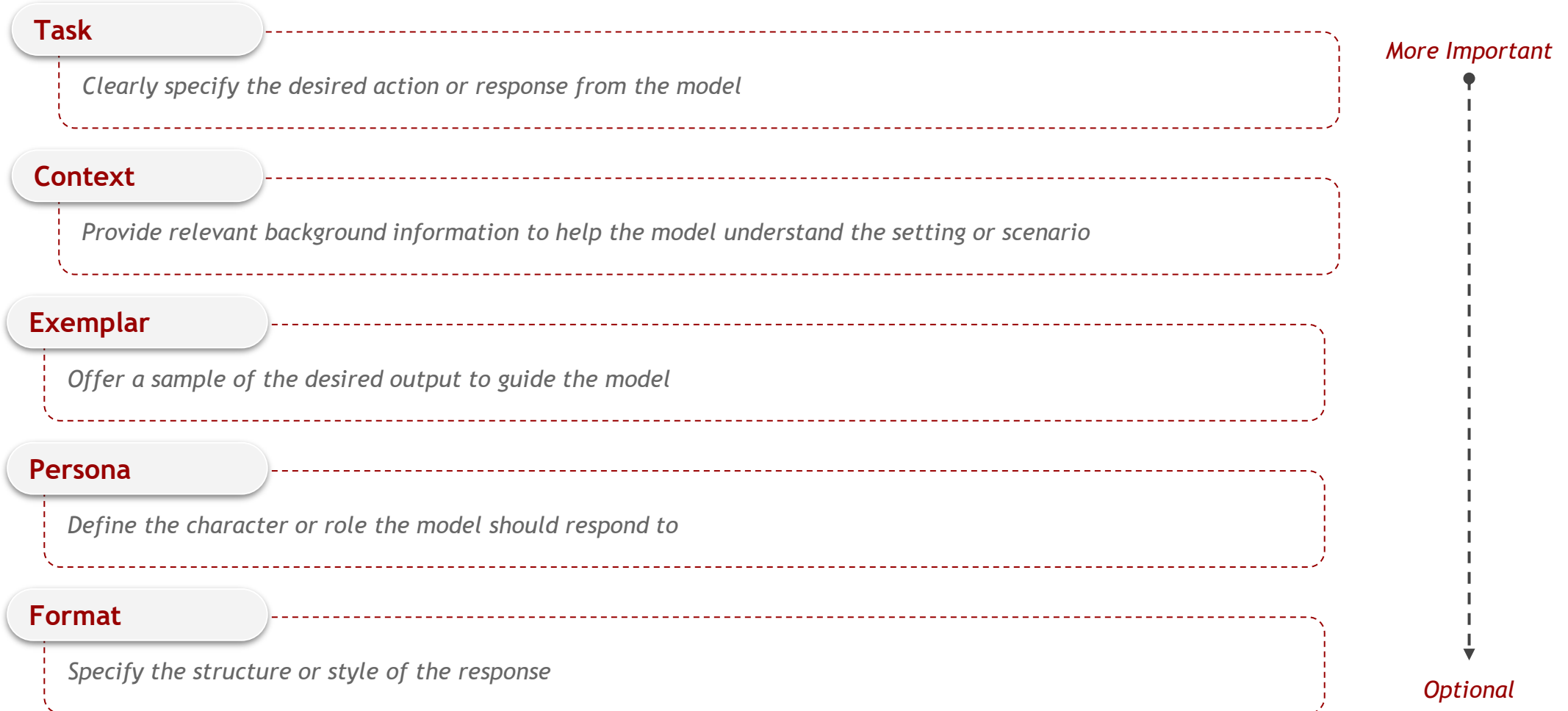
Improve the usefulness of AI generated content



Reduce the risk of generating harmful and biased content

Why is Prompt Engineering Important?

Let's look at aspects that make up a good prompt:





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- An Introduction to Microsoft Copilot
- Copilot Fundamentals
- **Outlook with Copilot**
- PowerPoint with Copilot
- Teams with Copilot



Outlook with Copilot: Streamlining Email and Calendar Management

Smart Email Creation with Copilot

Copilot simplifies email management by:

- **Context-Aware Drafting:** Generates personalized email responses by analyzing context, email history, and user preferences.
- **Follow-Up Automation:** Sets reminders for unanswered emails and suggests follow-up actions to maintain communication flow.
- **Workflow Optimization:** Automates routine email tasks, such as scheduling replies or forwarding messages.

With Copilot, email correspondence becomes efficient, polished, and stress-free.



Outlook with Copilot: Streamlining Email and Calendar Management

Inbox Prioritization and Task Management

Copilot helps users stay on top of their inbox by:

- **Prioritizing Important Emails:** Automatically highlights critical messages based on content, sender, and urgency.
- **Suggesting Actions:** Offers actionable recommendations, such as flagging emails, creating tasks, or setting reminders.
- **Streamlining Task Management:** Converts emails into to-do items and integrates them with calendar and task lists.

By decluttering the inbox and focusing on essential communications, Copilot transforms email into a productivity powerhouse.

Outlook with Copilot: Streamlining Email and Calendar Management

Effortless Scheduling with Copilot

- **Automating Meeting Requests:** Drafts and schedules meetings based on preferences and availability.
- **Conflict Resolution:** Analyzes schedules to suggest optimal meeting times for all participants.
- **Context-Aware Suggestions:** Recommends meeting agendas and attachments based on previous emails or discussions.

Copilot ensures that calendar management is seamless, precise, and highly efficient.

Outlook with Copilot: Streamlining Email and Calendar Management

Streamlining Meetings with Microsoft Copilot

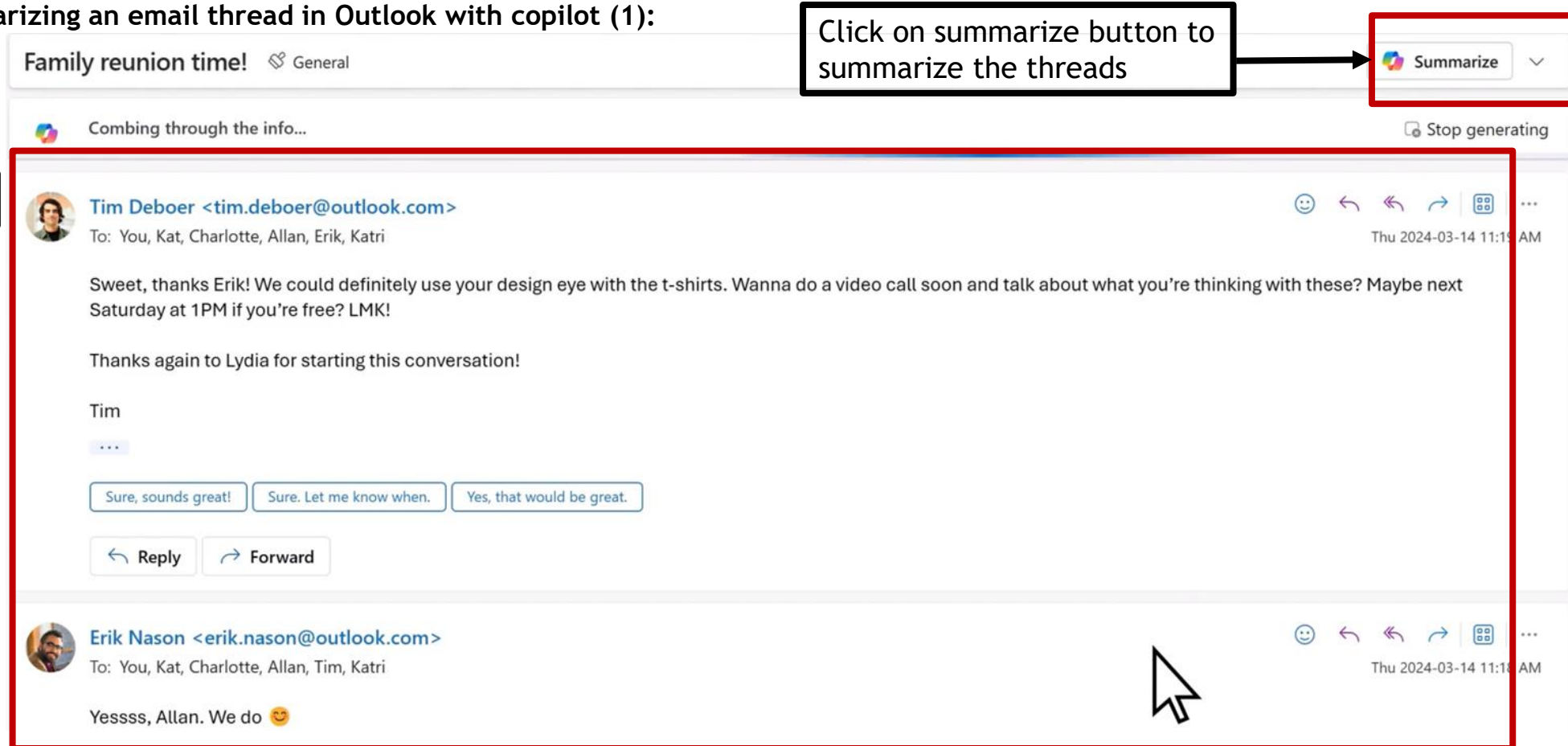
- **Automatic Scheduling:** Finds available times, books meetings, and resolves conflicts effortlessly.
- **Agenda Creation:** Prepares customized agendas based on past discussions and shared files.
- **Reminder Automation:** Sends timely notifications to keep participants prepared.
- **AI-Generated Follow-Ups:** Summarizes key points, decisions, and action items instantly.
- **Follow-Up Emails:** Drafts personalized updates with next steps to ensure alignment and accountability.

Copilot makes meeting management seamless, efficient, and productive.

Outlook with Copilot: Streamlining Email and Calendar Management

Summarizing an email thread in Outlook with copilot (1):

Click on summarize button to summarize the threads



Outlook with Copilot: Streamlining Email and Calendar Management

Summarizing an email thread in Outlook with copilot (2):

Emails thread's summary

The screenshot shows an Outlook email interface. At the top, the subject is "Family reunion time!" and the category is "General". A "Summarize" button is visible in the top right corner. Below the header, a red-bordered box highlights a section titled "Summary by Copilot". This section contains a concise summary of the email thread, with numbered markers (1-8) corresponding to specific points. Below the summary, a disclaimer states "AI-generated content may be incorrect". The email body itself is from Tim Deboer, dated Thursday, March 14, 2024, at 11:19 AM. The content of the email expresses gratitude to Erik for t-shirt design suggestions and mentions a video call, while also thanking Lydia for initiating the conversation.

Family reunion time! General

Summarize

Summary by Copilot

Lydia suggested a family reunion and proposed two options: renting a picnic area at Munson's Pickles and Preserves Farm or booking the lounge in Fabrikam Residences 1.

Most family members prefer Munson's Farm and are available in August 2 3 4.

Tim suggested getting custom t-shirts for the reunion and Erik offered to help design them 5 6.

Erik and Tim are planning a video call to discuss the t-shirt design 7.

Kat offered to make their famous shortbread cookies for the event 8.

AI-generated content may be incorrect

Tim Deboer <tim.deboer@outlook.com>

To: You, Kat, Charlotte, Allan, Erik, Katri

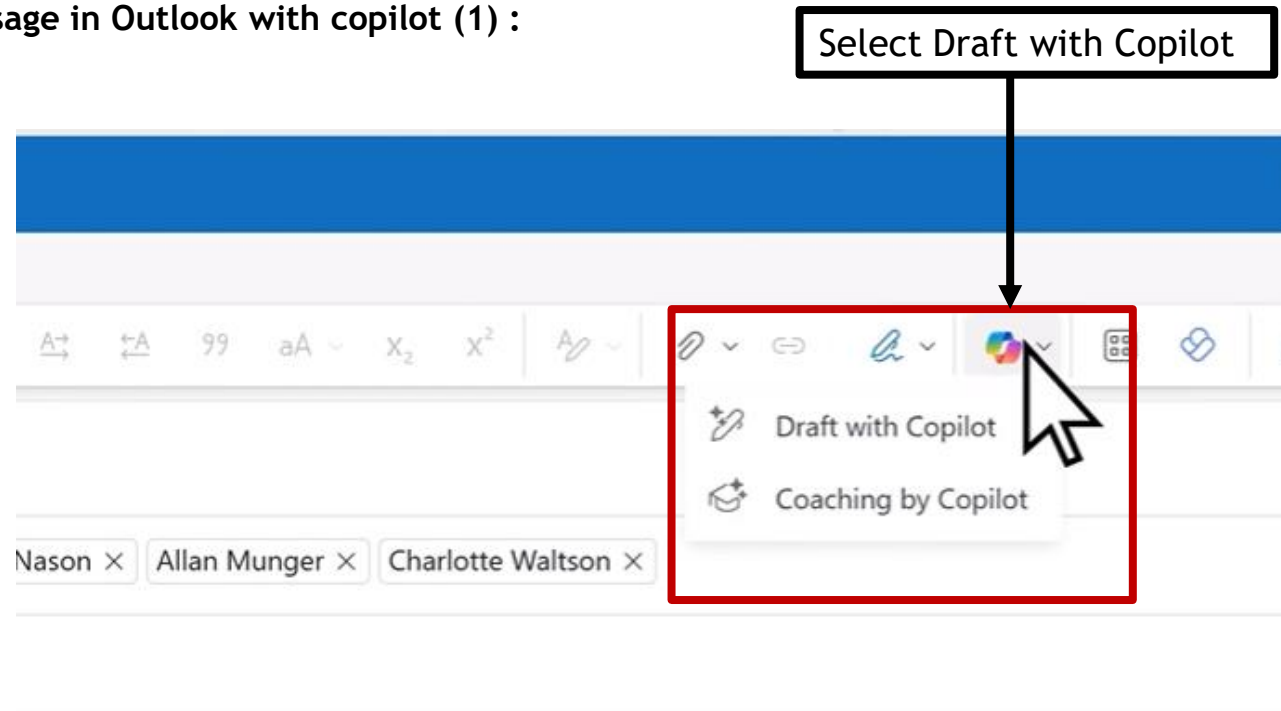
Thu 2024-03-14 11:19 AM

Sweet, thanks Erik! We could definitely use your design eye with the t-shirts. Wanna do a video call soon and talk about what you're thinking with these? Maybe next Saturday at 1PM if you're free? LMK!

Thanks again to Lydia for starting this conversation!

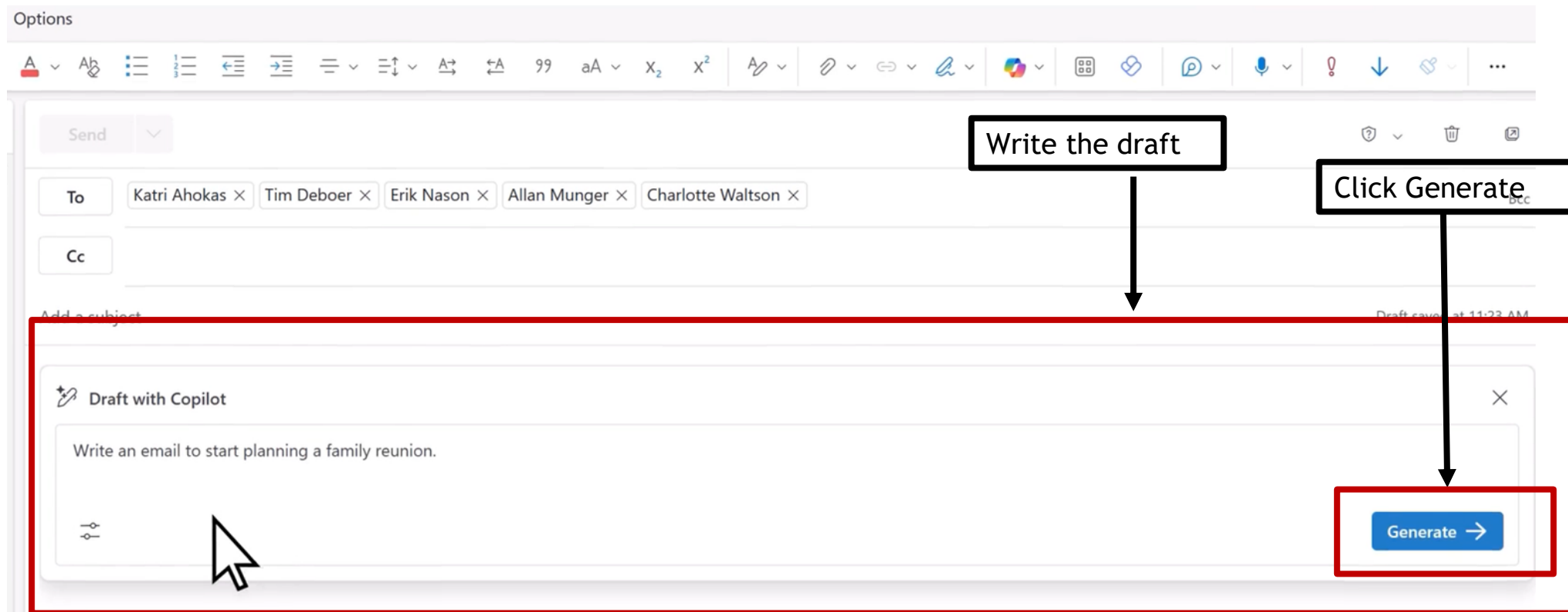
Outlook with Copilot: Streamlining Email and Calendar Management

Drafting an email message in Outlook with copilot (1) :



Outlook with Copilot: Streamlining Email and Calendar Management

Drafting an email message in Outlook with copilot (2) :



Outlook with Copilot: Streamlining Email and Calendar Management

Drafting an email message in Outlook with copilot (3) ·

Write an email to start planning a ...

Message as an output

Hi everyone,

I hope this email finds you well and healthy. I have some exciting news to share with you: I'm thinking of organizing a family reunion for next summer. It's been too long since we all got together and I miss you all.

Would you be interested in joining me for this fun event? If so, please reply to this email and let me know your availability, preferences, and suggestions. I want to make sure that everyone has a great time and feels comfortable.

I look forward to hearing from you soon. Love,

Please make it sound more fun and casual.

✓ Keep it Discard Regenerate

Option to give suggestions if you do not like the response.

Select "Keep it" to confirm the message, "Discard" to delete the message and "Regenerate" to get new message

AI-generated content may be incorrect



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PowerPoint with Copilot: Enhancing Presentation Creation and Design

Creating Slides from Text and Data

- **AI-Driven Slide Generation:** Transforms text outlines or Excel data into polished slides with professional layouts and visuals.
- **Automated Content Suggestions:** Generates slides with recommended content flow and design, aligning with input context and goals.



PowerPoint with Copilot: Enhancing Presentation Creation and Design

Improving Presentation Design with AI

- **Smart Design Enhancements:** Suggests optimized layouts, fonts, and color schemes for greater visual appeal.
- **Narrative Refinement:** Reorganizes content to craft compelling storytelling and improve audience engagement.

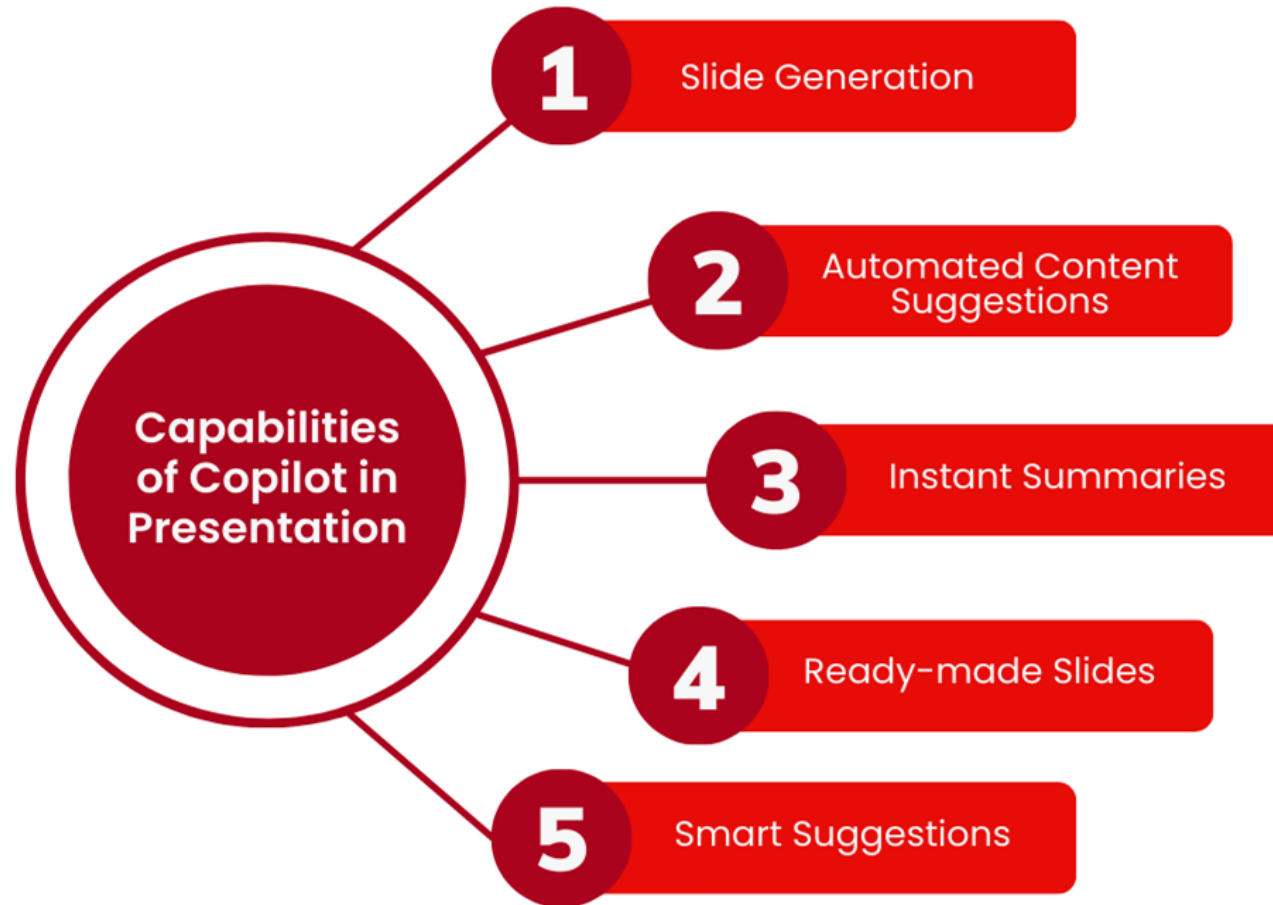
PowerPoint with Copilot: Enhancing Presentation Creation and Design

Generating Summaries and Action Slides

- **Instant Summaries:** Converts meeting notes, task lists, or project updates into concise summary slides.
- **Pre-Built Action Slides:** Automates follow-up slide creation with clear agendas and actionable items for seamless collaboration.

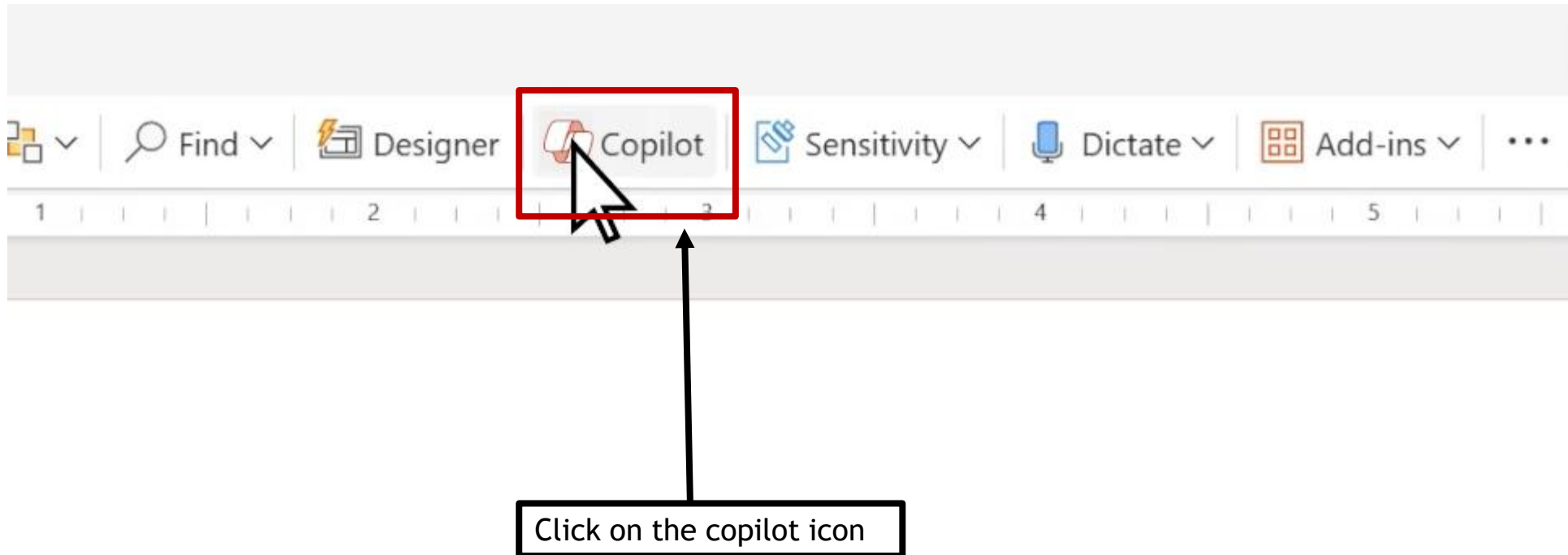
Microsoft Copilot transforms presentation creation into a fast, intuitive, and visually stunning process.

PowerPoint with Copilot: Enhancing Presentation Creation and Design



PowerPoint with Copilot: Enhancing Presentation Creation and Design

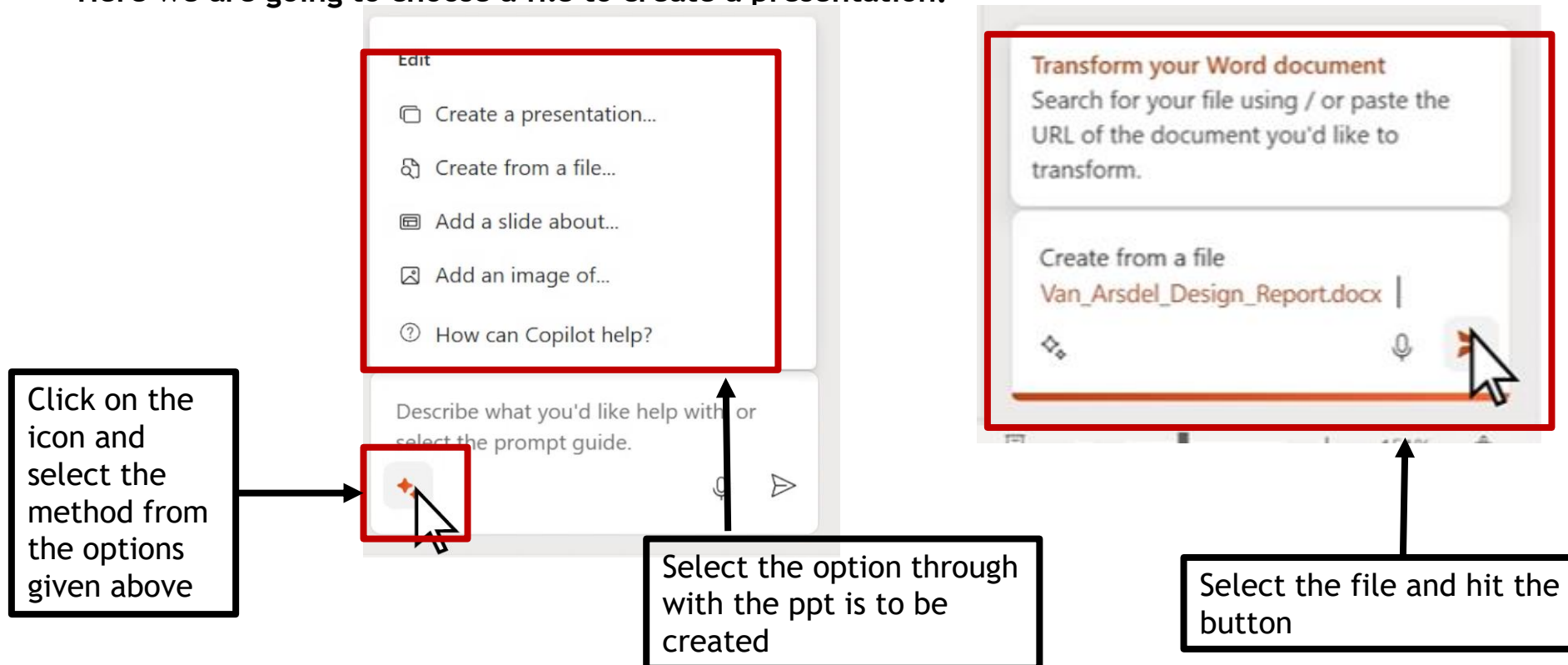
Creating a presentation with the help of Copilot (1):



PowerPoint with Copilot: Enhancing Presentation Creation and Design

Creating a presentation with the help of Copilot (1):

Here we are going to choose a file to create a presentation.



PowerPoint with Copilot: Enhancing Presentation Creation and Design

Creating a presentation with the help of Copilot (2):

The screenshot shows the PowerPoint interface with the Copilot sidebar on the right. The main slide features a blurred background image of a landscape with a lake and mountains, and a white daisy flower in the foreground. The slide title is 'Van Arsdel' and the subtitle is 'Sustainable Design Report'. The Copilot sidebar on the right has a header 'Copilot' and a sub-header 'can chat, respond to questions, and help'. Below this, there are several options: 'Create a presentation...', 'Add an image of...', 'Create from a file...', and 'Add a slide about...'. A box labeled 'Presentation is created' points to the 'Create a presentation...' option. Below this, a box labeled 'More commands can be given as per requirements' points to the 'Create from a file...' option, which is highlighted with a red box. The 'Create from a file...' option shows a file named 'Van_Arsdel_Design_Report.docx'. Below this, there is a section titled 'Here's your deck. Designer offers some additional layout options, too.' which contains a message: 'Done. A presentation based on "Van Arsdel Design Report.docx" has been generated. Is there anything else you would like me to do?'. This section is also highlighted with a red box. At the bottom of the sidebar, there is a prompt: 'Describe what you'd like help with, or select the prompt guide'.

Presentation is created

More commands can be given as per requirements

Van Arsdel
Sustainable Design Report

Copilot
can chat, respond to questions, and help

Here are some things you can try...

- Create a presentation...
- Add an image of...
- Create from a file...
- Add a slide about...

Create from a file
Van_Arsdel_Design_Report.docx

Here's your deck. Designer offers some additional layout options, too.

Done. A presentation based on "Van Arsdel Design Report.docx" has been generated. Is there anything else you would like me to do?

Working on it...

Describe what you'd like help with, or select the prompt guide



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Teams with Copilot: Improving Collaboration and Task Management

Summarizing Meetings and Assigning Tasks

AI-Driven Meeting Efficiency

- **Meeting Summaries:** Copilot quickly generates concise summaries of key points and decisions from meetings.
- **Task Assignment:** Automatically assigns tasks and sets deadlines based on meeting discussions, ensuring clear action steps.
- **Post-Meeting Action Items:** Generates actionable items for team members, streamlining follow-up processes.



Copilot enhances meeting productivity by capturing and organizing important details in real time.

Teams with Copilot: Improving Collaboration and Task Management

AI-Powered Chat and Document Analysis

- **Chat Summarization:** Copilot analyzes lengthy chat threads and extracts key takeaways and action points.
- **Document Insights:** Quickly extracts actionable insights from shared files or documents, converting them into tasks or key information.
- **Streamlining Collaboration:** Ensures that no important detail gets lost, helping teams act on insights faster.

With Copilot, collaboration becomes more focused and efficient by turning conversations into clear action items.

Teams with Copilot: Improving Collaboration and Task Management

Seamless Project Management with Copilot

- **Project Updates:** Automatically generates project progress reports based on meeting data, chat discussions, or task completions.
- **Deadline Reminders:** Copilot sends automated reminders and notifications for task deadlines, meetings, and project milestones.
- **Progress Tracking:** Keeps teams aligned with real-time project updates, ensuring accountability and transparency.

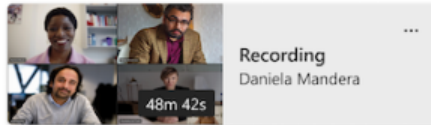
Copilot ensures that teams stay on track, with automated updates and reminders that eliminate manual follow-up.

Teams with Copilot: Improving Collaboration and Task Management

Project Yosemite Chat Shared Recap Speaker Coach Q&A

March 5

2023-03-05 11:28 AM Recording has stopped. Saving recording...



Today

Marie Beaudouin 11:30 AM

Hey everyone, as a quick heads up, I'll be working on prioritizing the most critical features of Project Yosemite.

David Power 11:32 AM

Ohhh amazing, Marie! Super appreciate how on top of it you are.

Marie Beaudouin 4:22 PM

#Teamwork



Type a message



Join

12



Copilot

Let AI handle the busywork

Copilot can generate notes, list tasks, and much more—so you don't have to.

Check the facts

A response could be inaccurate or incomplete. Share feedback to help Copilot improve.

It's your Copilot

Other people in the meeting can't see this conversation

What are the action items?

Copilot 4:22 PM

The action items from the meeting are:

- **Erika** will reach out to the design team to resolve open questions.
- **Babak** will review the telemetry and identify next steps.

AI-generated content may be incorrect



View prompts

Ask me anything about this meeting



Click on the copilot icon to initiate the chat summarization

Copilot Summarizing the chat content

Teams with Copilot: Improving Collaboration and Task Management

Keeping track of the chats in teams, with AI notes:

AI notes

AI-generated notes

See a summary of key info from the chat.

Toggle the AI-generated notes on

Turn on AI-generated notes to see key info from the chat.

Turn on

AI notes

Up to date

Product planning

Decisions made

- The team finalized the design ¹
- Development will begin on Oct 5 ²

Action items

- **Erika** agreed to update the spec: [Feature spec](#) ³
- **Axelle** to schedule a meeting with stakeholders to give them an update. ⁴

Team party

Unanswered questions

- Who needs to approve the budget? ⁵
- Has a caterer been confirmed? ⁶

AI notes making short notes of the chat



A low-angle, upward-looking photograph of several modern skyscrapers with glass facades. The image is overlaid with a semi-transparent dark grey horizontal band across the middle. Three solid red rectangular blocks are positioned at the top center, bottom left, and bottom right. The text 'THANK YOU' is centered in the dark band in a white, bold, sans-serif font.

THANK YOU