**Practice Prompts – Enterprise: Finance & Operations Focus**

**Finance**

Copilot in Word:

* Draft a quarterly financial performance summary for the executive team. Highlight revenue growth trends, major expense areas, and notable variances. Conclude with recommendations for cost optimization.
* Create a detailed investment proposal for a new product line. Include projected ROI, break-even analysis, and funding requirements. Provide a clear justification for the proposed investment.
* Write a financial policy manual section on expense reimbursement procedures. Define approval workflows, submission timelines, and acceptable expense categories. Ensure clarity and compliance with company standards.
* Summarize key insights from the annual audit report. Highlight compliance status, material findings, and suggested corrective actions. Present the information for leadership review.
* Develop an executive summary of the latest financial risk assessment. Identify critical risks, quantify potential impacts, and recommend mitigation strategies. Make the summary concise and actionable.

Copilot in Excel:

* Build a monthly budget tracker for department heads. Include categories for income, fixed costs, and variable expenses. Display budget versus actuals using conditional formatting.
* Design a cash flow projection worksheet for the next twelve months. Calculate starting balance, inflows, and outflows for each month. Include a final summary of projected ending balances.
* Use a VLOOKUP formula to match account numbers with client names in a financial ledger. Reference the Account List on Sheet2 and insert matched results in a new column. Ensure unmatched accounts show a “Not Found” label.
* Generate a Pivot Table to analyze quarterly sales by region and product category. Summarize total revenue and filter by year. Present the results in an easy-to-read table for management.
* Create a dashboard that visualizes expense trends over time. Use line charts for monthly expenses and bar charts to highlight top expense categories. Add filters for department and year.

**Operations**

Copilot in Word:

* Write a standard operating procedure for inventory restocking. Detail steps, responsible roles, and quality checks. Make the format easy to follow for warehouse staff.
* Summarize the results of the latest operational efficiency audit. List strengths, improvement areas, and recommended action items. Present the information for leadership approval.
* Draft a supplier onboarding guide for new vendors. Outline documentation requirements, compliance checks, and contact points. Use clear and concise language to avoid confusion.
* Create a training manual for operating new equipment. Cover safety protocols, troubleshooting steps, and routine maintenance. Ensure the manual is accessible to all team members.
* Prepare a quarterly report on production downtime incidents. Include root causes, impact analysis, and corrective actions taken. Make the report visually engaging with tables or bullet points.

Copilot in Excel:

* Develop a daily production log to capture shift outputs, defects, and downtime occurrences. Use separate sheets for each week and summarize key metrics. Highlight trends using charts.
* Build an inventory management tracker with automatic reorder alerts. Set minimum and maximum stock levels for each item. Flag items for reorder when quantities drop below threshold.
* Create a Pivot Table to summarize on-time delivery rates by supplier and delivery route. Group data by month and supplier for detailed insights. Use conditional formatting to identify underperforming suppliers.
* Analyze equipment utilization rates over the past year. Input data from each workstation and calculate average, peak, and idle times. Present the findings using concise tables and graphs.
* Set up a task assignment matrix that maps team members to recurring operational tasks. Indicate task frequency, deadlines, and completion status. Use color coding to monitor overdue items.

**Cross-Functional Finance & Ops Collaboration**

Copilot in Word:

* Draft a joint report outlining the impact of operational changes on financial performance. Include data-driven insights, stakeholder feedback, and next steps. Strive for clarity and balanced representation of both functions.
* Develop meeting minutes for the monthly finance and operations sync. Capture key decisions, open action items, and follow-up responsibilities. Ensure accuracy and neutrality in tone.
* Outline a project plan to streamline procurement and payment processes. Break down tasks, responsible parties, and anticipated benefits. Format the plan for easy tracking and updates.
* Prepare a change management communication for a new ERP rollout. Highlight expected improvements, training plans, and support contacts. Tailor the message for diverse internal audiences.
* Summarize the outcomes of a cross-departmental cost reduction initiative. List projects, savings achieved, and any lessons learned. Organize the summary for executive review.

Copilot in Excel:

* Combine operations and finance data to create a unified dashboard tracking cost per unit produced. Integrate real-time data feeds from both departments. Visualize trends using dynamic charts.
* Design a project tracker for cross-functional initiatives. List project owners, milestones, budgets, and progress to date. Apply filters for department and project status.
* Use a VLOOKUP formula to pull operational cost data into the finance worksheet. Reference the Operations Data sheet to match project codes and fill in corresponding costs. Show any missing codes with a custom message.
* Create a Pivot Table summarizing total spend by project and department. Break data into quarters and highlight high-variance projects. Use slicers to allow for interactive filtering.
* Build a Gantt chart to visualize timelines of joint finance and operations projects. Input start and end dates for each task and highlight dependencies. Update the chart automatically as dates change.