**Practice Prompts – Learning & Content Delivery Focus**

**Production**

Copilot in Word:

* Write a production schedule summary for the upcoming quarter. Include output targets, key deadlines, and major resource needs. Present the information for operations review.
* Draft a troubleshooting guide for frequent line stoppages. Outline symptoms, root causes, and recommended fixes. Make the language concise and practical.
* Summarize last month’s production yield report. Highlight top-performing lines, key issues, and corrective actions taken. Organize the summary for management discussion.
* Create a standard operating procedure for machine calibration. Detail steps, safety checks, and record-keeping requirements. Format the document for easy reference on the shop floor.
* Develop a communication template for notifying teams of schedule changes. Include sections for revised timings, impacted products, and escalation contacts. Use a clear and direct tone.

Copilot in Excel:

* Monitor daily production volumes and defect counts. Input values by shift and calculate defect rates automatically. Use charts to visualize trends and highlight problem areas.
* Build an equipment maintenance log. Track machine, maintenance date, technician, and service type. Flag upcoming services and overdue tasks with conditional formatting.
* Create a Pivot Table to summarize output by line and product type. Group data by week and filter by shift. Display results in a dashboard for production leads.
* Use VLOOKUP to match batch numbers to product descriptions in a master reference list. Reference the Product List tab and insert descriptions in the main log sheet. Mark unmatched batches as “Check.”
* Design an overtime tracking worksheet for production staff. Record hours worked above standard schedules and calculate totals by week and month. Highlight employees exceeding overtime thresholds.

**School Service Delivery**

Copilot in Word:

* Write a guide for teachers on accessing and using new digital resources. Cover login instructions, support contacts, and troubleshooting steps. Make the language simple and inclusive.
* Draft a summary of feedback from the most recent parent-teacher meeting. Highlight main concerns, positive observations, and agreed action items. Present the summary for school leadership review.
* Create a service delivery improvement plan for the upcoming term. Identify pain points, proposed solutions, and timelines. Use a results-focused structure for the plan.
* Develop an FAQ document for parents about school meal programs. Address eligibility, nutrition standards, and application steps. Ensure explanations are clear and reassuring.
* Summarize the outcomes of recent student support interventions. List services provided, key successes, and lessons learned. Organize the summary for reporting to the school board.

Copilot in Excel:

* Track student attendance rates by class and term. Input daily records and calculate overall attendance percentages. Flag students with attendance below 90 percent for follow-up.
* Build a service request log for technology support. Capture request date, staff member, issue type, and resolution status. Use conditional formatting to highlight unresolved tickets.
* Create a Pivot Table to analyze support requests by category and resolution time. Summarize common issues and identify areas for process improvement. Present findings in a report-ready format.
* Use VLOOKUP to match student IDs to assigned homerooms. Reference the Homeroom List tab and populate results in the main roster. Mark IDs not found as “Unassigned.”
* Design a dashboard tracking key performance indicators, such as average response time and service satisfaction scores. Visualize results with charts and highlight trends over the school year.

**Test Center Operations**

Copilot in Word:

* Draft a test day operations checklist for staff. List opening procedures, security steps, and closing tasks. Format the checklist for easy use under exam conditions.
* Write a post-administration incident report template. Include sections for incident description, impact assessment, and follow-up actions. Keep the structure standardized for consistency.
* Summarize recent test taker satisfaction survey results. Highlight major findings, recurring themes, and action plans. Present the summary for quality improvement meetings.
* Create a training guide for proctors on test security protocols. Detail identification checks, prohibited items, and reporting requirements. Use step-by-step instructions for clarity.
* Develop a communication memo for notifying test takers of schedule changes. Include new dates, affected sessions, and rescheduling instructions. Use a neutral and professional tone.

Copilot in Excel:

* Log test center capacity and daily seat utilization. Input scheduled exams and attendance to calculate occupancy rates. Highlight days with over 90 percent capacity for review.
* Set up a proctor assignment calendar. List proctor names, assigned dates, and shift times. Flag any unassigned sessions for action.
* Create a Pivot Table to analyze incidents by type and frequency. Summarize monthly trends and identify high-risk periods. Present findings with pie and column charts.
* Track test materials inventory using a VLOOKUP to match item codes to descriptions. Reference the Inventory List tab and show missing items as “To Order.”
* Design a dashboard to monitor test taker satisfaction scores and feedback trends. Input survey results and visualize data by month, center, and session type.

**Evaluation**

Copilot in Word:

* Draft an evaluation protocol for a new instructional program. Specify objectives, data collection methods, and evaluation criteria. Structure the protocol for easy replication in future projects.
* Summarize findings from the latest program evaluation report. Highlight outcomes achieved, challenges encountered, and recommendations for enhancement. Use clear headings for each section.
* Create a rubric for assessing student project presentations. Define performance levels, scoring criteria, and feedback guidelines. Format the rubric for use by multiple evaluators.
* Write a briefing note on evaluation methodology changes. Explain the rationale, expected benefits, and implementation timeline. Make the note accessible to both technical and non-technical audiences.
* Develop a template for collecting stakeholder feedback post-evaluation. Include rating scales, open-ended questions, and submission instructions. Keep the template concise and user-friendly.

Copilot in Excel:

* Set up a data collection log for evaluation metrics. Enter collection dates, responsible staff, and data sources. Flag overdue data points for follow-up.
* Create a Pivot Table to summarize evaluation findings by project and outcome area. Aggregate positive and negative results for comparative analysis. Present the data in a summary dashboard.
* Build a scoring sheet using VLOOKUP to match student IDs to rubric scores. Reference the Rubric Scores tab and highlight any missing scores in yellow.
* Analyze evaluation survey data to find average and median satisfaction ratings. Input all ratings and use formulas to calculate key statistics. Display findings in easy-to-read tables.
* Design a visual report tracking evaluation progress by phase. List milestones, percent complete, and responsible team members. Use conditional formatting to highlight delayed phases.