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

**Content Creation**

Copilot in Word:

* Write an engaging introduction for a new e-learning course. Define learning objectives, target audience, and course benefits. Use a tone that motivates learners to participate.
* Develop a style guide for content contributors. Specify language usage, tone, and formatting rules. Include examples of preferred and non-preferred phrasing.
* Draft a content calendar for the next quarter. List key topics, publication dates, and assigned authors. Present the calendar in a clear and organized format.
* Summarize the key takeaways from recent user feedback on digital resources. Organize comments by theme and suggest revisions. Make the summary actionable for content teams.
* Create a step-by-step guide for adapting print materials to online formats. Outline essential changes, accessibility considerations, and quality assurance tips. Ensure each step is practical and concise.

Copilot in Excel:

* Track content creation progress across multiple projects. List content pieces, due dates, and current status. Highlight overdue items in red for manager review.
* Build a usage analytics dashboard for digital resources. Input page views, downloads, and user engagement scores. Visualize trends with line and pie charts.
* Create a Pivot Table to summarize published content by topic and format. Group data by month and team for deeper insights. Present the summary in a visually appealing dashboard.
* Use VLOOKUP to match resource IDs to content owners. Reference the Ownership tab and indicate missing owners as “Assign.”
* Design a calendar template for managing editorial deadlines. List content titles, responsible staff, and submission dates. Use conditional formatting to monitor status.

**Learning SMEs**

Copilot in Word:

* Prepare a knowledge transfer document for subject matter experts. List key topics, transfer methods, and timeline details. Use a format that supports easy updates.
* Draft a best practices guide for curriculum development. Outline design principles, instructional strategies, and resource selection criteria. Ensure content is accessible to both new and experienced SMEs.
* Summarize the latest research findings relevant to your subject area. Focus on implications for teaching and learning. Present insights in a way that encourages practical application.
* Create an FAQ for common learner questions. Provide concise answers and include references to learning materials. Organize the FAQ by topic for quick access.
* Write an email template for SMEs to introduce themselves to course participants. Include a brief background, areas of expertise, and contact information. Use a friendly and approachable tone.

Copilot in Excel:

* Create a reference sheet listing SMEs, their areas of expertise, and contact information. Highlight gaps in subject coverage. Update the sheet as new SMEs are added.
* Track SME involvement in content review cycles. Input project names, review dates, and completion status. Use color coding to flag outstanding reviews.
* Build a Pivot Table to analyze SME engagement by project type and frequency. Summarize participation rates and identify highly active contributors. Present the findings in an executive summary tab.
* Use VLOOKUP to match SME names to their assigned curriculum modules. Reference the Module Assignments tab and fill in missing assignments as “Unassigned.”
* Design a dashboard to monitor SME feedback scores from course evaluations. Visualize trends over time and highlight areas needing improvement.

**Research, Efficacy, and Psychometrics**

Copilot in Word:

* Draft a research study protocol. Outline objectives, sample selection, and data collection processes. Include steps to ensure ethical compliance and data integrity.
* Summarize the results of a recent efficacy study. Highlight key findings, statistical significance, and practical implications. Format the summary for dissemination to stakeholders.
* Create a literature review on best practices in psychometrics. Organize references by theme, summarize methodologies, and note research gaps. Make the review concise and comprehensive.
* Develop a glossary of key terms used in recent research reports. Define each term clearly and include examples where relevant. Present the glossary in alphabetical order.
* Write a template for reporting adverse events during research studies. Include sections for incident description, impact analysis, and follow-up actions. Standardize the format for easy comparison across studies.

Copilot in Excel:

* Build a study participant log with demographic details and participation status. List each participant, baseline metrics, and study group assignment. Highlight missing or incomplete data for follow-up.
* Create a data analysis report calculating mean, median, and standard deviation for test results. Input all test scores and use formulas for analysis. Present results in easy-to-read tables and charts.
* Generate a Pivot Table to summarize survey responses by question and respondent group. Aggregate responses to identify key trends and outliers. Use the summary to inform research recommendations.
* Use VLOOKUP to match survey IDs to respondent details for data cleaning. Reference the Respondent Details sheet and flag unmatched entries for review.
* Design a compliance tracker for research milestones and deliverables. List milestones, deadlines, and responsible staff. Use conditional formatting to display overdue items.