**Practice Prompts – Technical Focus**

**Copilot in Word:**

* Summarize the key accomplishments of the Technology Team this quarter. Highlight major projects, milestones achieved, and lessons learned. Ensure the summary is concise and professional in tone.
* Draft an overview of the upcoming technology strategy for the next year. Outline primary goals, focus areas, and anticipated challenges. Keep the language clear and actionable for all team members.
* Create a user guide for onboarding new Technology Team members. Include sections on team structure, essential tools, and communication protocols. Use bullet points and subheadings for clarity.
* Write a project status update template for ongoing IT initiatives. Include sections for progress, current blockers, and next steps. Make sure it is easily adaptable for different projects.
* Develop a best practices document for secure password management. Cover recommended tools, password creation tips, and guidelines for periodic updates. Ensure the content is accessible to both technical and non-technical staff.
* Prepare a briefing note on emerging technologies relevant to our team. Focus on artificial intelligence, cloud computing, and cybersecurity trends. Suggest how these innovations could impact our workflow.
* Write an incident report template for technology-related issues. Include sections for incident description, impact assessment, and resolution steps. Make the form user-friendly and ready to share with stakeholders.
* Summarize the results of the latest network vulnerability assessment. Highlight critical findings, recommended actions, and deadlines for remediation. Present the information in a structured and objective manner.
* Draft a communication to inform the organization about scheduled system maintenance. Specify the systems affected, expected downtime, and contact information for support. Use a formal yet approachable tone.
* Compile a glossary of common technical terms used by the team. Define each term in simple language suitable for new hires. Organize the glossary alphabetically for quick reference.

**Copilot in Excel:**

* Create a project tracker to monitor the progress of all active technology initiatives. List project names, owners, deadlines, and current status. Add conditional formatting to highlight overdue tasks.
* Analyze help desk ticket data for the past year. Group tickets by category, calculate average resolution times, and display the results in a bar chart. Suggest trends that should be addressed in future planning.
* Develop a dashboard to visualize team workload distribution. Include sections for staff assignments, project effort estimates, and resource availability. Use color coding to differentiate between high and low workloads.
* Generate a quarterly technology budget report for the department. Break down expenditures by hardware, software, and support services. Add a pie chart to show the proportion of each category.
* Use a VLOOKUP formula to match employee names with their assigned assets. Place employee names in column A and asset IDs in column B. Demonstrate how VLOOKUP retrieves asset details from a reference table on another sheet.
* Build an inventory management sheet for tracking IT equipment. Include columns for item description, location, purchase date, and maintenance schedule. Set up alerts for items due for maintenance within 30 days.
* Summarize software usage data using a Pivot Table. Organize the data by software name and user group, then calculate the total number of licenses used per group. Display the Pivot Table on a separate worksheet for clarity.
* Calculate the monthly uptime percentage for all critical systems. Use the raw availability data to determine performance against service level agreements. Highlight any months where targets were not met.
* Automate a report that compares planned versus actual project timelines. Use formulas to calculate variances and flag projects running behind schedule. Present the data in a Gantt chart format.
* Develop an expense reimbursement tracker for team members. Include fields for submitter name, date, expense category, and approval status. Create a summary sheet that totals approved expenses by category for each quarter.