



Get the most out of Copilot with Commercial Data Protection



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Cheng-Yi Lin, ADA Educational Development Team



UNSW
SYDNEY

Tips to make the most of Copilot for Academics

 <h3>Get answers sourced using up-to-date info</h3> <p>Backed by the power of GPT-4, Copilot will cite the sources used to generate answers, which are based on up-to-date information</p>	<p>Try Try asking, "What are this year's learning outcomes for <subject>" to get the latest guidance. Refine the response with follow-up questions as needed</p>
 <h3>Generate images to elevate your content</h3> <p>Leave behind stock images and text-only reports in favor of custom-generated images for newsletters, presentations, and lesson plans thanks to the power of DALL-E 3</p>	<p>Try Create an image to tell your story with a prompt like "Create an illustration of a shark jumping out of a coffee mug."</p>

 <h3>Search using images</h3> <p>They say a picture is worth a thousand words, so why not upload one? With Visual Search, upload an image to Copilot, which will identify details in the image that may have been hard to describe. Then, ask questions about it</p>	<p>Try Upload an image of a monument and ask "what's the historical significance of this?" or "What's the architecture style of this building?"</p>
 <h3>Compose new content with ease</h3> <p>Need to draft an email to your superintendent in the next hour? Copilot is your professional writer on call. Go from bullet points to polished emails in no time at all</p>	<p>Try Go to Copilot in the Microsoft Edge sidebar, select Compose, and enter "Draft a professional email the superintendent about student performance" and adjust tone, length, etc. as desired.</p> <p><small>(Note: You can draft content at Bing.com/chat but without a Compose view.)</small></p>

Tips to make the most of Copilot for professional staff



Summarise a long article, document or PDF

Available in the Microsoft Edge sidebar

Turn a 20-page jargon-filled PDF into a bulleted list, short paragraph, or single sentence summary

Try

Open a long web article in Microsoft Edge. Enter a prompt in Copilot in Edge like *"Summarise this in five bullet points"*.



Draft emails and customer-ready content

Available in Copilot in Microsoft Edge

Need to draft an email to the CEO in the next hour? Copilot is your professional writer on call. Go from bullet points to customer-ready messages in no time at all

Try

Go to Copilot in Microsoft Edge and select **Compose**. Enter *"Draft a cold call email to a customer"* as a prompt and adjust tone, length, etc. as desired.
(Note: You can draft content at copilot.microsoft.com but without a Compose view.)



Generate images to elevate your content

Leave behind stock images and text-only reports in favour of custom-generated images for emails, on social, and more! Just describe the image(s) you want

Try

Create an image to tell your story with a prompt like *"Create an illustration of a shark jumping out of a coffee mug"*.



Learn new things quickly

Chat can be your personal teacher! Instead of sifting through articles to find the best source, ask questions tailored to your needs and interests to get consolidated key points from the internet for you

Try

Try this prompt: *"Explain how a large language model works in simple terms"* or select the suggested prompts. Let your curiosity lead you.



Get answers for complex and specific questions

When you think "there can't be an article on this topic", that's the time to try chat. Chat can elegantly handle questions that require multiple data points or a degree of analysis

Try

Ask for answers in a format that you like. *"Give me a table that compares my company's product <X> to my direct competitor"*. Try swapping out the table for a pros and cons list.

When to chat



When your day looks like this...

Try this

You searched and found some great articles, and you want to quickly make sense of them



"Summarise this content..."

You collected ideas from different web pages and you're ready to write them up as an email or report



"Write an email based on these bullet points..."

You can't find stock images that match your presentation, or your document has no images



"Create an image like this..."

You pulled up blog posts and videos to learn something new, but you learn best by asking questions



"Explain this..." Or "How come..."

You've got multiple articles with different perspectives on a topic, so you still can't make a decision



"Compare this option and another option in a table" or "Give me the pros and cons of..."



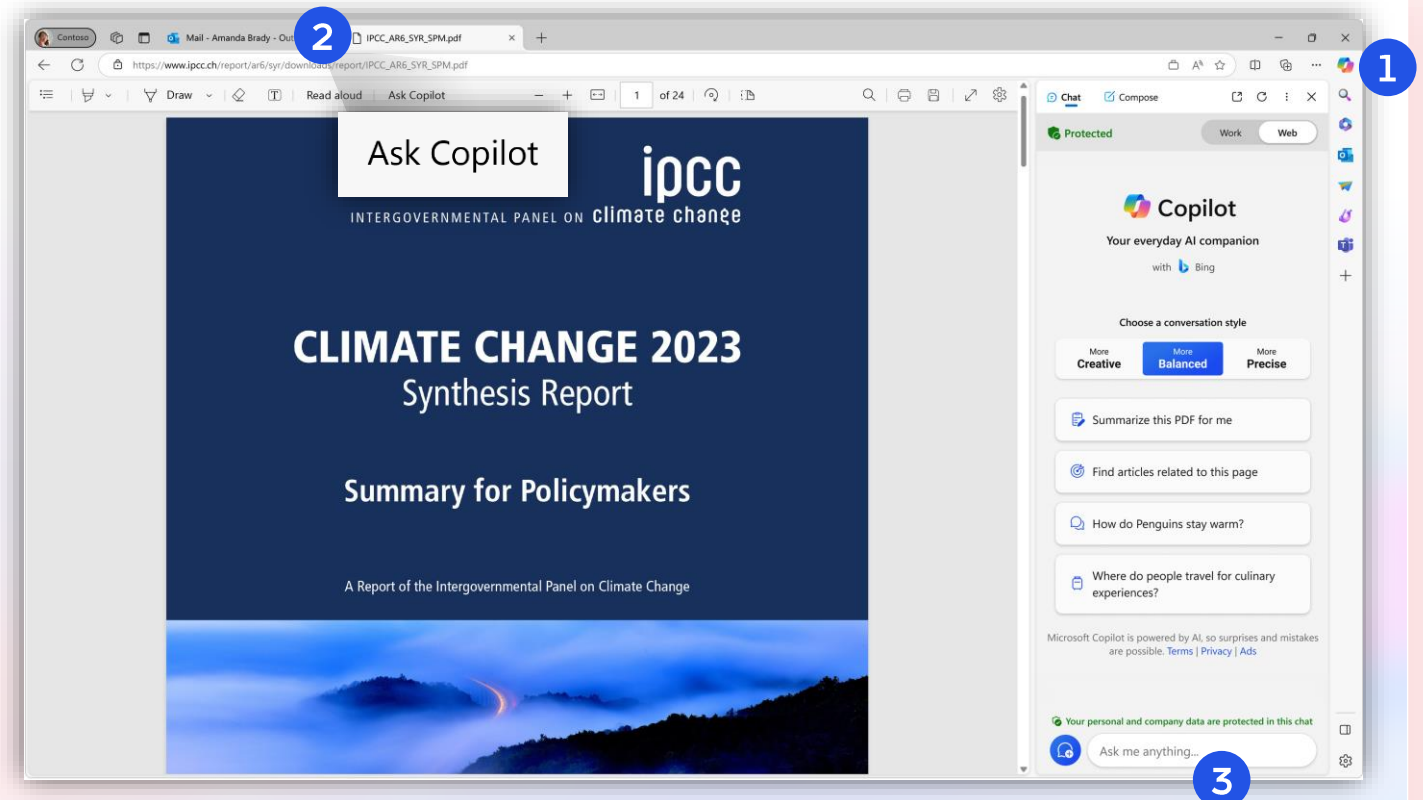
Try summarising a web page, PDF, or document

Only available in Microsoft Edge

Open a PDF in the Microsoft Edge browser, then:

- 1 At the top right, select the Copilot icon
- OR
- 2 Select the "Ask Copilot" button in the taskbar above the PDF
 - 3 The Edge sidebar will appear on the right. Enter the prompt: *Summarize this report in 3 bullet points*

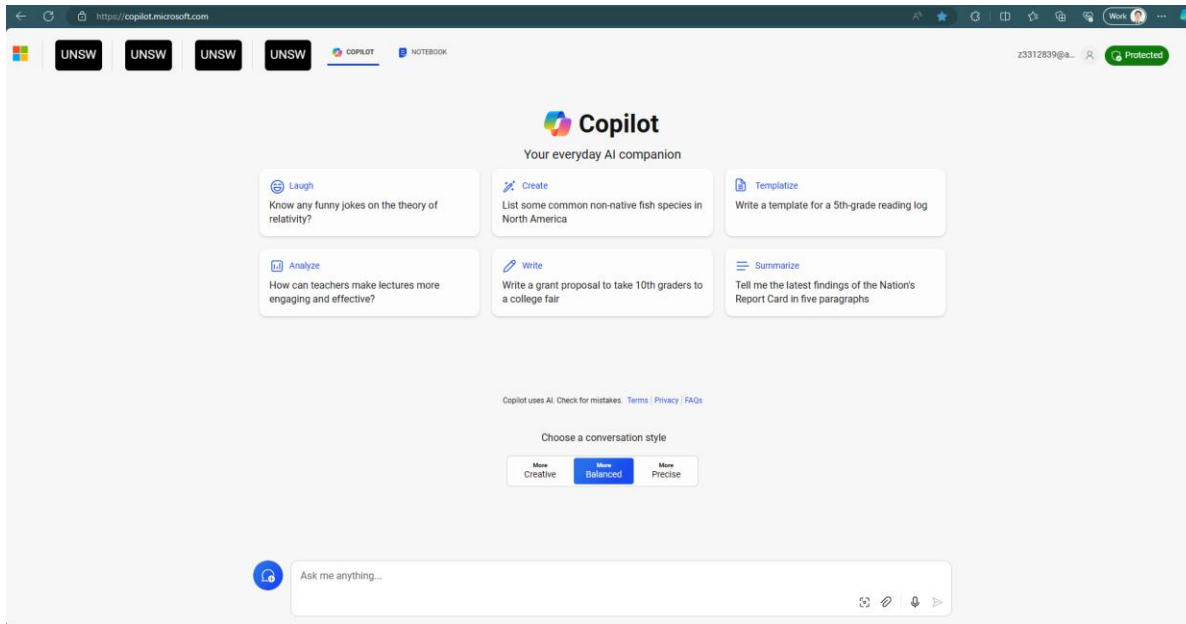
You can ask questions about the open tab—which is much easier than copy and pasting a web page or PDF into the text box!



Note: Select the Copilot icon to open or close the Edge sidebar.

If Edge sidebar doesn't work for you, please see sidebar settings guidance in the "Additional Resources" section of this guide.

Try writing an email based on web content



Copilot.microsoft.com

Copilot can help you get a jumpstart on finding information, analysing data, and creating new content.

Let's try summarising some content:

1. Enter this phrase, *"Summarise this content in 3 bullet points:"* into the text box
2. Select any company content that's at least a few paragraphs long like a blog post, section of a report or document, etc.
3. Copy and paste that content into the text box at the bottom. This is now part of your prompt
4. Next, try creating some content based on Step 1. Enter in the text box, *"Create an email that explains the content I provided as a casual email to a colleague"*

Note: Make sure you are signed in with your work account. Verify that you are in the protected Copilot experience before you start.

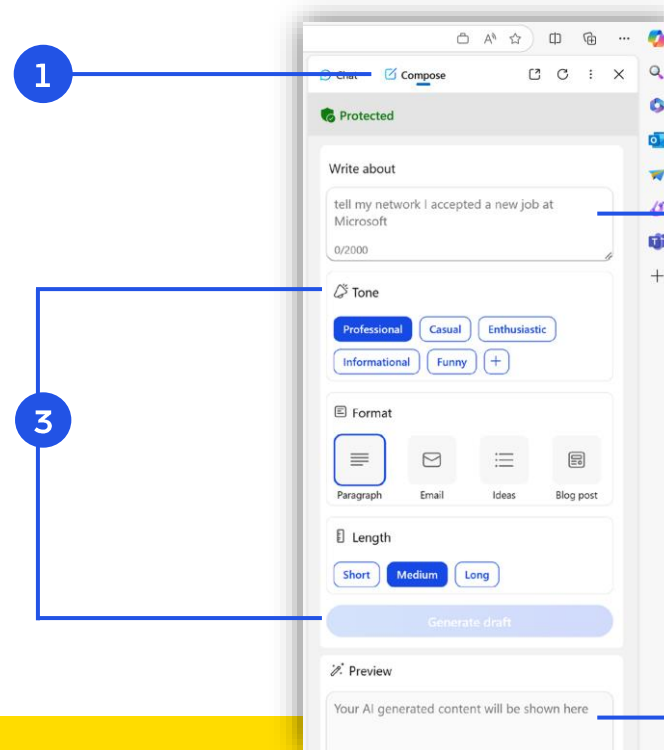
Try the Compose template to create professional and course-ready content

Only available in Microsoft Edge

Open the Microsoft Edge sidebar by selecting the Bing icon in the top right corner of the browser

Select **“Compose”** at the top of the Edge sidebar

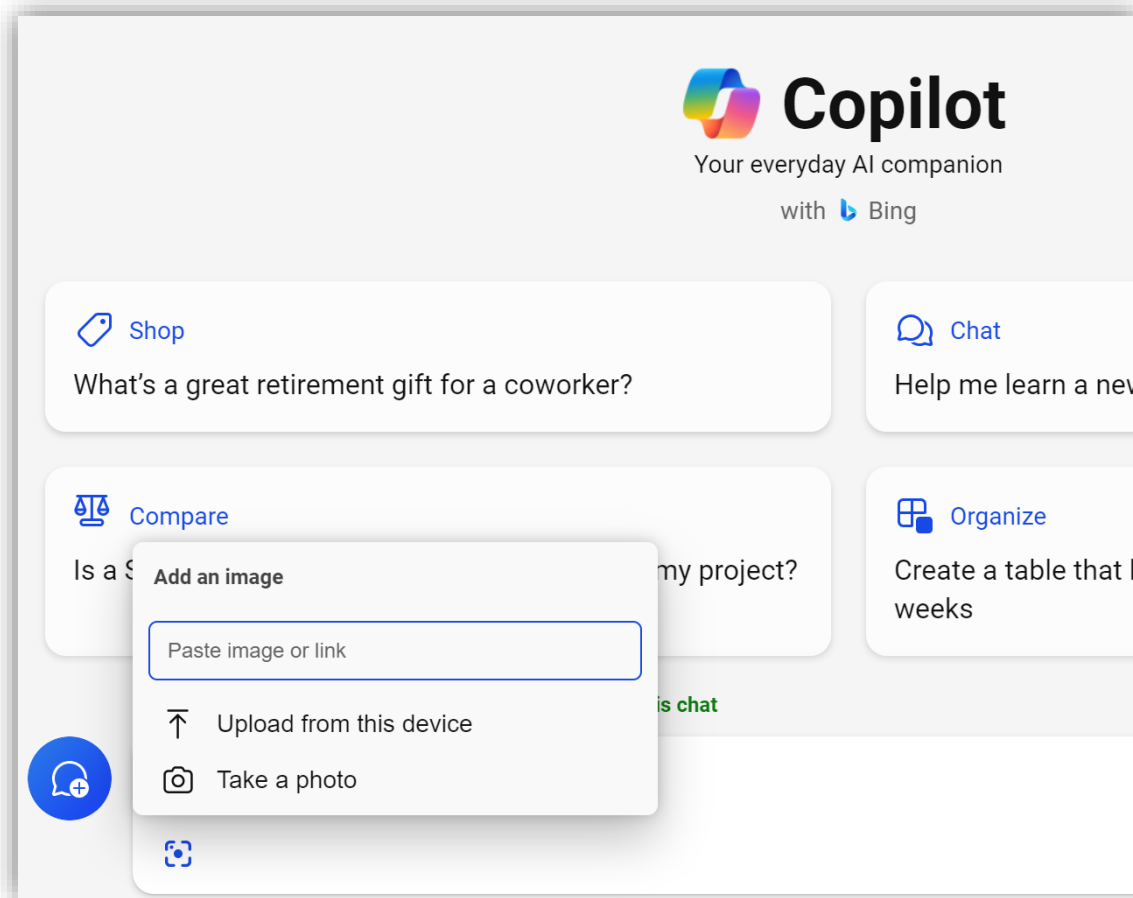
Select the tone of the wording (professional, casual, etc.), format, and preferred length (short, medium, long, etc.)



Enter your prompt in the text box.
Example: *Write a cold call email to offer a 15-minute product demo. Explain that the product is faster and cheaper than what they're using now*

Once you see a preview of your answer in the lower box, refine the content with the suggestions provided. When you're ready, Select **“Add to site”** to paste the content into the open web page or document on the left side of browser

Try a visual search when words are not enough



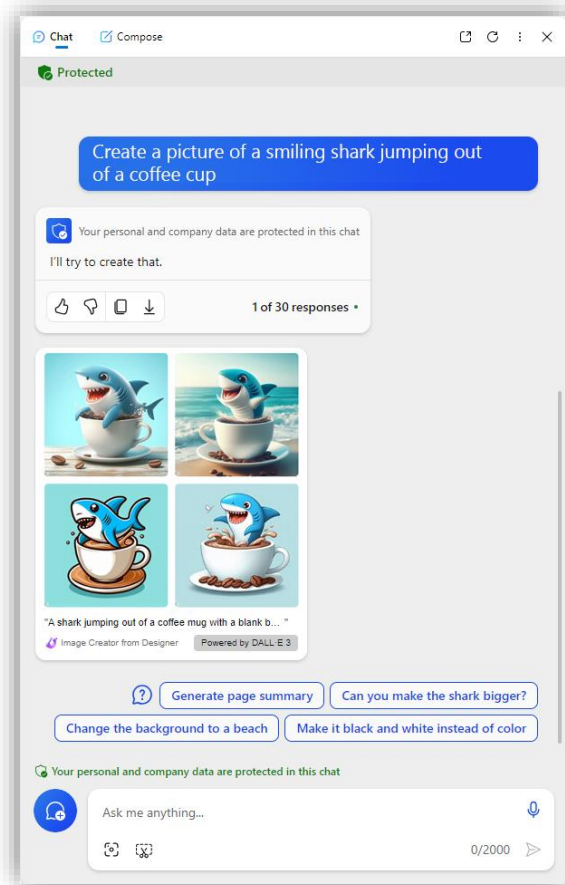
With visual search in Copilot, you can take a picture or use a picture in a prompt. Copilot can answer questions using the picture.

Try using visual search to:

- Take a picture of a chart you drew on a whiteboard and ask Copilot to write a few sentences analysing the data in the chart.
- Take a picture of a travel adapter to see if it'll work in the country you plan to visit.
- Snap an image of a product and ask visual search to find the instruction manual for it.

Try creating an image from your imagination

Generate original images to use in social media, presentations, reports, and more! To create an image:



1. In the text box, write "Create an image" followed by a description of the image you wish to create

Examples:

Create an image for my slide deck explaining cloud storage that I will present to a customer

Create an image that I can use for my next marketing campaign for a clean beauty brand

2. Request additional edits as desired

Examples:

Add some icons to the image

Can you create the images in a cartoon style?

Change the dimensions

"Create an image of a shark jumping out of a coffee mug"

Workday efficiencies with Copilot

Copilot is the new way to search...and more

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Generate images



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Learn new skills



Ask questions tailored to your needs and interests to get consolidated key points from the internet for you

Get answers for specific and complex questions



Elegantly handle questions that require multiple data points or a degree of analysis

