

Boost your Productivity with Microsoft 365 CoPilot

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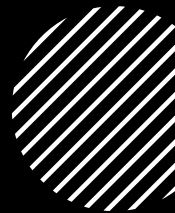
Public Health
& Communities



Safer, Stronger,
Healthier Communities



Aim of this workshop



Understand what **Microsoft Copilot** is and how it integrates with Office 365



Learn **practical applications** in Word, Excel, PowerPoint, Outlook, and Teams



See **demonstrations and take part in exercises** to boost efficiency

Please note

These slides do not include the interactive activities and demo's shown during the live workshop



Intro to CoPilot

	Copilot Chat	Microsoft 365 Copilot
What it is	<p>A general-purpose AI chat assistant.</p> <p>Available via Microsoft Edge, Windows 11, or copilot.microsoft.com</p>	<p>An AI assistant built directly into Microsoft 365 apps like Word, Excel, Outlook, PowerPoint, and Teams</p>
What it does	<p>Can answer questions, generate content, summarise text, write code, suggest ideas, etc.</p> <p>Works similarly to ChatGPT or Bing Chat.</p> <p>Does not have direct access to your files or emails.</p>	<p>Uses your work documents, emails, calendar, and Teams chats to generate personalised and contextual responses.</p> <p>Can draft emails, summarise meetings, analyse Excel spreadsheets, write reports in Word, generate slides in PowerPoint, and more.</p> <p>Requires a Microsoft 365 Copilot licence to access these features – work within your organisations' guidelines.</p>
Good for	<p>General queries, quick answers, writing help, or AI use with non-sensitive info outside of Office apps.</p>	<p>Work productivity – streamlining and automating daily tasks with content from your organisation.</p>



Intro to CoPilot

Work **Web**

Copilot

Compare trends
Compare 10 of the most innovative and creative workplace designs

Get more done
What are 5 - 6 ways to beat procrastination?

CSS at a glance
What are three popular CSS techniques to lay out responsive web apps?

Dive deep
Can you provide a comprehensive list of questions to ask about [space exploration technologies] ...

Inject humor
Suggest ways to add some fun and humor into this presentation: [upload file]

Build good habits
Suggest a daily routine to help me stay organised at work

Message Copilot

+

- Word Search

References Mailings Review View Help Nitro PDF Pro

Normal No Spacing Heading Heading 2

Find Replace Select Dictate Add-ins Editor Copilot

Create a proposal based on File Create an outline for Produce summary of File

Describe what you'd like to write

|



Copilot in Action - Word



Generate content from
scratch



Summarise existing
documents



Rewrite text to
change tone or style

**Cancer prevalence
Suffolk
2023**



Create a one page blog post from this document aimed at public health professionals. Pull out five key takeaways. Create it as a Word doc

Create a briefing explaining how to write an engaging blog post for public health professionals

Make it more informal!



Copilot in Action - PowerPoint

- Generate presentations from a text prompt
- Suggest layouts and visual improvements
- Summarise key points from a document into slides





You vs
Copilot!

What are the
key decisions
and actions?

Meeting Transcript: Stationery Solutions Discussion

Sarah: Thanks for joining. Today we're agreeing on a standard stationery kit to reduce ad hoc requests and improve consistency.

Tom: Definitely needed. Marketing's been ordering things like sketch pads and highlighters almost weekly.

Priya: We should create a standard set—given during onboarding and topped up quarterly.

Ellie: That would set expectations for staff and streamline the process for HR too.

Sarah: Let's list core items.

James: Start with pens—black and blue—people are always losing them.

Priya: How about 5 black pens, 2 blue, and 2 highlighters (yellow and pink)?

Tom: Add fine-tip markers for sketching and whiteboard use.

Sarah: Noted. What about notebooks?

Ellie: A5 lined, recycled paper—one per quarter.

James: Yes to recycled versions, aligns with our sustainability targets.

Priya: We should also include Post-its, paper clips, a small stapler, and a few document folders.

Tom: Sticky tabs or labels would be useful for campaign work.

Sarah: That sounds like a solid list. We'll provide this quarterly, but we'll also need a one-off request form.

James: Make sure it includes a short justification—helps prevent misuse.

Sarah: Good idea. Priya and I will work on that. I'll circulate the draft list by Friday for feedback.

Ellie: Sounds great—thanks, Sarah.



Copilot in Action - Excel



Analyse large data sets with natural language queries



Create pivot tables and visual charts



Automate repetitive formulas



Copilot in action - Outlook



Draft

Draft emails based on key points

Summarise

Summarise long email threads

Suggest

Suggest responses to emails



Tips to maximise Copilot's effectiveness

Be clear and specific with your prompts

Use natural language

Use your own content

Edit and iterate

Try follow-up prompts

Use built-in commands and suggestions

Understand Copilot's strengths

Protect your data



Training and resources

Training Options

- **Microsoft Learn** — Free, self-paced Copilot courses <https://learn.microsoft.com/en-us/training/copilot/>
- **Copilot Academy** — Available to Copilot licence holders <https://aka.ms/copilotacademy>
- **Microsoft Mechanics** (YouTube) — Visual demos from Microsoft [Microsoft Mechanics – YouTube](#)
- **YouTube in general!** e.g [Kevin Stravert](#), [Jonathan Edwards \(Bearded 365 Guy\)](#)
- **Partner Webinars** — Expert-led sessions
- **Linked-in learning/ DataCamp**

Additional Resources

- Copilot Prompt Guide — Request phrasing - [Copilot: AI Prompt Writing 101 | Microsoft Copilot](#)
- Quick Start Cards — Usage guides per app
- Microsoft Support — Troubleshooting articles <https://support.microsoft.com/>