



# Copilot

Your everyday AI companion



# Agenda

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Welcome & Introductions

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Copilot Foundations

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Prompt Crafting

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Why Copilot

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Power of M365 Copilot

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Productivity with M365 Copilot

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Closing with Q & A

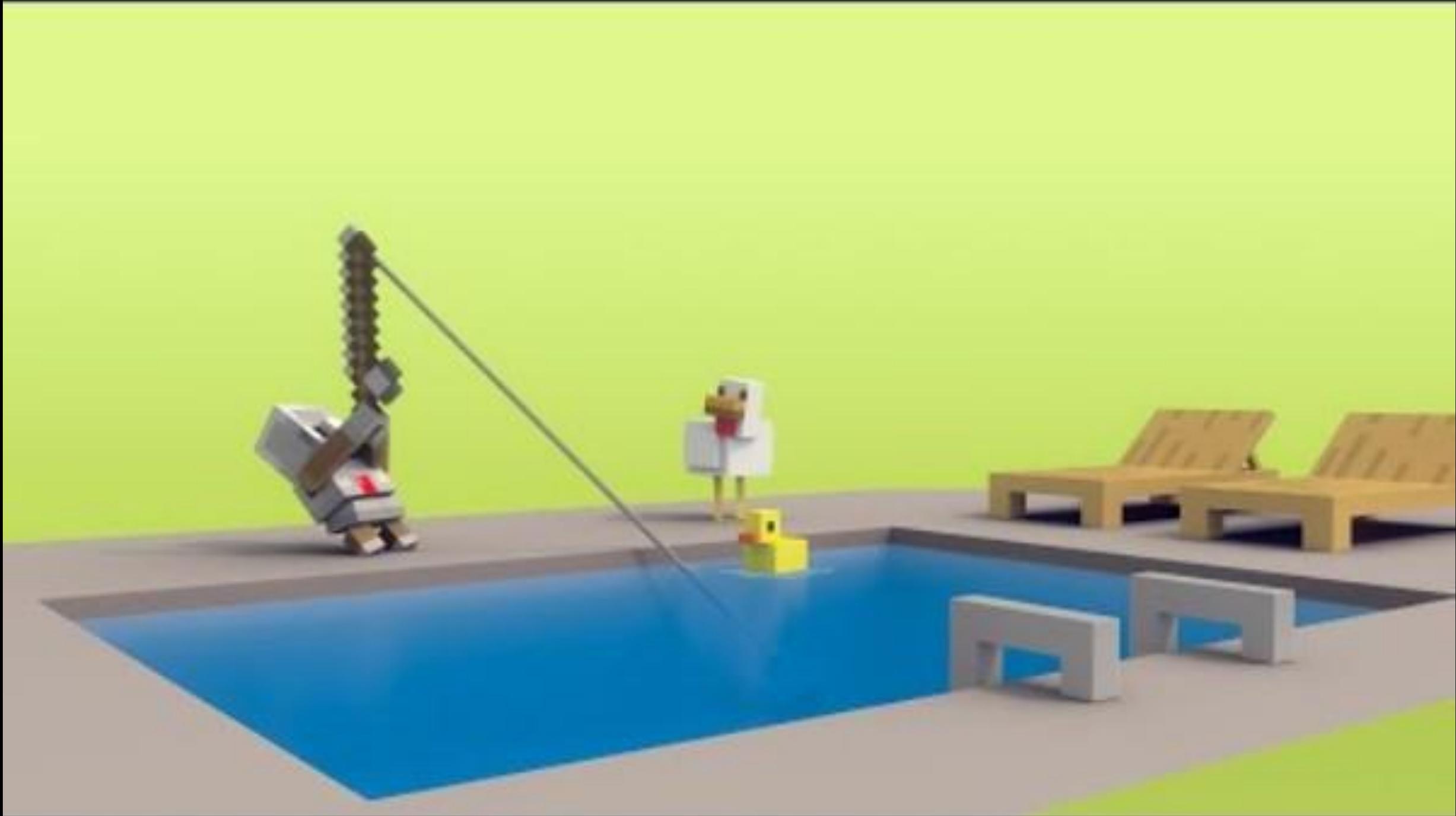


# What do you know about Microsoft Copilot?

*Talk at your tables!  
Be ready to share out.*



# **Copilot Foundations**



# AI Vocabulary

## Generative AI

- AI that can create new content, such as text, images, or music, based on the data it has been trained on.

## LLM (Large Language Model)

- A type of AI model trained on vast quantities of text that represents a wide range of general subject matter, typically by sourcing data from the Internet and other generally available publications.

## GPT (Generative Pre-trained Transformer)

- A type of LLM developed by OpenAI that generates human-like text based on the input it receives.

# AI Vocabulary

## Prompt

- The input or question given to an AI model to generate a response.

## Grounding

- Connecting AI's responses to real-world information and context to ensure accuracy and relevance. Provides the AI with a solid reference point by connecting it to real-world and organizational data (e.g., Word documents or Microsoft Bing).

# Copilot – a new way to search

Get answers, not links

We're used to searching the internet with keywords and getting pages of links. Now, we can chat in **conversational language** to get detailed, customized answers from the internet:

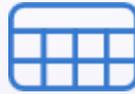
We can ask for:



Summaries



Analyses



Tables



Content



Images

We can get answers that connect the dots across data points. We can get new answers that haven't been written before. This is why AI chat is often referred to as "generative AI"—it produces answers instead of links.

Chat is the new way to "internet." **Simply put, AI-powered chat gives you custom answers.**

# Efficiencies with Copilot

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

Summarize a  
long PDF



Turn a 20-page, complex PDFs into 5 bullets using Copilot in Edge

Draft emails and  
content



Use Copilot as your assistant on call to draft emails, materials, and more

Generate  
images



Leave behind stock images and text-only reports in favor of custom-generated images

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



<https://office.com/chat>

**Use EDGE Browser if it's installed**

# Step one: Sign in with your work/school account

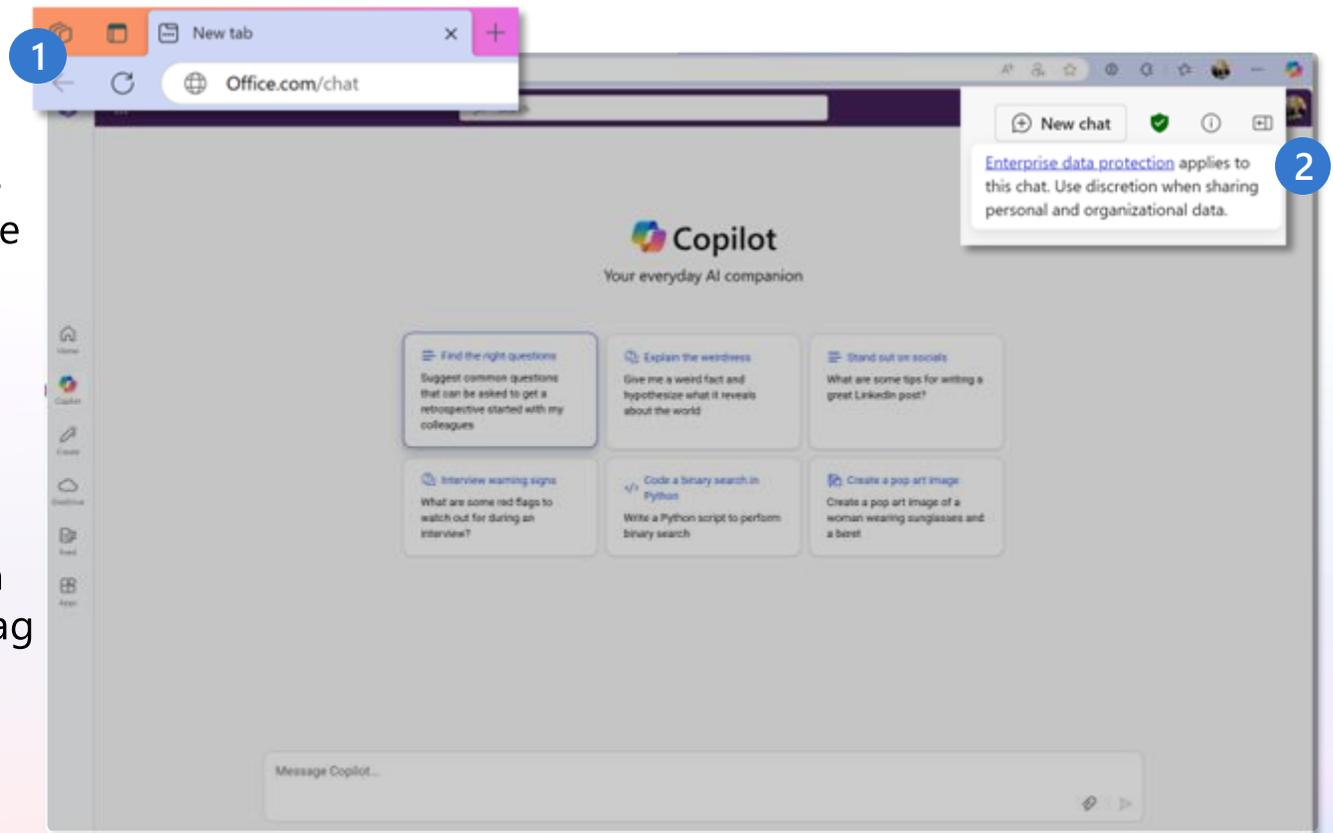
1 Navigate to [office.com/chat](https://office.com/chat) on your preferred browser on your device. Copilot is compatible with Microsoft Edge and Chrome on desktop PCs.

2 Ensure you're signed in with your work account.

You will know you are successfully signed in with your work account when you see  tag next to your credentials in the top right corner of your screen.



If you are not signed in with your work/school account, your data is not protected while using Copilot!



# Get to know Copilot

Start at

[Office.com/chat](https://www.office.com/chat)

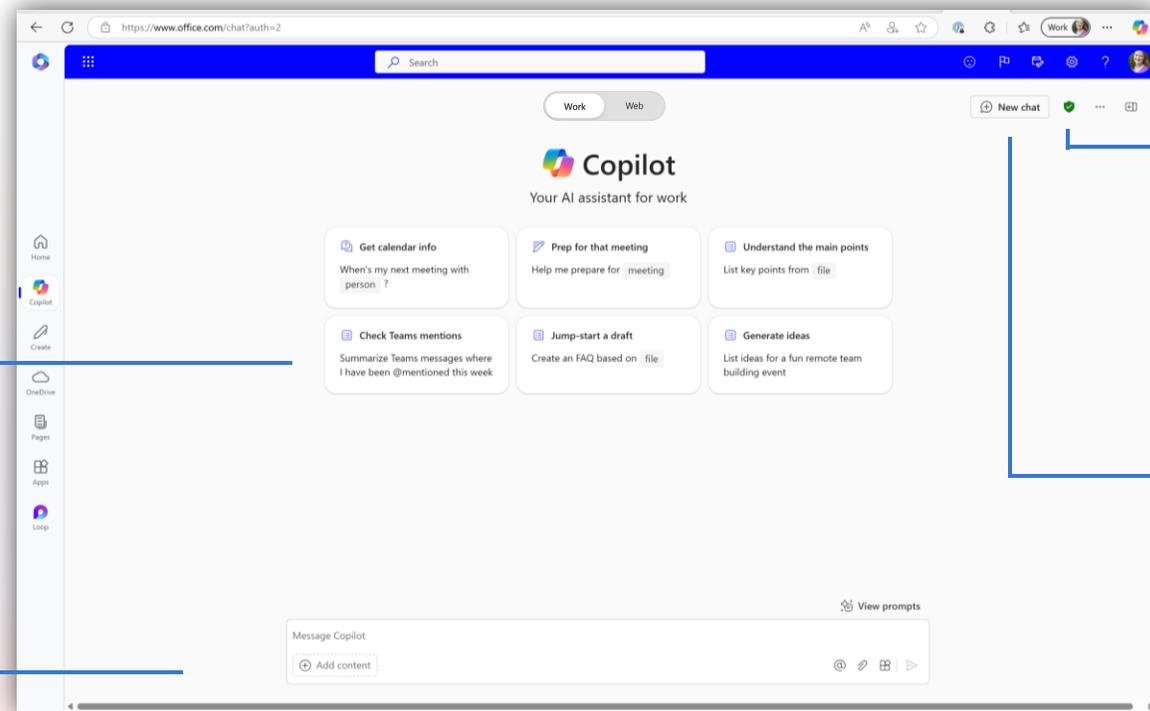
Here is a visual tour of Copilot:

## Suggested prompts

If you're not sure what to ask, try or modify a sample prompt!

## Text box

Enter your question (your "prompt") here.



## Protected badge

Ensure you're signed in with your work account and confirm that you see . If the shield icon is missing, sign in with your work account.

## Start a new chat button

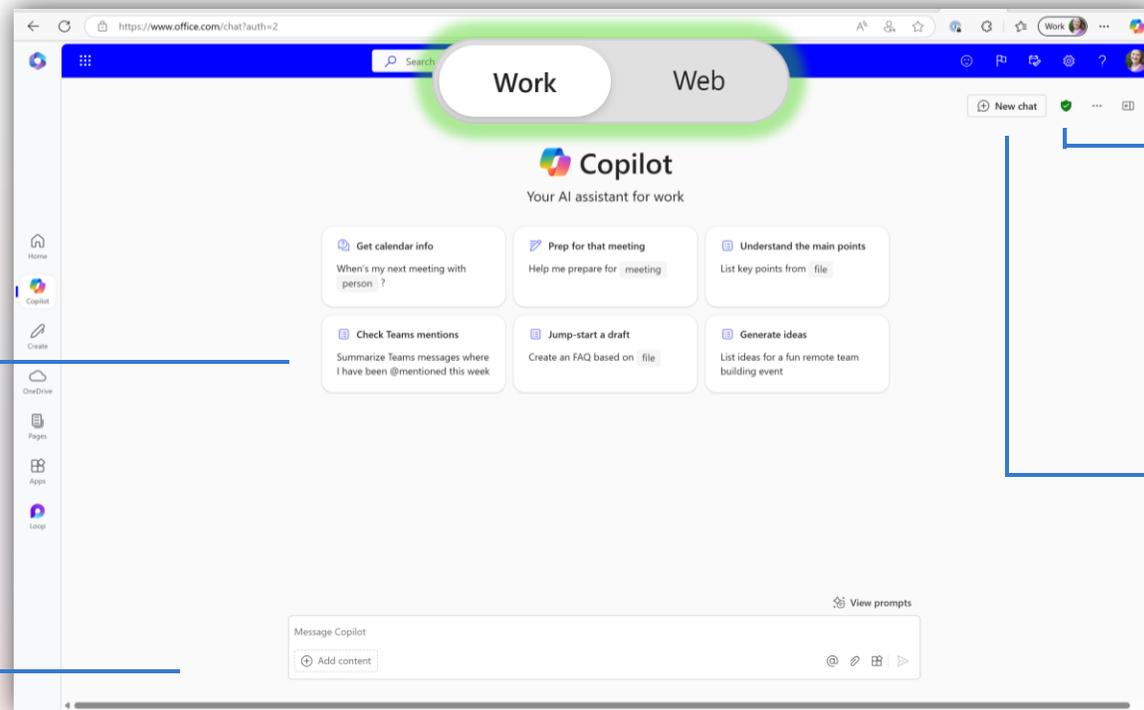
Clear your past chat and start a new conversation.

# Get to know Copilot

Start at

[Office.com/chat](https://www.office.com/chat)

Here is a visual tour of Copilot:



## Suggested prompts

If you're not sure what to ask, try or modify a sample prompt!

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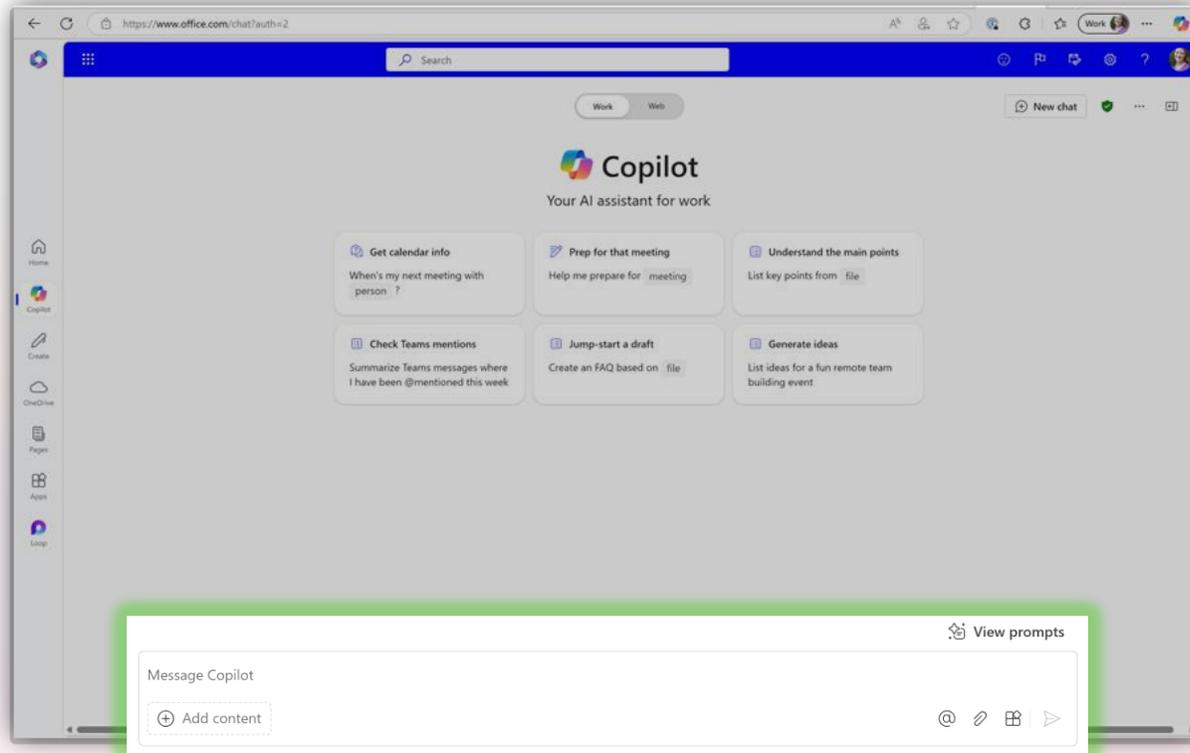
## Protected badge

Ensure you're signed in with your work account and confirm that you see . If the shield icon is missing, sign in with your work account.

## Start a new chat button

Clear your past chat and start a new conversation.

# What is a “prompt?”



*Get started by entering your question in the text box*

A **prompt** is the question or instruction you enter in the text box. This is what Copilot will respond to.

**Use natural language.** Don't feel like you need to break your idea or question down into keywords.

Classic search is about keywords to get a list of sources. **Chat is about using detailed questions or statements to generate a custom response for you.**

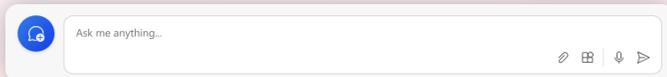
Enter your first prompt in the text box at the bottom of your screen.

# How to chat in 3 steps



## 1. Enter your prompt

Enter your detailed prompt in the text box at the bottom. The box expands as you go, so you can write in sentences and paste in lots of content from a webpage, PDF, or document.



## 2. Check sources

Copilot is transparent about the sources of its information. See these sources listed underneath the answer. Vet these sources and validate your answers.



## 3. Continue the conversation

You can ask follow-up questions as you would in a conversation. You can refine the answer too.

For example, try "Write a shorter answer" or "Give me more detail." You can also select suggested prompts.



# Spark JOY with Copilot

## *Escape the Room*

Here is the prompt:

Turn the linked informational website into an “escape the room” challenge where we compete to solve each puzzle or problem. The attached paper will provide ideas, and you will use your abilities to challenge me, but also assist me if I get stuck. Don't show the other rooms until I've escape them, so one at a time and keep it to just four total rooms. Describe any equipment or rooms with enough detail that I can interact with them given that I am not in the room physically. Ensure the problem requires deep thinking skills, not just pressing buttons. Keep responses simple and straightforward. Let's see who escapes first! /<https://learn.microsoft.com/en-us/training/modules/empower-educators-explore-potential-artificial-intelligence/introduction-ai>

[https://aka.ms/EDU\\_Prompts](https://aka.ms/EDU_Prompts)

**08:00**



# **Prompt ~~Engineering~~ Crafting**





# Microsoft 365 Copilot Writing a good prompt

## Goal

+

## Context

+

## Source

+

## Expectations

*What response do you want from Copilot?*

*Why do you need it and who is involved*

*Which information sources or samples should Copilot use?*

*Who should Copilot respond to best meet your expectations*

---

*"Generate 3-5 bullet points..."*

---

*"...to prepare me to give a presentation on the importance of grant writing."*

---

*"Focus on documents in my OneDrive."*

---

*"Please use simple language so I can get up to speed quickly."*

## *Escape the Room*

Here is the prompt:

Turn the linked informational website into an “escape the room” challenge where we compete to solve each puzzle or problem. The attached paper will provide ideas, and you will use your abilities to challenge me, but also assist me if I get stuck. Don't show the other rooms until I've escape them, so one at a time. No more than four rooms. Describe any equipment or rooms with enough detail that I can interact with them given that I am not in the room physically. Ensure the problem requires deep thinking skills, not just pressing buttons. Keep responses simple and straightforward. Let's see who escapes first! [/https://learn.microsoft.com/en-us/training/modules/empower-educators-explore-potential-artificial-intelligence/introduction-ai](https://learn.microsoft.com/en-us/training/modules/empower-educators-explore-potential-artificial-intelligence/introduction-ai)

Goal

Context

Source

Expectations

## Escape the Room

Here is the prompt:

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Goal

Context

Source

Expectations

# The art and science of prompting



## Tell Copilot what you need

**Prompts** are how you ask Copilot to do something for you — like creating, summarizing, editing, or transforming.

Think about prompting like having a conversation, using plain but clear language and providing context like you would with an assistant.

### **Learn** about projects and concepts:

"What is [Project X] and who are the key stakeholders working on it?"

### **Edit** text:

"Check this product launch rationale for inconsistencies."

### **Transform** documents:

"Transform this FAQ doc into a 10-slide onboarding guide."

### **Summarize** information:

"Write a session abstract of this [presentation]."

### **Create** engaging content:

"Create a value proposition for [Product X]."

### **Catch-up** on missed items:

"Provide a summary of the updates and action items on [Project X]."

# The art and science of prompting



## Include the right prompt ingredients

### Goal

What response do you want from Copilot?

### Context

Why do you need it and who is involved?

**Generate 3-5 bullet points to prepare me to give a presentation on the importance of grant writing. Focus on documents in my OneDrive. Please use simple language so I can get up to speed quickly.**

Which information sources or samples should Copilot use?

### Source

How should Copilot respond to best meet your expectations?

### Expectations

To get the best response, it's important to focus on some of the **key elements** when phrasing your Copilot prompts.

# The art and science of prompting



**Following up** on your prompts helps you collaborate with Copilot, to gain more useful, tailored responses.

## Keep the conversation going



### Generating content ideas

Lead with broader requests, then give specific details about the content.



### Enabling insightful meetings

Request a meeting recap, then ask for more information about what you should know.



### Storytelling assistance

Ask Copilot to write a story, then guide it by giving more specific, relevant details.



### Gaining insights

Ask for a summary of a specific file, then ask relevant questions to gain deeper insights.



### Translating languages

Ask Copilot to translate a sentence to one of the supported languages, then ask for more context or a regional dialect.



### Solving technical problems

Present a technical problem, then narrow it down, or ask for step-by-step guidance.

# The art and science of prompting



**Start fresh** when the topic changes. Close or finish a task before starting a new task. Use "new chat" when switching tasks.

## Copilot doesn't like



### **inappropriate or unethical content**

Don't request inappropriate or unethical content. You should respect laws, rules, and the rights of others.



### **Don't use negatives**

Always prompt what you expect, avoid adding exclusions to the prompt.



### **conflicting instructions**

Don't give conflicting instructions. Including multiple conflicting pieces of information in the prompt can confuse the AI and result in lower quality responses.



### **slang, jargon or informal language**

Best not to use slang, jargon, or informal language. Although Copilot might be able to understand your request, with formal language you are more likely to achieve professional outcomes.

# Prompts

It's powerful and protective



## Good

### **Prompt:**

Research the latest trends in artificial intelligence.

Goal

## Better

### **Prompt:**

Research the latest trends in artificial intelligence. I am preparing a presentation for an upcoming conference on emerging technologies. I need to understand the current advancements and applications of artificial intelligence to provide a comprehensive overview.

Context

Source

## Best

### **Prompt:**

Research the latest trends in artificial intelligence. I am preparing a presentation for an upcoming conference on emerging technologies. I need to understand the current advancements and applications of artificial intelligence to provide a comprehensive overview. Please include information from reputable sources such as academic journals, industry reports, and recent news articles. Summarize the key points in a clear and concise manner, highlighting any significant breakthroughs or innovative applications. Provide references to the sources used.

Expectations

# Spark JOY with Copilot

## *Super Hero Brand*

Here is the prompt:

Look at the emails and documents that I have sent in the last two weeks. Use these messages to distill a personal brand voice document that I can use to inform copilot of my personal voice and style

Based on the above analysis, what superhero represents my style of work best? What would my superpowers be?

Can you format that as a dossier for superheroes - listing my real name, and most similar existing superhero, and include the rest of the information formatted and edited in dossier style has context menu

# Find Open Grants

Here is the prompt:

Find grants that are currently open and accepting applications for research in cancer. The grants should be applicable to universities. Please provide the results in a table format with the following columns: Title of Grant, Summary of Grant, Application Deadline, and Link to Application.



**Why Copilot?**

# Why Copilot?

It's powerful and protective

## Access to powerful AI models



- Access to advanced AI models like GPT-4o and DALL-E 3
- No additional cost with your school login

## Transparent and current



- Citations provided for each response
- Responses sourced with up-to-date information

## Enterprise data protection

## Organization data is protected



- Included with school login
- Your data is private
- Your access controls and policies apply to Copilot
- Chat data is not used to train the model

# Spark JOY with Copilot

*My superhero brand*

Here is the prompt:

Look at the emails and documents that I have sent in the last two weeks. Use these messages to distill a personal brand voice document that I can use to inform copilot of my personal voice and style

Based on the above analysis, what superhero represents my style of work best? What would my superpowers be?

Can you format that as a dossier for superheroes - listing my real name, and most similar existing superhero, and include the rest of the information formatted and edited in dossier style has context menu



## **Power of M365 Copilot**





# Copilot for Microsoft 365

Unlock productivity and unleash creativity

Natural Language



Large Language  
Models

+



Microsoft Graph  
- Your Data -

+



Microsoft 365  
Apps

+



The  
Internet



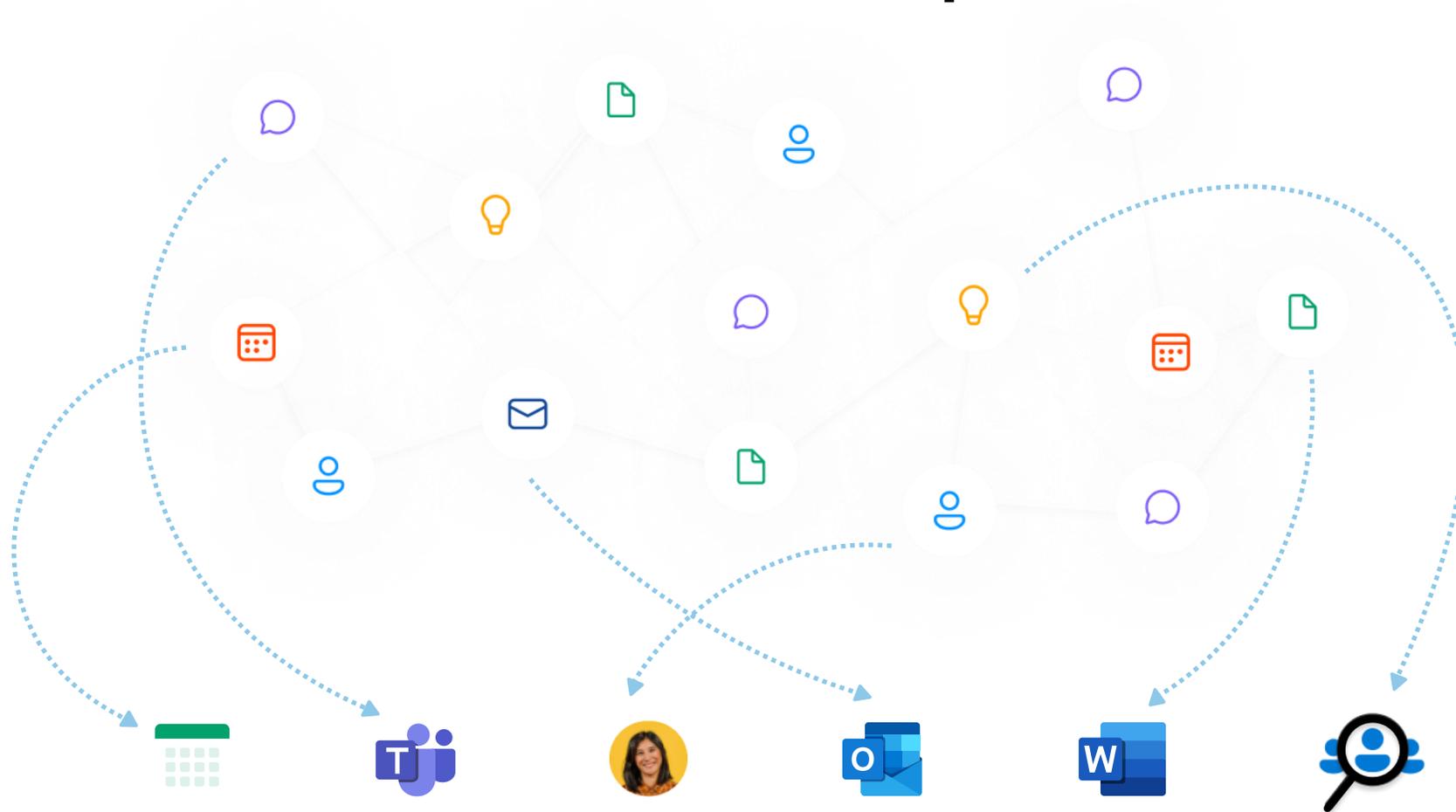
## Copilot for Microsoft 365



Embedded across Microsoft 365 apps



# Microsoft Graph



Knowledge & Insights via Microsoft Search

Embeddings for all Microsoft 365 entities



## Productivity with M365 Copilot

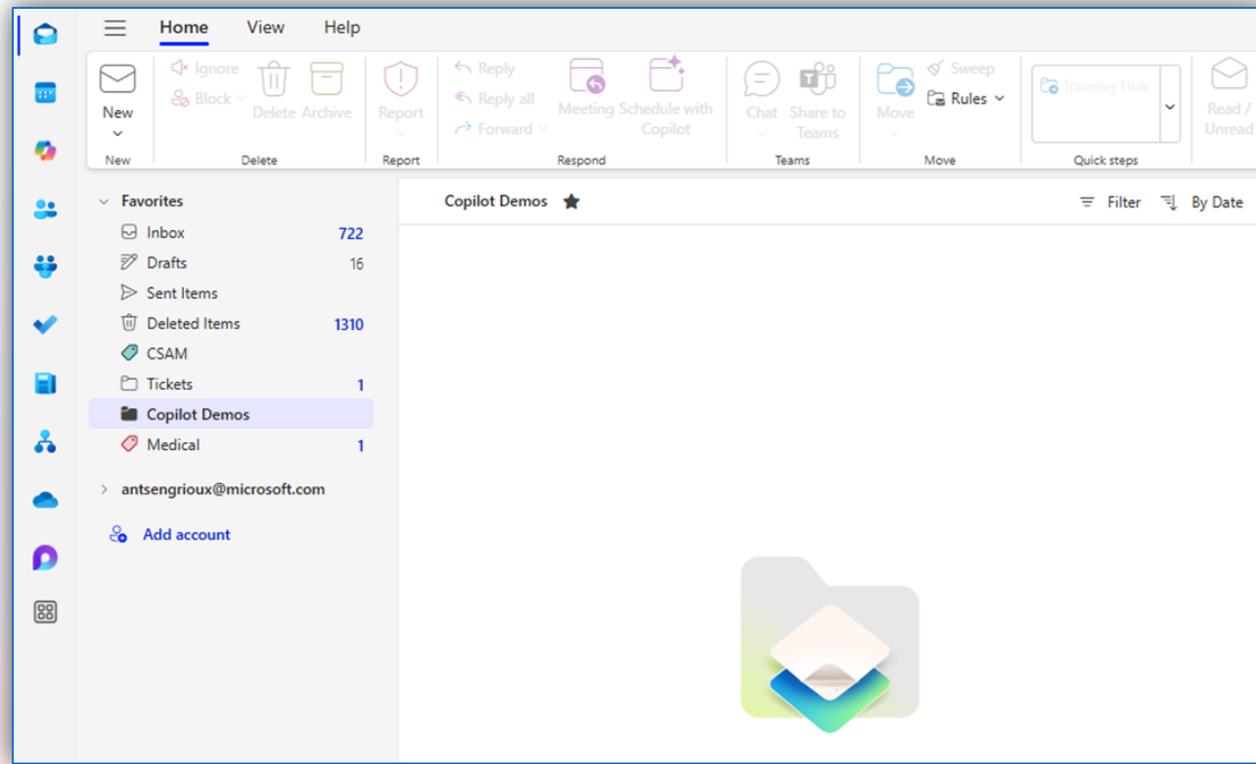




# Get to know Copilot in Outlook

Here is a visual tour of Copilot in Outlook Inbox:

**Copilot Button**  
Use this to have Copilot to search through your inbox.



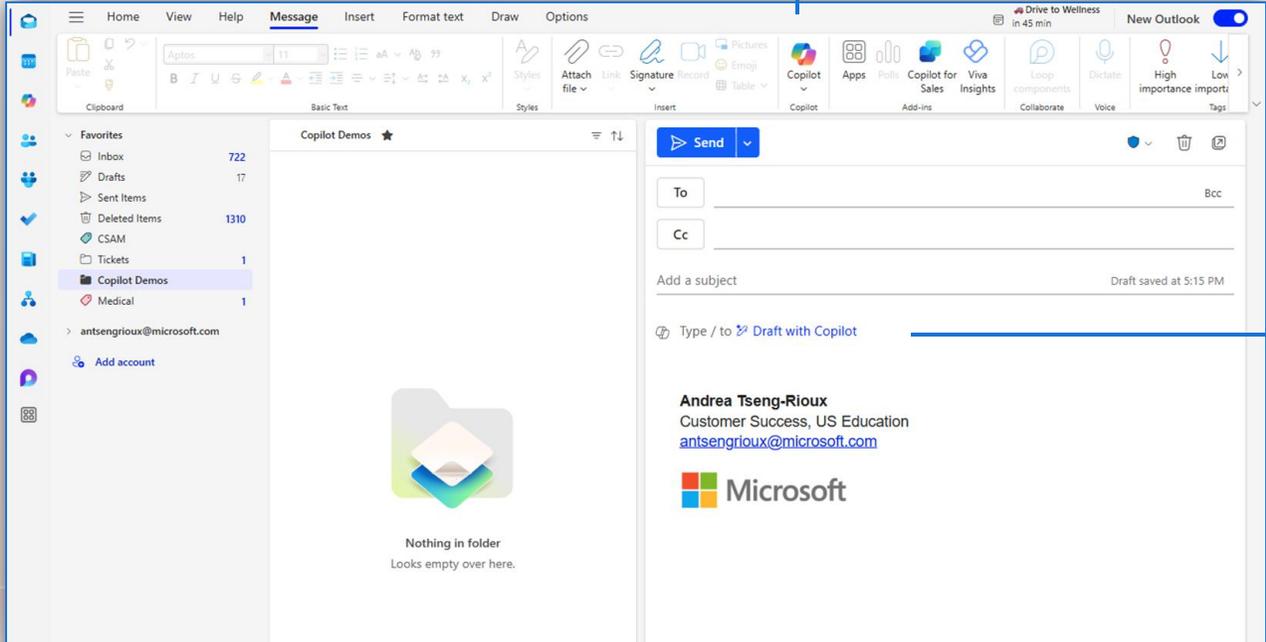


# Get to know Copilot in Outlook

Here is a visual tour of Copilot in Outlook Email Draft:

**Copilot Button**  
Use this to have Copilot to search through your inbox.

**Copilot Button**  
To launch drafts or get coaching

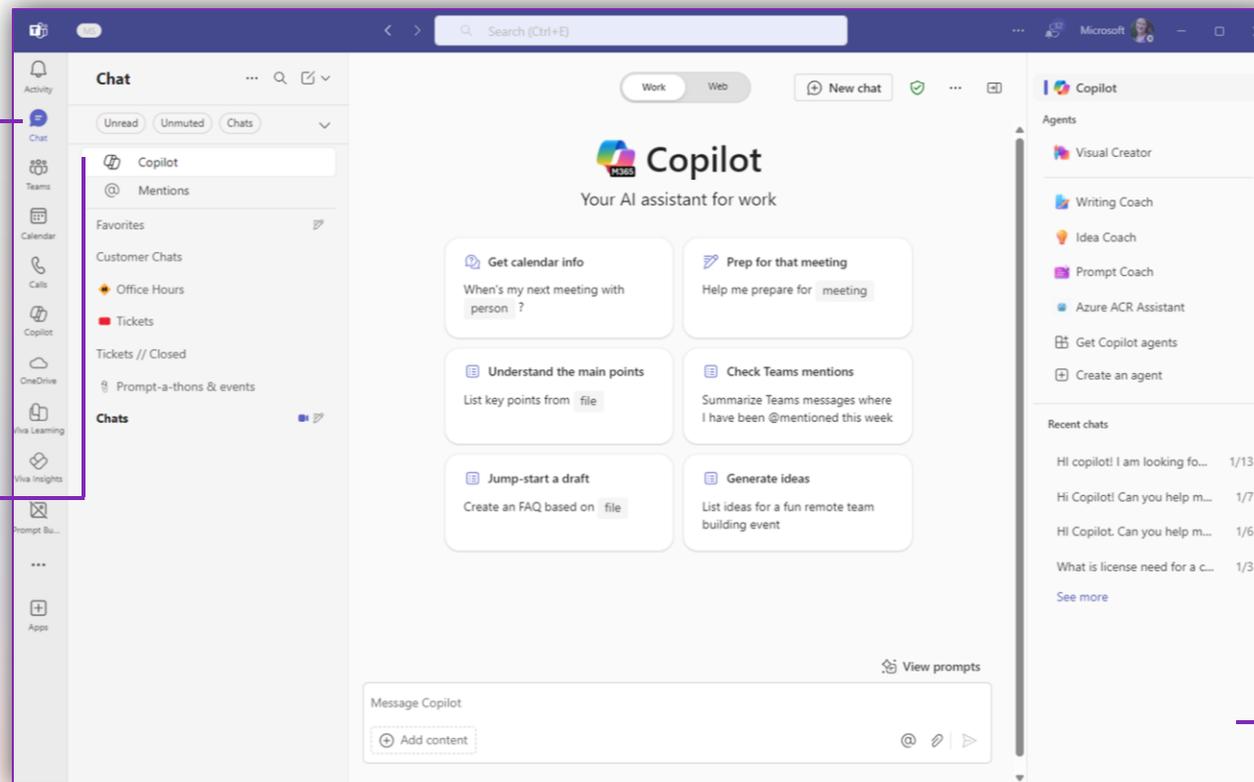


**Text field**  
Click on "Draft with Copilot" to get started



# Get to know Copilot in Teams

Here is a visual tour of Copilot in Teams:



**Chat**

Open Teams Chat to see Copilot at the top of the list.

**Copilot Button**

Select Copilot at the top of list inside Teams Chat

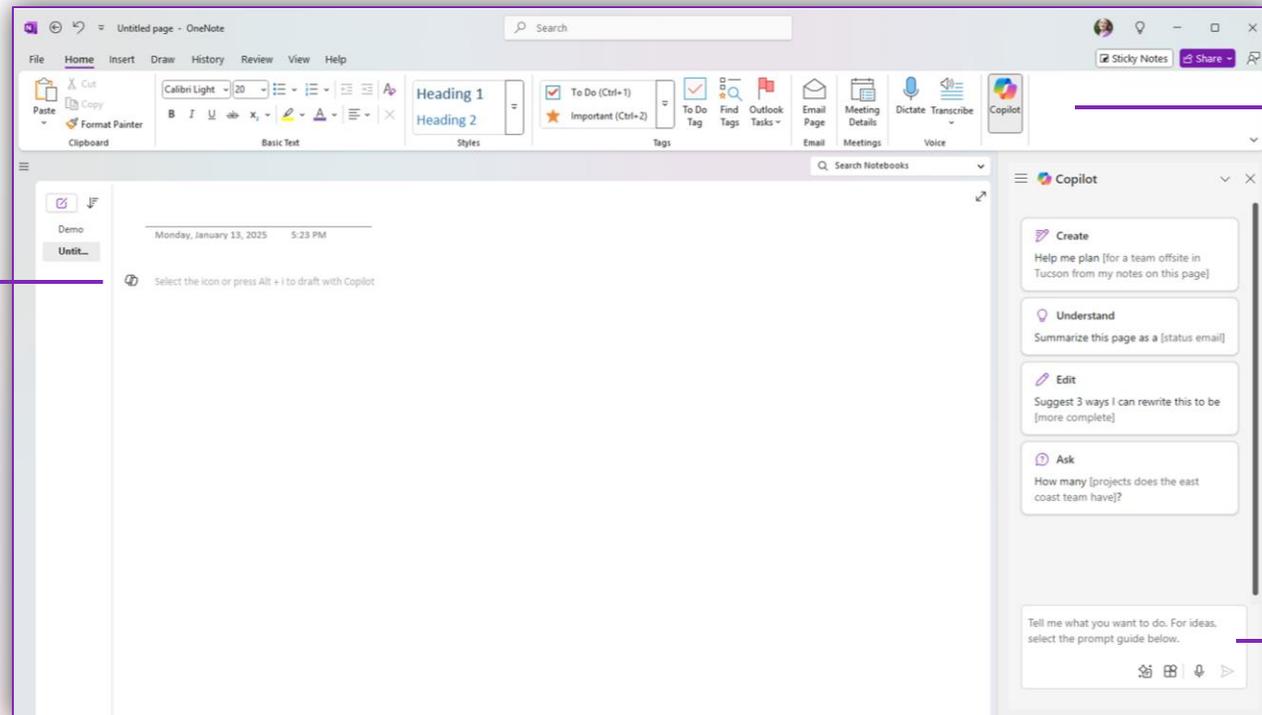
**Text box**

Enter your question (your "prompt") here.



# Get to know Copilot in OneNote

Here is a visual tour of Copilot in OneNote:



**Copilot Button**  
Use this Copilot button to help with drafting and outlining.

**Copilot Button**  
This button opens the Copilot side bar to use inside of OneNote.

**Text box**  
Enter your question (your "prompt") here.



# Copilot in PowerPoint Adoption Demos

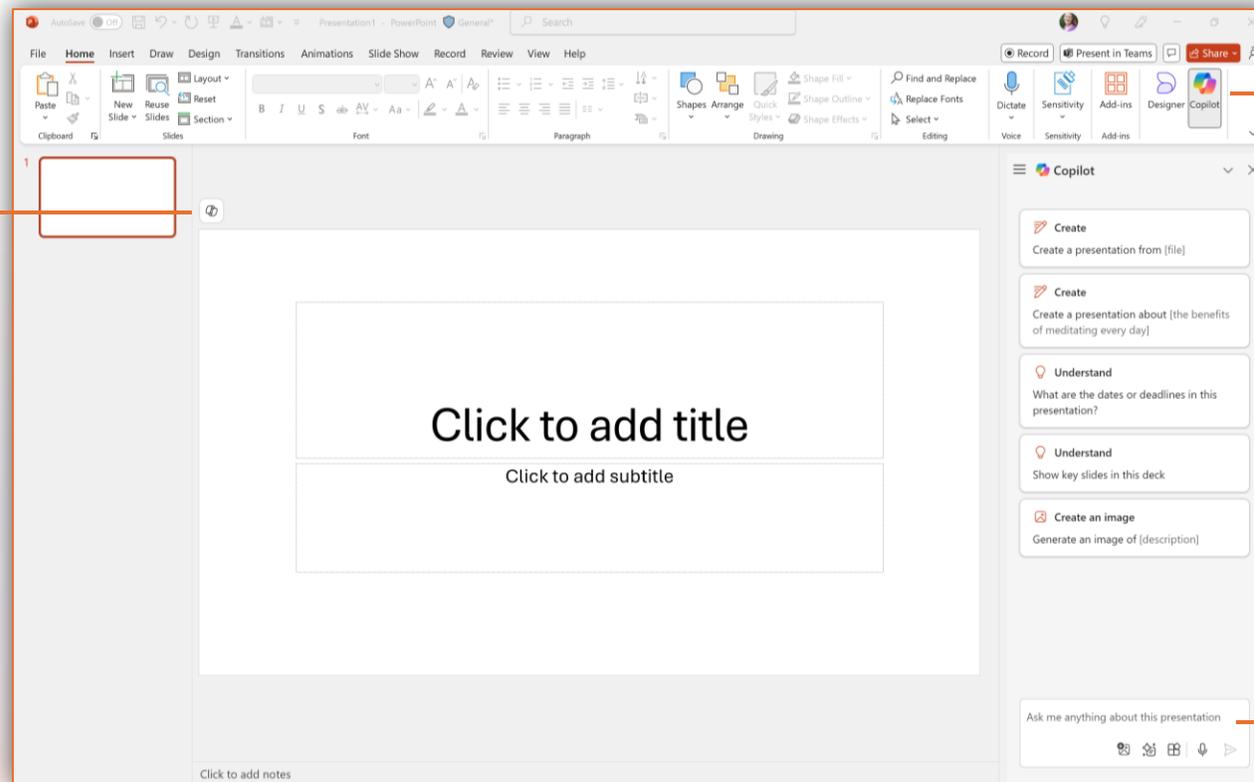




# Get to know Copilot in PowerPoint

Here is a visual tour of Copilot in PowerPoint:

**Copilot Button**  
Use this to have Copilot create an outline and start creating a deck



**Copilot Button**  
This button opens the Copilot side bar to use inside of PowerPoint. Include create images.

**Text box**  
Enter your question (your "prompt") here.

# Copilot in PowerPoint



Create a new presentation from a document in your corporate template

**Open your company's template or an existing deck and use Copilot to create new, branded PowerPoint presentations created from your work files.**

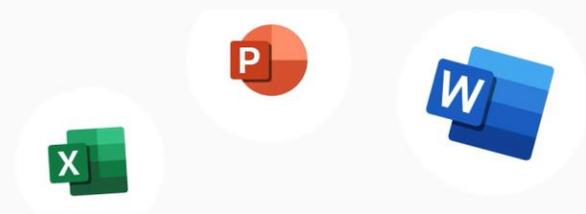
- Home
- Create
- My Content
- Feed
- Apps
- Copilot
- Outlook
- Teams
- Word
- Excel
- ...

# Welcome to Microsoft 365

Install and more

## Get started

Create new Explore apps



### Recommended

You edited this 6m ago

Adventure Works Product Overview

You edited this 29m ago

Adventure Works Corporate Template

Hadar Caspit shared this with you May 8

Project Avalon - Launch Readiness review

# Copilot in PowerPoint



Create a new presentation from a prompt

**Stumped on how to get started? Use Copilot to create a new presentation.**

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Acrobat

Record Present in Teams Share

Clipboard Slides Font Paragraph Drawing Editing Adobe Acrobat Voice Sensitivity Add-ins Designer Copilot



Click to add title

Click to add subtitle

Click to add notes



# Copilot in PowerPoint



Learn about a presentation that has been shared with you

**Get a quick summary and ask questions with Copilot in PowerPoint, allowing you to see deeper, more meaningful summary and context.**



Home

New

Open

Get Add-ins

Info

Save a Copy

Save as Adobe PDF

Print

Share

Share as Adobe PDF link

Export

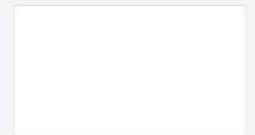
Close

Account

Options

# Good afternoon

## New



Blank Presentation



Colorful abstract pitch deck



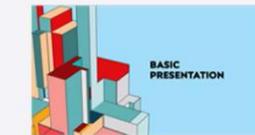
Angle lines design



Frosty design



Minimalist presentation



Architecture pitch deck



Dividend design

[More themes](#) →

## Recommended for You



Adventure Works Corporate Templ...  
 You edited this  
Yesterday at 4:57 PM



LLM Lingua.pptx  
 You recently opened this  
7m ago



Project Avalon - Launch Readiness...  
 **Hadar Caspit** shared this with you  
May 8



Spring Flowers in Season.pptx  
 You edited this  
1h ago

Recent Pinned Shared with Me

	Name	Date modified
	Blissful Blooms.pptx OneDrive - Contoso	7m ago



# Copilot in Word Adoption Demos

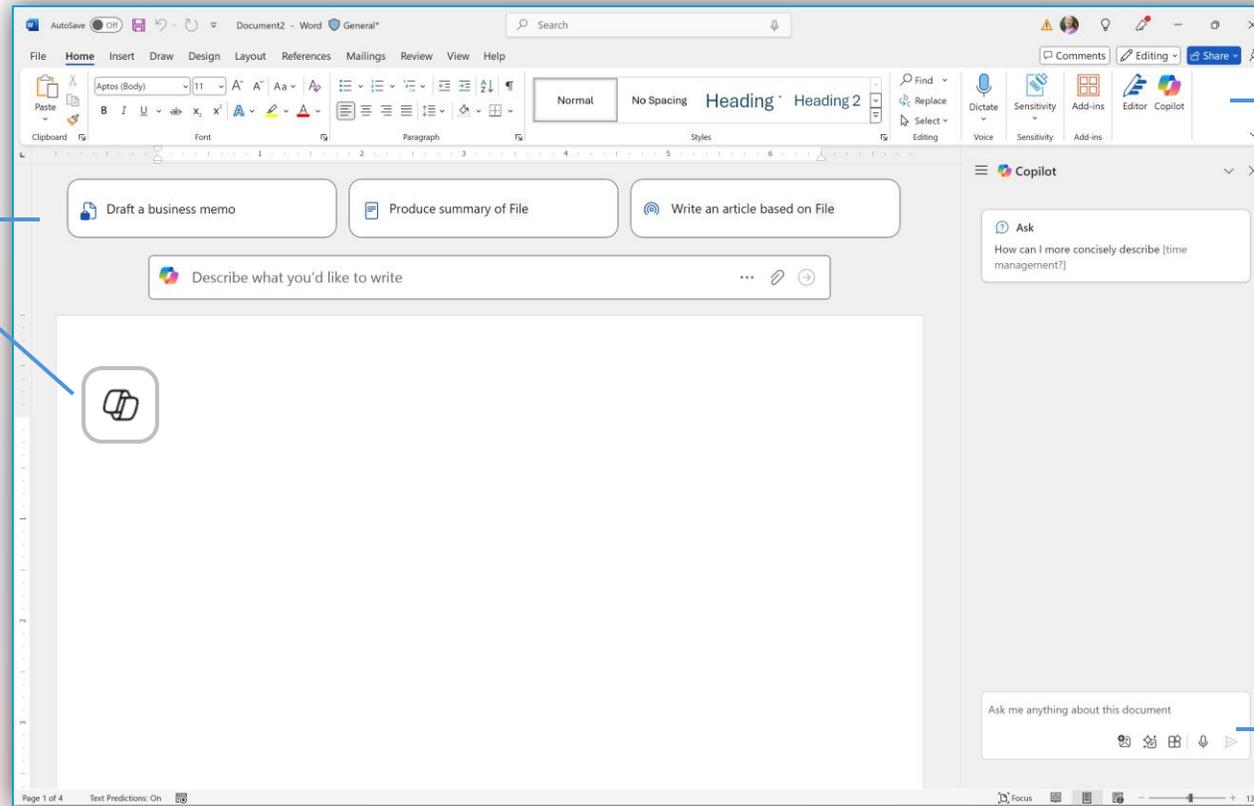




# Get to know Copilot in Word

Here is a visual tour of Copilot in Word:

**Copilot Button**  
to start drafting in Word



**Copilot Button**  
This button opens the Copilot side bar to use inside of PowerPoint. Include create images.

**Text box**  
Enter your question (your "prompt") here.

# Copilot in Word



Draft and multi-turn

**Copilot generates content for a new or existing Word document that can be grounded by reference documents.**

Undo

Paste

Cut Copy

Format Painter

Clipboard

Calibri (Body) 11

**B** *I* U  $x_2$   $x^2$  Aa

Font

Paragraph

Normal Calibri, 11

No Spacing Calibri, 11

Heading 1 Calibri Light, 16

Editing

Dictate

Sensitivity

Editor

Add-ins

Designer Copilot

Editing

Voice

Sensitivity

Proofing

Add-ins

Header

**Draft with Copilot**

Describe what you'd like to write, including notes or an outline, and Copilot can generate a draft to help get you started

0 / 2000

Generate Reference your content

# Copilot in Word



Rewrite content

**Copilot rewrites content in many variations to suit preferred wording and tone in Word**



# How the Economy Wins with a Four Day Work Week

## Introduction

Working four days a week for the same pay as five may sound like a dream, but it is becoming a reality for some businesses and governments. A four day work week, or a reduced working hours scheme, can improve workers' well-being and productivity, and lower the environmental impact of work. But what are the economic benefits of a four day work week, and how can they be measured and achieved? This article summarizes the evidence and implications of a [four day](#) work week, based on a document by the Economic Benefits of a [Four Day](#) Week, and gives some examples and tips on how to make it work.

## Productivity

A four day work week can boost workers' productivity, which is the value created per unit of time or resource. Productivity increases efficiency and profitability for businesses, and income and living standard for workers. Several studies and experiments have shown that a four day work week can raise the output per hour and the overall performance and efficiency of workers. For example, a 2019 trial by Microsoft Japan increased the sales per employee by 40%, while cutting the electricity consumption by 23% and the paper usage by 59%. Similarly, a 2018 experiment by Perpetual Guardian, a New Zealand trust company, raised the productivity by 20%, while keeping the same income and customer satisfaction. Moreover, a 2015 study by Stanford University found that a shorter working week can boost [the productivity](#) per hour by up to 13%, especially for knowledge-based and creative workers.

## Employee Satisfaction

A four day work week can also enhance workers' satisfaction and well-being, by giving them more time and flexibility to balance their personal and professional lives, pursue their hobbies and interests, and take care of their health and family. Employee satisfaction is the happiness and fulfillment that workers feel in their jobs, and it affects their loyalty, engagement, motivation, stress, burnout, absenteeism, and turnover. Several studies have shown that a four day work week can increase the happiness, loyalty, engagement, and motivation of workers, and reduce their stress, burnout, absenteeism, and turnover. For example, a 2019 survey by Henley Business School increased employee satisfaction by 78%, while lowering stress by 25% and the sick leave by 9%. Similarly, a 2018 report by the Trades Union Congress increased the work-life balance by 64%, while lowering anxiety by 32% and [the depression](#) by 29%. Moreover, a 2017 study by the University of Oxford found that a shorter working week can increase happiness by up to 8%, especially for low-income and part-time workers.

## Cost Savings

89%

See 13 Editor suggestions

# Copilot in Word



Visualize as a table

Copilot transforms text content into a table in Word



## Cost Savings

A four day work week can also generate cost savings for both employers and employees, by cutting the overhead expenses, operational costs, and commuting costs of a longer working week. Cost savings are the money that is saved or not spent on a certain activity or resource, and they lower the expenditure and waste for businesses, and increase the income and savings for workers. Several studies have shown that a four day work week can reduce the spending on office space, equipment, utilities, and travel, and increase the income and savings of workers, by allowing them to work more efficiently and effectively.

For example, a 2019 study by the Centre for Economics and Business Research could save the employers to £104 billion per year, by cutting the costs of rent, energy, and recruitment. Similarly, a 2018 study by the New Economics Foundation could save [the employees](#) up to £7,000 per year, by cutting the costs of transport, childcare, and food. Moreover, a 2016 study by the Global Footprint Network found that a shorter working week can lower the ecological footprint by up to 16%, by reducing the carbon emissions and resource consumption.

## Conclusion

A four day work week is a promising and innovative work arrangement that can bring multiple economic benefits for both employers and employees, as well as for the society and the environment. The evidence suggests that a four day work week can improve the productivity, satisfaction, and cost savings of workers and businesses, without compromising the output quality or quantity. However, a four day work week is not a one-size-fits-all solution, and it may need some adjustments and adaptations depending on the context and the sector. Therefore, it is important to consider the specific needs and preferences of the stakeholders, and to implement a [four day](#) work week in a flexible and gradual way, with proper evaluation and feedback. Some of the tips and best practices for making a [four day](#) work week work [are](#):

- Define and communicate the goals and expectations of the [four day](#) work week clearly.
- Choose the best schedule and format for the [four day](#) work week, such as working longer hours for four days, or working fewer hours for five days.
- Monitor and measure the impact and outcomes of the [four day](#) work week regularly and objectively.
- Review and revise the [four day](#) work week periodically and make changes and improvements based on the feedback and results.
- Share and celebrate the success and benefits of the [four day](#) work week with the workers, customers, and stakeholders.

88%

See 14 Editor suggestions

# Copilot in Word



Summarize in Chat

**Copilot can summarize Word documents into key points**

Clipboard: Undo, Paste, Copy, Format Painter

Font: Calibri Light (Head...), 28, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bulleted List, Numbered List, Indent, Decrease Indent, Increase Indent, Paragraph Spacing, Paragraph Style

Styles: Normal Calibri, 11; No Spacing Calibri, 11; Heading 1 Calibri Light, 16

Editing, Dictate, Sensitivity, Editor, Add-ins, Designer Copilot

89% See 14 Editor suggestions

# How the Economy Wins with a Four Day Work Week

## Introduction

Wouldn't it be awesome to work four days a week and get paid the same as five? Well, some companies and governments are making that happen. A four day work week, or working less hours in general, can make workers happier and more efficient, and also help the planet. But how does a four day work week help the economy, and how can we know for sure and make it happen? This article tells you the facts and consequences of a four day work week, based on a document by the Economic Benefits of a Four Day Week, and gives you some examples and tips on how to do it.

## Productivity

A four day work week can boost workers' productivity, which is the value created per unit of time or resource. Productivity increases efficiency and profitability for businesses, and income and living standard for workers. Several studies and experiments have shown that a four day work week can raise the output per hour and the overall performance and efficiency of workers. For example, a 2019 trial by Microsoft Japan increased the sales per employee by 40%, while cutting the electricity consumption by 23% and the paper usage by 59%. Similarly, a 2018 experiment by Perpetual Guardian, a New Zealand trust company, raised the productivity by 20%, while keeping the same income and customer satisfaction. Moreover, a 2015 study by Stanford University found that a shorter working week can boost the productivity per hour by up to 13%, especially for knowledge-based and creative workers.

## Employee Satisfaction

A four day work week can also enhance workers' satisfaction and well-being, by giving them more time and flexibility to balance their personal and professional lives, pursue their hobbies and interests, and take care of their health and family. Employee satisfaction is the happiness and fulfillment that workers feel in their jobs, and it affects their loyalty, engagement, motivation, stress, burnout, absenteeism, and turnover. Several studies have shown that a four day work week can increase the happiness, loyalty, engagement, and motivation of workers, and reduce their stress, burnout, absenteeism, and turnover. For example, a 2019 survey by Henley Business School increased employee satisfaction by 78%, while lowering stress by 25% and the sick leave by 9%. Similarly, a 2018 report by the Trades Union Congress increased the work-life balance by 64%, while lowering anxiety by 32% and the depression by 29%. Moreover, a 2017 study by the University of Oxford found that a shorter working week can increase happiness by up to 8%, especially for low-income and part-time workers.

# Copilot in Word



Ask questions in Chat

**Copilot can answer questions about the content  
of the Word document**

File Home Insert Layout References Review View Help

Comments Catch up Editing Share

Undo Paste Copy Format Painter Clipboard

Calibri Light (Head... 28 A<sup>+</sup> A<sup>-</sup> A

B I U Aa

Paragraph

Normal Calibri, 11 No Spacing Calibri, 11 Heading 1 Calibri Light, 16

Editing Dictate Sensitivity Editor Add-ins Designer Copilot

# How the Economy Wins with a Four Day Work Week

## Introduction

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Header

### Copilot

- Cost Savings:** The article argues that a four day work week can generate cost savings for both employers and employees, by cutting the overhead expenses, operational costs, and commuting costs of a longer working week. It cites several studies that show that a four day work week can reduce the spending on office space, equipment, utilities, and travel, and increase the income and savings of workers, and lower the ecological footprint.<sup>4</sup>
- Conclusion:** The article concludes that a four day work week is a promising and innovative work arrangement that can bring multiple economic benefits for both employers and employees, as well as for the society and the environment. It also suggests some tips and best practices for making a four day work week work, such as defining and communicating the goals and expectations, choosing the best schedule and format, monitoring and measuring the impact and outcomes, reviewing and revising the four day work week periodically, and sharing and celebrating the success and benefits.<sup>5</sup> <sup>6</sup>

Copy

AI-generated content may be incorrect

6 References

Change topic

Include more details in the summary

Make the summary more casual

Ask questions and work with this document

0/2000

# Copilot in Word

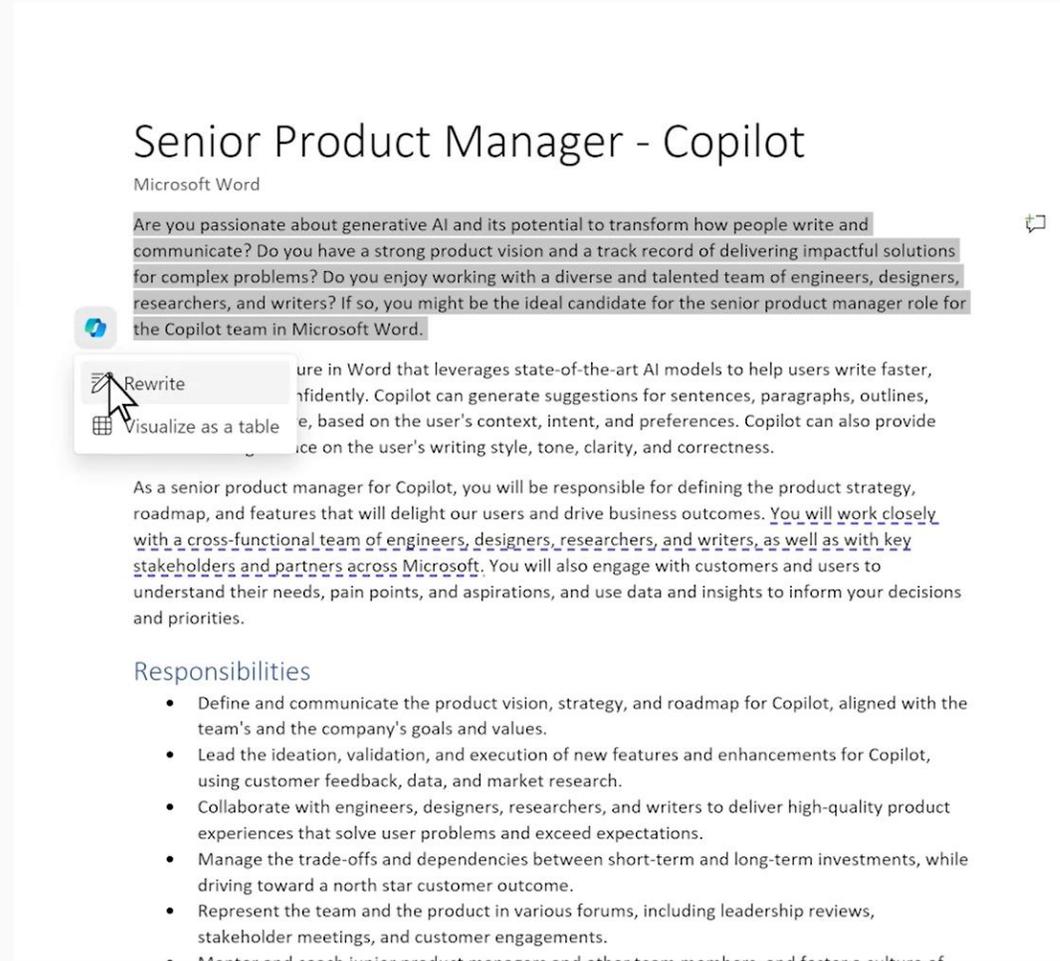


## End-to-End Scenarios

**Copilot can draft, rewrite, and visualize content for many different use cases**

# Draft a job description

*Use Copilot to draft & rewrite content in Word, selecting from different content options and different tones.*



The screenshot shows a Microsoft Word document titled "Senior Product Manager - Copilot". The main text is a job description draft. A Copilot icon is visible in the bottom left corner, with a context menu open showing two options: "Rewrite" and "Visualize as a table". The text in the document is as follows:

Microsoft Word

Are you passionate about generative AI and its potential to transform how people write and communicate? Do you have a strong product vision and a track record of delivering impactful solutions for complex problems? Do you enjoy working with a diverse and talented team of engineers, designers, researchers, and writers? If so, you might be the ideal candidate for the senior product manager role for the Copilot team in Microsoft Word.

ure in Word that leverages state-of-the-art AI models to help users write faster, confidently. Copilot can generate suggestions for sentences, paragraphs, outlines, e, based on the user's context, intent, and preferences. Copilot can also provide ice on the user's writing style, tone, clarity, and correctness.

As a senior product manager for Copilot, you will be responsible for defining the product strategy, roadmap, and features that will delight our users and drive business outcomes. You will work closely with a cross-functional team of engineers, designers, researchers, and writers, as well as with key stakeholders and partners across Microsoft. You will also engage with customers and users to understand their needs, pain points, and aspirations, and use data and insights to inform your decisions and priorities.

### Responsibilities

- Define and communicate the product vision, strategy, and roadmap for Copilot, aligned with the team's and the company's goals and values.
- Lead the ideation, validation, and execution of new features and enhancements for Copilot, using customer feedback, data, and market research.
- Collaborate with engineers, designers, researchers, and writers to deliver high-quality product experiences that solve user problems and exceed expectations.
- Manage the trade-offs and dependencies between short-term and long-term investments, while driving toward a north star customer outcome.
- Represent the team and the product in various forums, including leadership reviews, stakeholder meetings, and customer engagements.
- Mentor and coach junior product managers and other team members, and foster a culture of

File Home Insert Layout References Review View Help

Comments Catch up Editing Share

Undo Paste Copy Format Painter Font Paragraph Styles Editing Dictate Sensitivity Editor Add-ins Designer Copilot

**Draft with Copilot** [X]

Describe what you'd like to write, including notes or an outline, and Copilot can generate a draft to help get you started

0 / 2000

Generate Reference your content

# Create a blog post

*Draft content and fine tune with multi-turn in Copilot. Use the insert functionality to visualize text as a table*

## Examples of using synonyms

Here are some examples of how synonyms can improve your writing. The original sentences are taken from OptionsSpec.docx, and the synonyms are highlighted in bold.

- Original: This feature will enable users to use better options. Options will show them choices on demand.
- Synonym: This feature will allow users to use superior options. Options will display them alternatives on demand.
- Original: Our current focus is to improve user engagement by bringing more value to Options and making it a super experience.
- Synonym: Our current priority is to enhance user involvement by adding more worth to Options and making it an excellent experience.
- Original: Based on one of the user research, options are a top features.
- Synonym: Based on one of the user studies, options are a prime features.

As you can see, synonyms can make a big difference in your writing. They can help you express yourself more effectively, creatively, and confidently. So why not give Options a try and see how synonyms can spice up your writing?

< To fine tune the draft, add some details and regenerate

Make it casual and suitable for young students

Generate

Clipboard: Paste, Copy, Format Painter

Font: Calibri (Body), 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Paragraph: Bullets, Numbering, Decrease Indent, Increase Indent, Paragraph Spacing, Paragraph Style, Paragraph Direction

Styles: Normal (Calibri, 11), No Spacing (Calibri, 11), Heading 1 (Calibri Light, 16)

Editing: Editing, Dictate, Sensitivity, Editor, Add-ins, Designer Copilot

**Draft with Copilot** [Close]

Describe what you'd like to write, including notes or an outline, and Copilot can generate a draft to help get you started

0 / 2000

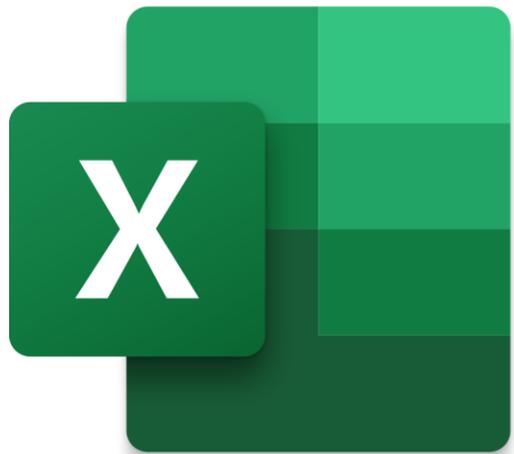
Generate Reference your content





# Copilot in PowerPoint Adoption Demos



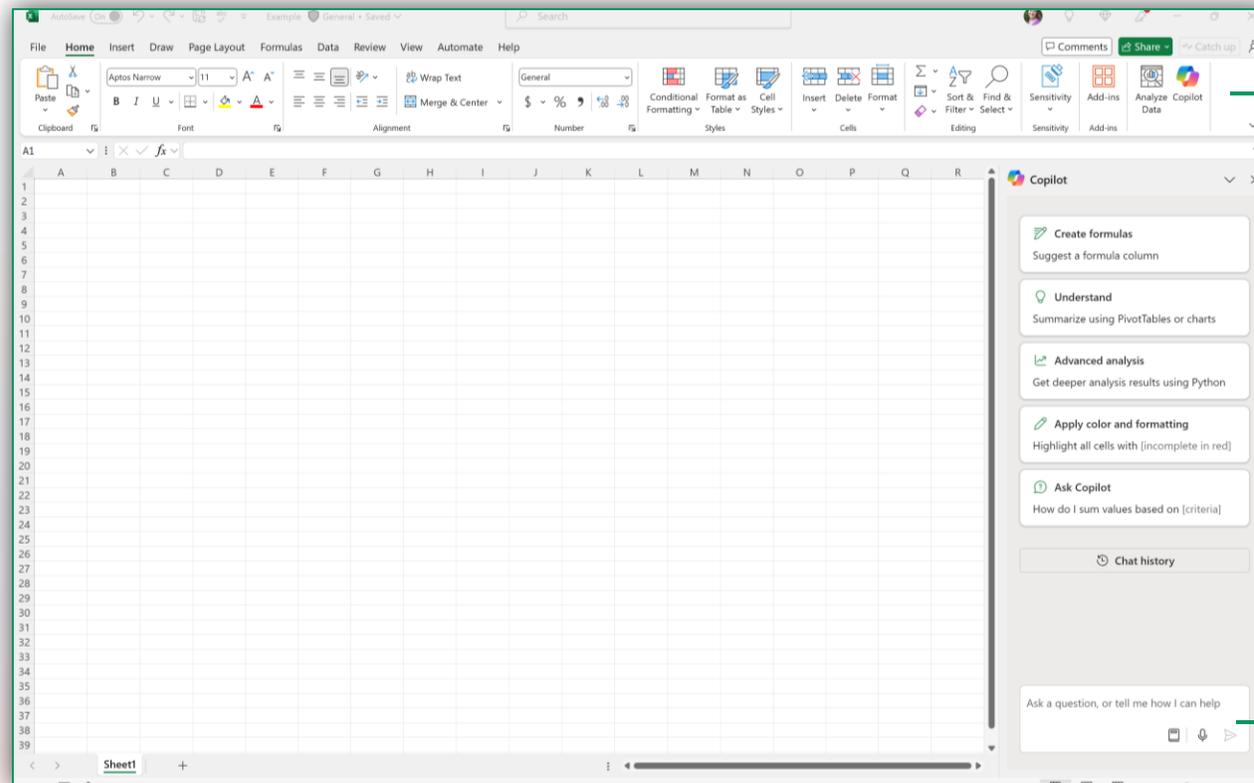


# Copilot in Excel Adoption Demos

# Get to know Copilot in Excel



Here is a visual tour of Copilot in Excel:



**Copilot Button**  
This button opens the Copilot side bar to use inside of PowerPoint. Include create images.

**Text box**  
Enter your question (your "prompt") here.



# Copilot in Excel



“How do I create a drop-down menu?”



“Suggest a column..”



“Compare Columns A and B and highlight in a new column C if the results are matching”



“Act like an Excel expert and help me use {feature} then show me how to apply”

# Copilot in Excel



Get Started

**Format your Excel data for Copilot by converting it to a table and AutoSave to OneDrive or SharePoint**

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw

Clipboard: Paste, Copy, Format Painter

Font: Aptos Narrow (Bod...), 11, Bold, Italic, Underline, Paragraph, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals, Thousands Separator

Styles: Conditional Formatting, Format As Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Clear, Sort & Find & Filter, Filter, Select

Sensitivity: Sensitivity, Add-ins, Copilot

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1																										
2		ID	Model	Current Price	RRP	Production Cost	Frame Size	Wheel size	Weight	Min Rider Height	Max Rider Height	Brakes	Fork Length	# of Gears	Quantity on Hand	YTD Quantity Sold										
3		1101	R1-50_Road	1786	2199	1407.36	50	26	18	152	175	Rim	363	10	9	140										
4		1102	R1-54_Road	1786	2199	1407.36	54	26	18	168	183	Rim	363	10	6	6										
5		1103	R1-56_Road	1842	2250	1440	56	27	19	175	191	Rim	363	10	8	89										
6		1104	R1-58_Road	1981	2299	1471.36	58	29	21	183	198	Rim	372	10	10	15										
7		1105	R1-60_Road	1981	2299	1471.36	60	29	21	191	206	Rim	374	10	16	109										
8		1106	R2-50_Road	6546	7499	4799.36	50	26	18	152	175	Rim	363	12	13	26										
9		1107	R2-54_Road	6546	7499	4799.36	54	26	18	168	183	Rim	363	12	3	47										
10		1108	R2-56_Road	6726	7600	4864	56	27	19	175	191	Rim	363	12	4	59										
11		1109	R2-58_Road	6982	7800	4992	58	29	21	183	198	Rim	372	12	7	73										
12		1110	R2-60_Road	6982	7800	4992	60	29	21	191	206	Rim	374	12	13	8										
13		1111	R100-50_Road	5100	8100	5184	50	26	18	152	175	Rim	363	12	17	0										
14		1116	R200-50_Road	9781	10000	6400	50	26	18	152	175	Rim	363	13	20	106										
15		1117	R200-54_Road	9781	10000	6400	54	26	18	168	183	Rim	363	13	20	4										
16		1114	R100-58_Road	8255	8399	5375.36	58	29	21	183	198	Rim	372	12	3	106										
17		1115	R100-60_Road	8255	8399	5375.36	60	29	21	191	206	Rim	374	12	3	47										
18		1130	R435-60_Road	6620	6825	4368	60	29	21	191	206	Rim	374	12	20	122										
19		1113	R100-56_Road	8101	8299	5311.36	56	27	19	175	191	Rim	363	12	13	92										
20		1118	R200-56_Road	9812	10500	6720	56	27	19	175	191	Rim	363	13	10	103										
21		1119	R200-58_Road	9902	10999	7039.36	58	29	21	183	198	Rim	372	13	10	13										
22		1120	R200-60_Road	9902	10999	7039.36	60	29	21	191	206	Rim	374	13	7	1										
23		1121	R335-50_Road	3769	4200	2688	50	26	18	152	175	Rim	363	10	5	9										
24		1122	R335-54_Road	3769	4200	2688	54	26	18	168	183	Rim	363	10	15	133										
25		1123	R335-56_Road	3821	3999	2559.36	56	27	19	175	191	Rim	363	10	10	144										
26		1124	R335-58_Road	3920	4199	2687.36	58	29	21	183	198	Rim	372	10	17	73										
27		1125	R335-60_Road	3920	4199	2687.36	60	29	21	191	206	Rim	374	10	7	11										
28		1126	R435-50_Road	6418	6500	4160	50	26	18	152	175	Rim	363	12	1	26										
29		1127	R435-54_Road	6418	6500	4160	54	26	18	168	183	Rim	363	12	2	56										
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31		1129	R435-58_Road	6620	6825	4368	58	29	21	183	198	Rim	372	12	7	68										
32		1112	R100-54_Road	5100	8100	5184	54	26	18	168	183	Rim	363	12	20	26										
33		1131	M1-50_Mountain	3072	3100	1984	50	26	18	152	175	Disc	363	10	20	109										
34		1132	M1-54_Mountain	3072	3100	1984	54	26	18	168	183	Disc	363	10	7	72										
35		1133	M1-56_Mountain	1999	3199	2047.36	56	27	19	175	191	Disc	363	10	0	100										
36		1134	M1-58_Mountain	3250	3399	2175.36	58	29	21	183	198	Disc	372	10	11	81										
37		1135	M1-60_Mountain	3250	3399	2175.36	60	29	21	191	206	Disc	374	10	9	129										
38		1136	M2-50_Mountain	3222	3350	2144	50	26	18	152	175	Disc	363	12	1	22										
39		1137	M2-54_Mountain	3222	3350	2144	54	26	18	168	183	Disc	363	12	11	103										
40		1138	M2-56_Mountain	3250	3399	2175.36	56	27	19	175	191	Disc	363	12	18	78										

# Copilot in Excel



Generate Formulas

**Ask for specific formulas or let Copilot provide formula column suggestions for complex calculations in Excel**

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw Table Design

Clipboard: Undo, Paste, Copy, Format Painter

Font: Aptos Narrow Bold, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Thousand Separator, Decimals

Styles: Conditional Formatting, Format As Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Clear, Sort & Find & Filter, Select

Sensitivity: Sensitivity, Add-ins

Copilot

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Current Price	RRP	Production Cost	Frame Size	Wheel size	Weight	Min Rider Height	Max Rider Height	Brakes	Fork Length	# of Gears	Quantity on Hand	YTD Quantity Sold	Profit Margin
3	1786	2199	1407.36	50	26	18	152	175	Rim	363	10	9	140	21.2%
4	1786	2199	1407.36	54	26	18	168	183	Rim	363	10	6	6	21.2%
5	1842	2250	1440	56	27	19	175	191	Rim	363	10	8	89	21.8%
6	1981	2299	1471.36	58	29	21	183	198	Rim	372	10	10	15	25.7%
7	1981	2299	1471.36	60	29	21	191	206	Rim	374	10	16	109	25.7%
8	6546	7499	4799.36	50	26	18	152	175	Rim	363	12	13	26	26.7%
9	6546	7499	4799.36	54	26	18	168	183	Rim	363	12	3	47	26.7%
10	6726	7600	4864	56	27	19	175	191	Rim	363	12	4	59	27.7%
11	6982	7800	4992	58	29	21	183	198	Rim	372	12	7	73	28.5%
12	6982	7800	4992	60	29	21	191	206	Rim	374	12	13	8	28.5%
13	5100	8100	5184	50	26	18	152	175	Rim	363	12	17	0	-1.6%
14	9781	10000	6400	50	26	18	152	175	Rim	363	13	20	106	34.6%
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17	8255	8399	5375.36	60	29	21	191	206	Rim	374	12	3	47	34.9%
18	6620	6825	4368	60	29	21	191	206	Rim	374	12	20	122	34.0%
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21	9902	10999	7039.36	58	29	21	183	198	Rim	372	13	10	13	28.9%
22	9902	10999	7039.36	60	29	21	191	206	Rim	374	13	7	1	28.9%
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24	3769	4200	2688	54	26	18	168	183	Rim	363	10	15	133	28.7%
25	3821	3999	2559.36	56	27	19	175	191	Rim	363	10	10	144	33.0%
26	3920	4199	2687.36	58	29	21	183	198	Rim	372	10	17	73	31.4%
27	3920	4199	2687.36	60	29	21	191	206	Rim	374	10	7	11	31.4%
28	6418	6500	4160	50	26	18	152	175	Rim	363	12	1	26	35.2%
29	6418	6500	4160	54	26	18	168	183	Rim	363	12	2	56	35.2%
30	6505	6699	4287.36	56	27	19	175	191	Rim	363	12	7	50	34.1%
31	6620	6825	4368	58	29	21	183	198	Rim	372	12	7	68	34.0%
32	5100	8100	5184	54	26	18	168	183	Rim	363	12	20	26	-1.6%
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34	3072	3100	1984	54	26	18	168	183	Disc	363	10	7	72	35.4%
35	1999	3199	2047.36	56	27	19	175	191	Disc	363	10	0	100	-2.4%
36	3250	3399	2175.36	58	29	21	183	198	Disc	372	10	11	81	33.1%
37	3250	3399	2175.36	60	29	21	191	206	Disc	374	10	9	129	33.1%
38	3222	3350	2144	50	26	18	152	175	Disc	363	12	1	22	33.5%
39	3222	3350	2144	54	26	18	168	183	Disc	363	12	11	103	33.5%
40	3250	3399	2175.36	56	27	19	175	191	Disc	363	12	18	78	33.1%

**Copilot** PREVIEW

formula:

- Subtracts the value in the "Production Cost" column from the value in the "Current Price" column for the current row.
- Divides the result by the value in the "Current Price" column for the current row.
- Formats the result as a percentage with one decimal place.

AI-generated content may be incorrect

Insert column

Done! I inserted 'Profit Margin' to column Q.

Undo

AI-generated content may be incorrect

Change topic

Show data insights

Show suggestions for formula columns

How can I highlight, filter, and sort data?

Using this workbook

Ask a question or make a request about data in a table

0/2000

# Copilot in Excel



Format and Filter

Copilot highlights, filters, and sorts your Excel data

Clipboard: Undo, Paste, Copy, Format Painter. Font: Aptos Narrow (Bod...), 11, Bold, Italic, Underline, Paragraph. Alignment: Wrap Text, Merge & Center. Number: Percentage, \$, %, 00, 00. Styles: Conditional Formatting, Format As Table, Cell Styles. Cells: Insert, Delete, Format. Editing: AutoSum, Clear, Sort & Find & Filter, Select. Sensitivity: Sensitivity, Add-ins. Copilot.

R4 =([@Current Price]) - [Production Cost]) / [Production Cost]

	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Wheel size	Weight	Min Rider Height	Max Rider Height	Brakes	Fork Length	# of Gears	Quantity on Hand	YTD Quantity Sold	Profit Margin	Cost Price Difference	Inventory Value	Model ID	Bike Type	
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4	26	18	168	183	Rim	363	10	6	6	21.2%	26.9%	10716	R1-54	Road	
5	27	19	175	191	Rim	363	10	8	89	21.8%	27.9%	14736	R1-56	Road	
6	29	21	183	198	Rim	372	10	10	15	25.7%	34.6%	19810	R1-58	Road	
7	29	21	191	206	Rim	374	10	16	109	25.7%	34.6%	31696	R1-60	Road	
8	26	18	152	175	Rim	363	12	13	26	26.7%	36.4%	85098	R2-50	Road	
9	26	18	168	183	Rim	363	12	3	47	26.7%	36.4%	19638	R2-54	Road	
10	27	19	175	191	Rim	363	12	4	59	27.7%	38.3%	26904	R2-56	Road	
11	29	21	183	198	Rim	372	12	7	73	28.5%	39.9%	48874	R2-58	Road	
12	29	21	191	206	Rim	374	12	13	8	28.5%	39.9%	90766	R2-60	Road	
13	26	18	152	175	Rim	363	12	17	0	-1.6%	-1.6%	86700	R100-50	Road	
14	26	18	152	175	Rim	363	13	20	106	34.6%	52.8%	195620	R200-50	Road	
15	26	18	168	183	Rim	363	13	20	4	34.6%	52.8%	195620	R200-54	Road	
16	29	21	183	198	Rim	372	12	3	106	34.9%	53.6%	24765	R100-58	Road	
17	29	21	191	206	Rim	374	12	3	47	34.9%	53.6%	24765	R100-60	Road	
18	29	21	191	206	Rim	374	12	20	122	34.0%	51.6%	132400	R435-60	Road	
19	27	19	175	191	Rim	363	12	13	92	34.4%	52.5%	105313	R100-56	Road	
20	27	19	175	191	Rim	363	13	10	103	31.5%	46.0%	98120	R200-56	Road	
21	29	21	183	198	Rim	372	13	10	13	28.9%	40.7%	99020	R200-58	Road	
22	29	21	191	206	Rim	374	13	7	1	28.9%	40.7%	69314	R200-60	Road	
23	26	18	152	175	Rim	363	10	5	9	28.7%	40.2%	18845	R335-50	Road	
24	26	18	168	183	Rim	363	10	15	133	28.7%	40.2%	56535	R335-54	Road	
25	27	19	175	191	Rim	363	10	10	144	33.0%	49.3%	38210	R335-56	Road	
26	29	21	183	198	Rim	372	10	17	73	31.4%	45.9%	66640	R335-58	Road	
27	29	21	191	206	Rim	374	10	7	11	31.4%	45.9%	27440	R335-60	Road	
28	26	18	152	175	Rim	363	12	1	26	35.2%	54.3%	6418	R435-50	Road	
29	26	18	168	183	Rim	363	12	2	56	35.2%	54.3%	12836	R435-54	Road	
30	27	19	175	191	Rim	363	12	7	50	34.1%	51.7%	45535	R435-56	Road	
31	29	21	183	198	Rim	372	12	7	68	34.0%	51.6%	46340	R435-58	Road	
32	26	18	168	183	Rim	363	12	20	26	-1.6%	-1.6%	102000	R100-54	Road	
33	26	18	152	175	Disc	363	10	20	109	35.4%	54.8%	61440	M1-50	Mountain	
34	26	18	168	183	Disc	363	10	7	72	35.4%	54.8%	21504	M1-54	Mountain	
35	27	19	175	191	Disc	363	10	0	100	-2.4%	-2.4%	0	M1-56	Mountain	
36	29	21	183	198	Disc	372	10	11	81	33.1%	49.4%	35750	M1-58	Mountain	
37	29	21	191	206	Disc	374	10	9	129	33.1%	49.4%	29250	M1-60	Mountain	
38	26	18	152	175	Disc	363	12	1	22	33.5%	50.3%	3222	M2-50	Mountain	

Copilot PREVIEW

the corresponding bike type in the bike inventory table (Table1) using the product ID of the sale.

```
Bike Type
=XLOOKUP([Product ID],Table1[Model ID],Table1[Bike Type])
```

Explain formula AI-generated content may be incorrect

Insert column

Done! I inserted 'Bike Type' to column E.

Undo AI-generated content may be incorrect

Change topic

Show data insights

Show suggestions for formula columns

How can I highlight, filter, and sort data?

Using this workbook

Ask a question or make a request about data in a table

# Copilot in Excel



Identify Insights

**Ask Copilot questions about your Excel data to identify insights and populate charts and PivotTables**

Clipboard: Undo, Paste, Cut, Copy, Format Painter. Font: Aptos Narrow (Bod...), 11, Bold, Italic, Underline, Text Color, Background Color. Alignment: Wrap Text, Merge & Center. Number: Percentage, Currency, Percent, Thousand Separator, Decimal Places. Styles: Conditional Formatting, Format As Table, Cell Styles. Cells: Insert, Delete, Format. Editing: AutoSum, Clear, Sort & Find & Filter, Select. Sensitivity: Sensitivity. Add-ins: Add-ins, Copilot.

R10 =([@Current Price]) - [Production Cost]) / [Production Cost]

Frame Size	Wheel size	Weight	Min Rider Height	Max Rider Height	Brakes	Fork Length	# of Gears	Quantity on Hand	YTD Quantity Sold	Profit Margin	Cost Price Difference	Inventory Value	Model ID	Bike Type
50	26	18	152	175	Rim	363	10	9	140	21.2%	26.9%	16074	R1-50	Road
54	26	18	168	183	Rim	363	10	6	6	21.2%	26.9%	10716	R1-54	Road
56	27	19	175	191	Rim	363	10	8	89	21.8%	27.9%	14736	R1-56	Road
58	29	21	183	198	Rim	372	10	10	15	25.7%	34.6%	19810	R1-58	Road
60	29	21	191	206	Rim	374	10	16	109	25.7%	34.6%	31696	R1-60	Road
50	26	18	152	175	Rim	363	12	13	26	26.7%	36.4%	85098	R2-50	Road
54	26	18	168	183	Rim	363	12	3	47	26.7%	36.4%	19638	R2-54	Road
56	27	19	175	191	Rim	363	12	4	59	27.7%	38.3%	26904	R2-56	Road
58	29	21	183	198	Rim	372	12	7	73	28.5%	39.9%	48874	R2-58	Road
60	29	21	191	206	Rim	374	12	13	8	28.5%	39.9%	90766	R2-60	Road
50	26	18	152	175	Rim	363	12	17	0	-1.6%	-1.6%	86700	R100-50	Road
50	26	18	152	175	Rim	363	13	20	106	34.6%	52.8%	195620	R200-50	Road
54	26	18	168	183	Rim	363	13	20	4	34.6%	52.8%	195620	R200-54	Road
58	29	21	183	198	Rim	372	12	3	106	34.9%	53.6%	24765	R100-58	Road
60	29	21	191	206	Rim	374	12	3	47	34.9%	53.6%	24765	R100-60	Road
60	29	21	191	206	Rim	374	12	20	122	34.0%	51.6%	132400	R435-60	Road
56	27	19	175	191	Rim	363	12	13	92	34.4%	52.5%	105313	R100-56	Road
56	27	19	175	191	Rim	363	13	10	103	31.5%	46.0%	98120	R200-56	Road
58	29	21	183	198	Rim	372	13	10	13	28.9%	40.7%	99020	R200-58	Road
60	29	21	191	206	Rim	374	13	7	1	28.9%	40.7%	69314	R200-60	Road
50	26	18	152	175	Rim	363	10	5	9	28.7%	40.2%	18845	R335-50	Road
54	26	18	168	183	Rim	363	10	15	133	28.7%	40.2%	56535	R335-54	Road
56	27	19	175	191	Rim	363	10	10	144	33.0%	49.3%	38210	R335-56	Road
58	29	21	183	198	Rim	372	10	17	73	31.4%	45.9%	66640	R335-58	Road
60	29	21	191	206	Rim	374	10	7	11	31.4%	45.9%	27440	R335-60	Road
50	26	18	152	175	Rim	363	12	1	26	35.2%	54.3%	6418	R435-50	Road
54	26	18	168	183	Rim	363	12	2	56	35.2%	54.3%	12836	R435-54	Road
56	27	19	175	191	Rim	363	12	7	50	34.1%	51.7%	45535	R435-56	Road
58	29	21	183	198	Rim	372	12	7	68	34.0%	51.6%	46340	R435-58	Road
54	26	18	168	183	Rim	363	12	20	26	-1.6%	-1.6%	102000	R100-54	Road
50	26	18	152	175	Disc	363	10	20	109	35.4%	54.8%	61440	M1-50	Mountain
54	26	18	168	183	Disc	363	10	7	72	35.4%	54.8%	21504	M1-54	Mountain
56	27	19	175	191	Disc	363	10	0	100	-2.4%	-2.4%	0	M1-56	Mountain
58	29	21	183	198	Disc	372	10	11	81	33.1%	49.4%	35750	M1-58	Mountain
60	29	21	191	206	Disc	374	10	9	129	33.1%	49.4%	29250	M1-60	Mountain
50	26	18	152	175	Disc	363	12	1	22	33.5%	50.3%	3222	M2-50	Mountain
54	26	18	168	183	Disc	363	12	11	103	33.5%	50.3%	35442	M2-54	Mountain
56	27	19	175	191	Disc	363	12	18	78	33.1%	49.4%	58500	M2-56	Mountain

Copilot PREVIEW

Try Sydney Use skill directly
Done! I applied a filter on the Inventory Value column to show only rows where the value is greater than 100000. Is there anything else you need help with?

more than 50k
Done! I applied a filter on the Inventory Value column to show only rows where the value is greater than 50000. Is there anything else you need help with?

Change topic
Show items with 'ID' of '1101' Bold the first column

Using this workbook
Ask a question or make a request about data in a table

# Next steps



## Copilot

### Continue using Copilot

Practice prompting and share the results with your peers.

### Resources

- Educator Course: [aka.ms/CopilotforEducators](https://aka.ms/CopilotforEducators)
- Course: [Enhance Teaching and Learning with Bing Chat](#)
- Course: [Exploring Generative AI with Copilot in Bing](#)
- Documentation: [aka.ms/Copilot/Docs](https://aka.ms/Copilot/Docs)
- New Features: [aka.ms/Copilot/FeaturesList](https://aka.ms/Copilot/FeaturesList)
- Video for educators: [aka.ms/Copilot/EDUVideo](https://aka.ms/Copilot/EDUVideo)
- Website: [aka.ms/Copilot/Website](https://aka.ms/Copilot/Website)
- Announcement blog: [aka.ms/CopilotExpansionEDU](https://aka.ms/CopilotExpansionEDU)
- 5 ways to use Copilot in Education: [5 ways to use Copilot in education #shorts](#)



THANK  
YOU





**Demo**