

Getting started with MS Copilot



What we will cover today

1. What is Copilot
2. Different 'versions'
3. Practical use cases
4. Some tips re 'prompts'
5. Hands on time throughout
6. Paid version demo

** We're including some slides from Microsoft's new 'Microsoft 365 Copilot QuickStart Training for Nonprofits: Learn to integrate Microsoft 365 Copilot in your work' and will share links to future sessions*



What is Copilot?

This is what Copilot says....

Microsoft Copilot is an AI-powered companion designed to assist with a wide range of tasks and provide valuable information. It's like having a knowledgeable and friendly helper at your side, ready to support you with everything from answering questions and brainstorming ideas to offering advice and creative inspiration.

Powered by ChatGPT-4 (developed by Open AI) and Claude.ai (Anthropic, for some specialised coding tasks)



Generative AI

Text based prompts to generate...

- ✓ More text!
- ✓ Images
- ✓ Video
- ✓ Speech (voice)
- ✓ Customer service chatbots
- ✓ Fixing code

And much more. Watch a brief video explainer [here](#).

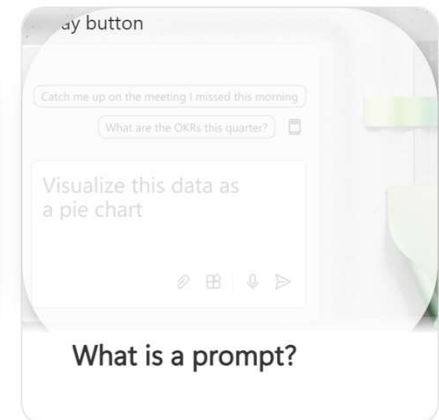
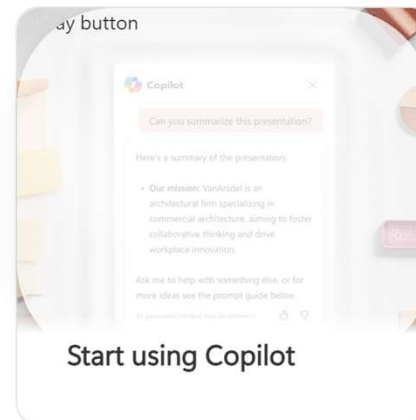
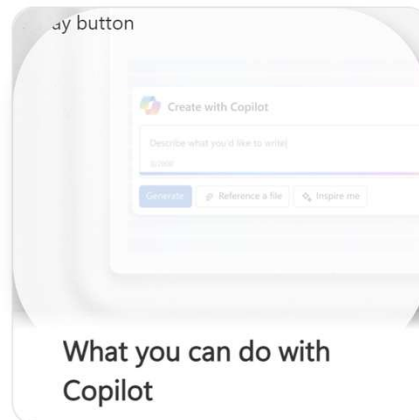
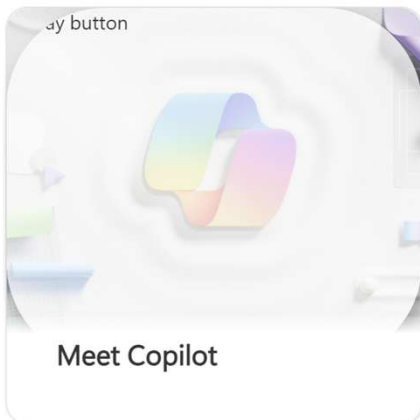


[Start your Microsoft Copilot learning journey](#)

[Explore in products](#) ▾ [Prompts to try](#) [Getting started](#) ▾ [What's new](#)

Copilot Lab

Start your Copilot journey



Different versions



Copilot Chat







(part of your M365 subscription)



+ New chat   

Microsoft's enterprise compliance standards apply to this chat. Use discretion when sharing personal and organisational data.

Copilot

Your everyday AI companion

-  Code a binary search in Python
Write a Python script to perform binary search
-  Create a pop art image
Create a pop art image of a woman wearing sunglasses and a beret
-  Help me stop procrastinating
What are 5 - 6 ways to beat procrastination?
-  There once was an AI poet...
Write a funny limerick about me
-  What's getting stronger, faster, better?
What are some cutting-edge technologies in sports?
-  Improve my writing
Can you help me edit a draft of my document if I upload or paste it?

Message Copilot...  



Copilot M365

paid licence (circa £30 per month ex VAT – *now with a 15% discount for non profits*)

Work

Web

+ New chat



Your AI assistant for work

Get calendar info

When's my next meeting with
c Clare Chamberlain ?

Stay informed

What's the latest from
c Clare Chamberlain ,
organised by emails, chats, and
files?

Find the right questions

Suggest common questions that
can be asked to get a retrospective
started with my colleagues.

Understand the main points

Give me a bulleted list of key
points from file

Jump-start a draft

Create an FAQ based on doc

Track your tasks

What should be on my radar from
emails last week?

View prompts

Message Copilot

Add people, files and more for better results

0 / 16000



CoPilot (free) v CoPilot (paid)

Your plan: M365 Copilot (Basic) responds using web data, your uploads, and content you're viewing in the app. AI-assisted file editing included. Availability may be limited during peak demand.

LO

Lifelong Learner U
M365 Copilot (Basic) ⓘ

...

Your plan: Microsoft 365 Copilot—answers are powered by Work IQ which reasons over your meetings, emails, chats, files and more.



Paul Firby

M365 Copilot (Premium) ⓘ

...



Top 10 to "Try First"

with Microsoft 365 Copilot

Foundational skills for new users

** Slide from 'Microsoft 365 Copilot QuickStart Training for Nonprofits: Learn to integrate Microsoft 365 Copilot in your work'*



1

Recap a meeting

– let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.

- Draft an email with notes and action items from meeting



2

Summarize an email thread

– get quickly caught up to a long, complex email thread.

- Click on the Summarize icon



3

Draft email

– personalize the tone and length.

- Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.



4

Summarize a document

– get right down to business by summarizing long documents and focusing on the relevant sections.

- Give me a bulleted list of key points from file



5

Tell me about a topic/project

– provide insights and analysis from across multiple sources to get up to speed quickly.

- Tell me what's new about topic organized by emails, chats, and files?



6

Give me some ideas for ...

– boost your creativity with ideas for your work such as agendas, product names, social media posts, etc.

- Suggest 10 compelling taglines based on file



7

Help me write ...

– jumpstart creativity and write and edit like a pro by getting a first draft in seconds.

- Generate three ways to say [x]



8

What did they say ...

– when you vaguely remember someone mentioning a topic, have Copilot do the research.

- What did person say about topic



9

Revise this content

– when you've got a rough draft of an idea, turn it into usable text and then vary the length and tone.

- Rewrite with Copilot



10

Translate a message

– with organisations becoming increasingly international, it's important to be able to read or write messages in other languages.

- Translate the following text into French:

For more prompts, visit Copilot Lab at: aka.ms/CopilotLab

Introducing prompts

Define

1. Expertise you need
2. Your task
3. Objective
4. Relevant context
5. Output/format you want

[Copilot tutorial: What is a prompt? - Microsoft Support](#)

Talk to it

- ✓ For this task act as an expert in...
- ✓ You will need to be...
- ✓ Your task is to...
- ✓ Be aware of...
- ✓ Our audience is...
- ✓ Include/exclude...
- ✓ Give me the output in this format...





The art and science of prompting

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.

** Slide from 'Microsoft 365 Copilot QuickStart Training for Nonprofits: Learn to integrate Microsoft 365 Copilot in your work'*

1. Tell Copilot what you need

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



2. Include the right prompt ingredients

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

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 for a meeting with Client X to discuss their "Phase 3+" brand campaign. Focus on Email and Teams chats since June. 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

** Slide from 'Microsoft 365 Copilot QuickStart Training for Nonprofits: Learn to integrate Microsoft 365 Copilot in your work'*

Suggested Copilot prompts

The screenshot displays the Copilot Prompt Gallery interface. At the top, there are three tabs: "Microsoft prompts" (selected), "Your prompts", and "Team prompts". Below the tabs are four filter dropdowns: "App", "Task", "Job type", and "Copilot agent". The main area contains a grid of 12 prompt cards, each with a title, a description, and a small icon.

App	Task	Job type	Copilot agent
Stay informed	Name a product	Generate ideas	Get a to-do list
Create presentations	Write more confidently	Find specific information	Draft an email
Write a formula	Create an agenda	Draft an agenda	Find the right questions

Stay informed
What's the latest from `person`, organized by emails, chats, and files?

Name a product
Suggest a list of product names for a state-of-the-art toaster that is energy efficient and stylish.

Generate ideas
Suggest inexpensive ways to optimize our website for organic search.

Get a to-do list
Get a to-do list from my Fabrikam client meetings.

Create presentations
Create a presentation from `file`

Write more confidently
How can I more concisely describe `[time management]`?

Find specific information
What does the document say about `[roles and responsibilities]`?

Draft an email
Write an email congratulating my team on the end of the fiscal year.

Write a formula
Write a formula `[for the average of each column]`

Create an agenda
Add a meeting agenda based on my prior meeting notes with `[World Wide Importers]`

Draft an agenda
Draft an agenda for `[the team retrospective meeting]`

Find the right questions
Suggest common questions that can be asked to get a retrospective started with my colleagues

[Copilot Prompt Gallery](#)





The art and science of prompting

[Copilot tutorial: What makes a good prompt? - Microsoft Support](#)

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

3. 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

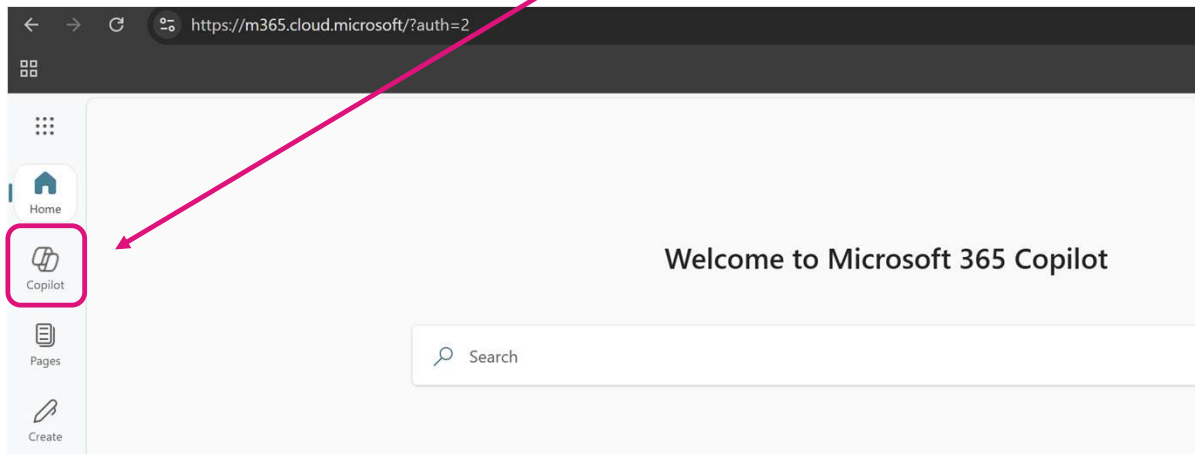
Present a technical problem, then narrow it down, or ask for step-by-step guidance.

** Slide from 'Microsoft 365 Copilot QuickStart Training for Nonprofits: Learn to integrate Microsoft 365 Copilot in your work'*

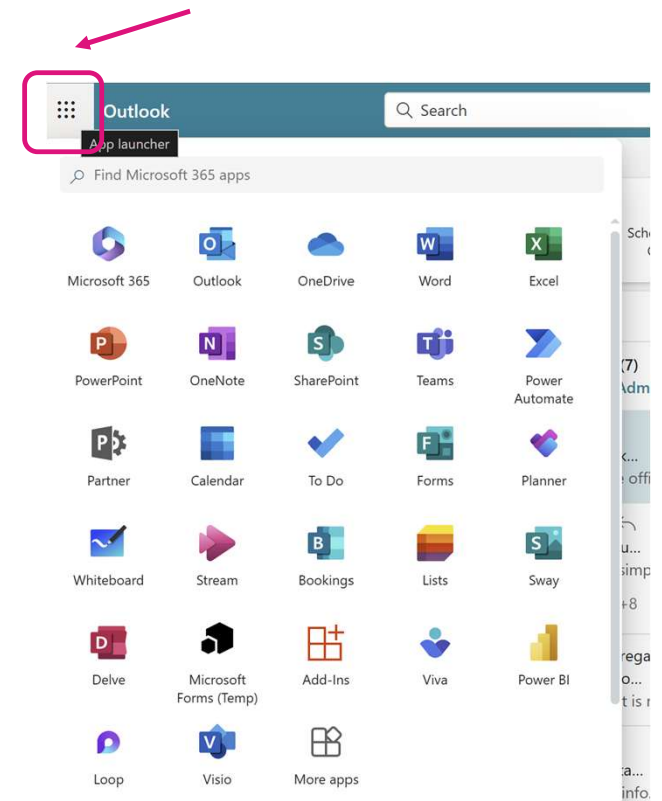
Let's all open
Copilot (free version)



Either find Copilot from your M365 landing page (www.office.com) once signed in



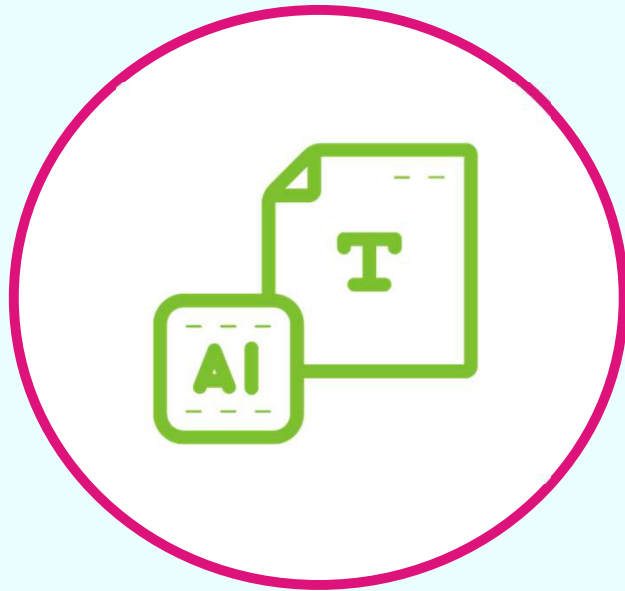
Or if using any of your M365 apps in the browser – click on the App launcher and select or search for Copilot



Let's have some
hands on time
looking at a
range of use
cases



1



Drafting an email



Exercise: Draft an email to an invite to an upcoming AGM (or similar event). Ask for two different versions for different audiences e.g. members and partners.



Free version response

h me asap.

Sun 07/06/2026 15:58

Copilot

I've drafted an email for you to [Paul Firby](#) and populated it with his work address (paulfirby@superhighways.org.uk). [office](#)

Subject: Request for help with my WordPress project

Email body

Hi Paul,

I hope you're well.

I'm currently working on a WordPress project and was hoping to get your advice. I remember you having strong experience in this area, and I'd really value your input.

I'm particularly looking for guidance on a few aspects I'm finding challenging, and even a short discussion would really help me move things forward.

Please let me know if you might have some time in the coming days for a quick chat.

Thanks in advance, and I'd really appreciate your help.

Best regards,
Lifelong Learner 01

You can use this draft as a starting point and edit it before sending.

Tip: If you want a higher response rate, I can tailor a version that:

- Mentions the exact WordPress issue (themes, plugins, SEO, hosting, etc.)
- Suggests specific times to meet

Message Copilot

+

AI-generated content may be incorrect

and data skills



Paid version response

Send [dropdown]

To _____ Bcc _____

Cc _____


Help with my WordPress project Draft saved at 1:08 PM

Hi,

I hope you're well. I'm working on a WordPress project at the moment and was wondering if you'd be able to help me.


I could use some support with setup and development, and I'd really value your advice and expertise. If you're available, I'd be happy to share a bit more detail about what I'm trying to achieve and discuss how we might work together.

Thanks very much for considering this, and no worries at all if your schedule is too full right now.



Paul Firby
Tech Development Advisor
Superhighways
I work part-time, Tue, Wed & Thu

Tel 020 8152 8825
[Superhighways | Datwise London](#)
[LinkedIn](#) | [Bluesky](#)
[Book our digital & data training](#)
[Sign up to our eNews](#)
[Explore our 2025 Impact Report Highlights](#)




Copilot [close]

[Menu] [Checkmark] [Share] [Dropdown] [More]

Today _____

Help me write an email to Ill, asking for elp with my wordpress project

 Copilot

Your email draft has been written and saved.

If you'd like, I can:

- Personalise the tone (more casual or more formal)
- Address it directly to a specific person
- Add brief details about the WordPress issue (theme, plugins, fixes, build, etc.)
- Tighten it up to be shorter and more direct

Just tell me what you want to adjust.

[Copy] [Like] [Comment] [Refresh] [More]

Make it more casual

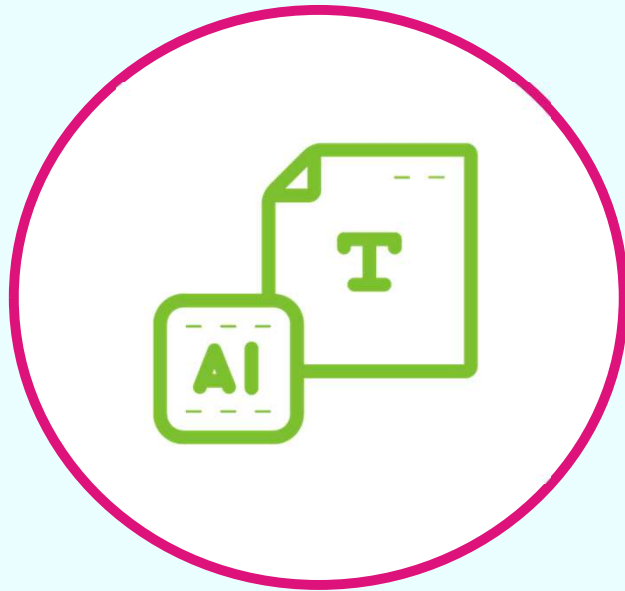
Add details about the WordPress issue

Shorten and tighten the email

What do you want this email to say?

[+] [Copilot icon] [Close] [Microphone]

2



**Summarising
a report or
web article**



Please summarise the KVA strategy attachedpdf-version-kva-strategy.pdf



Copilot

The **Kingston Voluntary Action (KVA) Strategy 2025-2028** document outlines a comprehensive plan aimed at fostering stronger organisations and healthier communities. Here are the key points:

Foreword and Introduction

- **Foreword by the Chair:** Nigel Newby, the Chair of Trustees, introduces the strategy, emphasizing KVA's commitment to supporting community groups, charities, and not-for-profit organisations in Kingston and across London ¹.
- **Our Story:** KVA's journey began in 1968, evolving to meet the changing needs of the community and the voluntary sector ¹.


Vision, Mission, Values, and Strategic Aims

- **Vision:** Empower communities and individuals to drive social change towards a fairer, more inclusive, healthier, and happier society ¹.

Can you provide more details on the funding strategy?

What are the main challenges KVA anticipates?

How will KVA support mental health initiatives?

 View prompts

Message Copilot

 Add content

0 / 16000



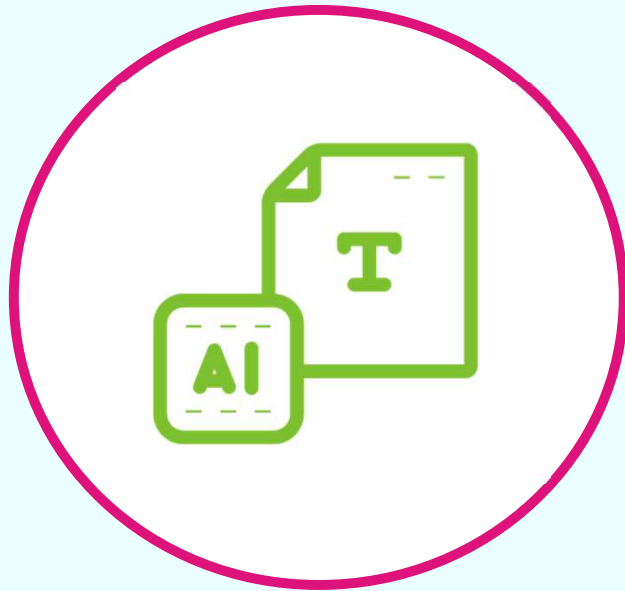
Upload your document to summarise



Exercise: Upload a report of your choice and / or paste a link to a specific web page and ask Copilot to summarise for you.



3



Creating
copy for
social media
posts



Promoting a website page via Social Media

We asked CoPilot to read a recent Superhighways website entry and suggest a series of Social media posts for Facebook, X, etc

Our prompt:

For this task act as an expert in: UK charities, Social media in the UK, best practice in UK charities social media use, the demographics of different users for each Social media platform

You will need to be: detailed, honest, creative, articulate

Please read the blog post uploaded from the Superhighways web site and then:

Your task is to: create a series of social media posts that will encourage readers to visit the blog post on the superhighways website. The social media posts will be for the charities account on Facebook, LinkedIn, Twitter/X, Instagram, Snapchat and TikTok.

For each: create a post that targets the most likely demographic to responds to the post and that will then read the blog post.

For each result: please give 5 appropriate hashtags that should be attached to the post, a different image or graphic for each and explain which demographic is being targeted

Give the output in the format of a series of different social media posts that can be quickly copied and pasted to the appropriate platforms.



When prompted CoPilot said



Here's a set of social media posts tailored for each platform, aimed at staff and volunteers in small charities and community organisations, promoting the blog on website accessibility:

X (Twitter): "Making your website accessible doesn't have to cost the earth! Check out our simple tips and free tools to improve your site for everyone. 🚀 Read more: [link] #AccessibilityMatters #SmallCharities #MakeADifference"

LinkedIn: "Website accessibility is crucial to reaching everyone in your community. This blog highlights free, easy-to-use tools that small charities can use to make their sites more inclusive. Explore colour contrast checkers, alt-text tips, and more! 🌟 Read the full guide here: [link] #WebsiteAccessibility #CharityTech #DigitalInclusion"

Facebook: "Does your website welcome everyone? Our new blog offers practical, free tools to improve accessibility—making a big difference to your community! 📄 Simple, effective changes like alt-text and design tweaks can make all the difference. Take a look: [link] #InclusiveWeb #SmallCharities #TechForGood"

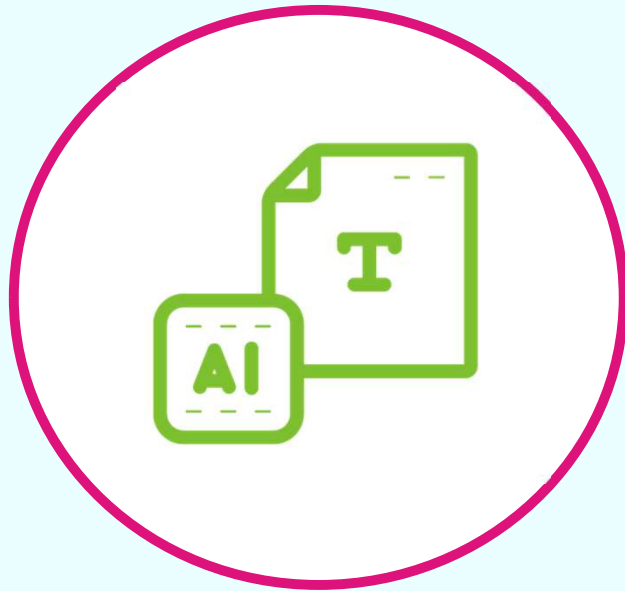
Instagram: "Your website should be accessible to *everyone*! We've gathered free, easy-to-use tools to help small charities improve their sites—without the cost. 💡 Start making your website more inclusive today. Head to the link in bio to learn more! #AccessibilityMatters #CharityTech #MakeADifference #DigitalInclusion"



Exercise: Ask Copilot to construct a social media post to promote a service or event on your website (paste the link to that page in your prompt)



4



Researching
/ information
gathering



Tell me about children living in poverty in London?

My prompt to Copilot after first return

This data is a bit out of date. Are there more recent statistics from 2023 and 2024?

Certainly! Here are some more recent statistics on child poverty in London:

[As of 2023, around 700,000 children in London are living in poverty after housing costs¹.](#)

[The poverty rate for children in London remains high, with 33% of children aged 5-9 living in poverty².](#)

[Certain boroughs, such as Tower Hamlets, continue to have particularly high rates of child poverty³.](#)

[The cost of living crisis has further impacted families, making it increasingly difficult for many to afford basic necessities⁴⁵.](#)

If you need more detailed information or have specific questions, feel free to ask!

Learn more

- 1  london.gov.uk
- 2  trustforlondon.org.uk
- 3  trustforlondon.org.uk
- 4  jrf.org.uk
- 5  researchbriefings.files.parliament.uk [— see less](#)

    AI-generated content may be incorrect

Exercise: Ask Copilot to tell you about a specific topic – e.g. evidencing need for a funding bid



5



Analysing data



An example: Getting a quick summary of our course attendee survey results

- ✓ Downloaded the survey data
- ✓ Removed any personal information
- ✓ Uploaded to AI (CoPilot and Claude so far)
- ✓ Detailed Prompt:
 - For this task act as an expert in: online training, uk charities, data analysis, technology available to charities in the uk for free. you will need to be: creative, honest. Your task is to: Give me a detailed summary of the attached survey data which is feedback from attendees on our online courses held in the UK between May 24 and July 24. We want to know the summary of the replies, what can be improved, what attendees liked, what they didn't like, which courses seemed popular, which seemed unpopular, what courses we should consider running next. for each result, please give the number of survey responses that have help you come to that conclusion. Give the output in the format of a table



CoPilot analysis of survey data

Summary of Survey Responses

Table

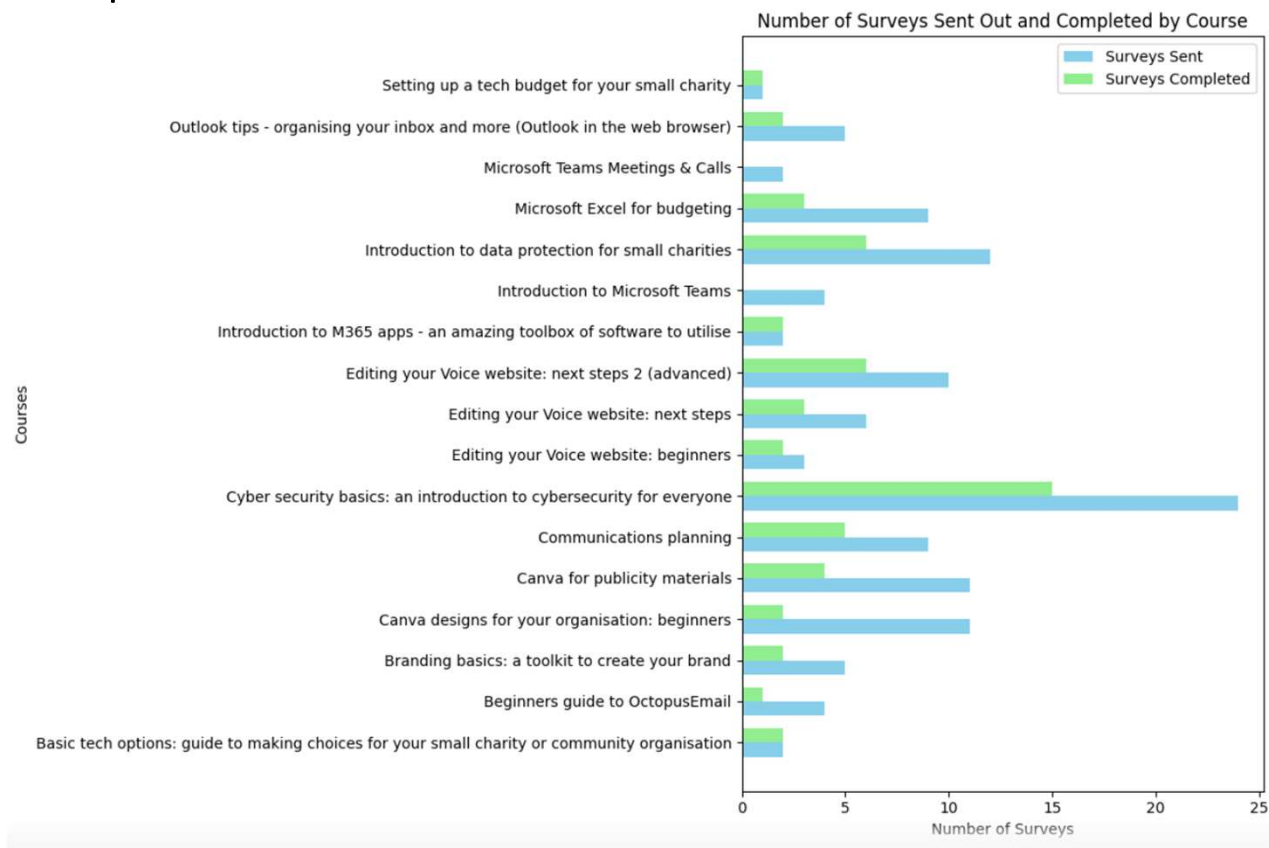


Aspect	Summary	Number of Responses
Overall Satisfaction	Most attendees rated the sessions highly, with many giving a score of 4 or 5 out of 5.	50
Popular Courses	“Cyber Security Basics” and “Editing your Voice Website: Next Steps” were particularly popular, receiving high ratings and positive comments.	20
Unpopular Courses	“Communications Planning” had mixed reviews, with some attendees feeling it did not meet their specific needs.	5
Liked Aspects	Attendees appreciated the practical nature of the sessions, the knowledgeable trainers, and the opportunity to apply what they learned immediately.	30
Disliked Aspects	Some attendees felt the sessions were too short and suggested extending the duration to cover more material.	10
Suggestions for Improvement	Attendees suggested more time for Q&A, providing session recordings, and offering more advanced topics.	15
Future Course Suggestions	Topics like advanced cybersecurity, digital marketing, and data analysis were frequently mentioned as areas of interest for future training.	10



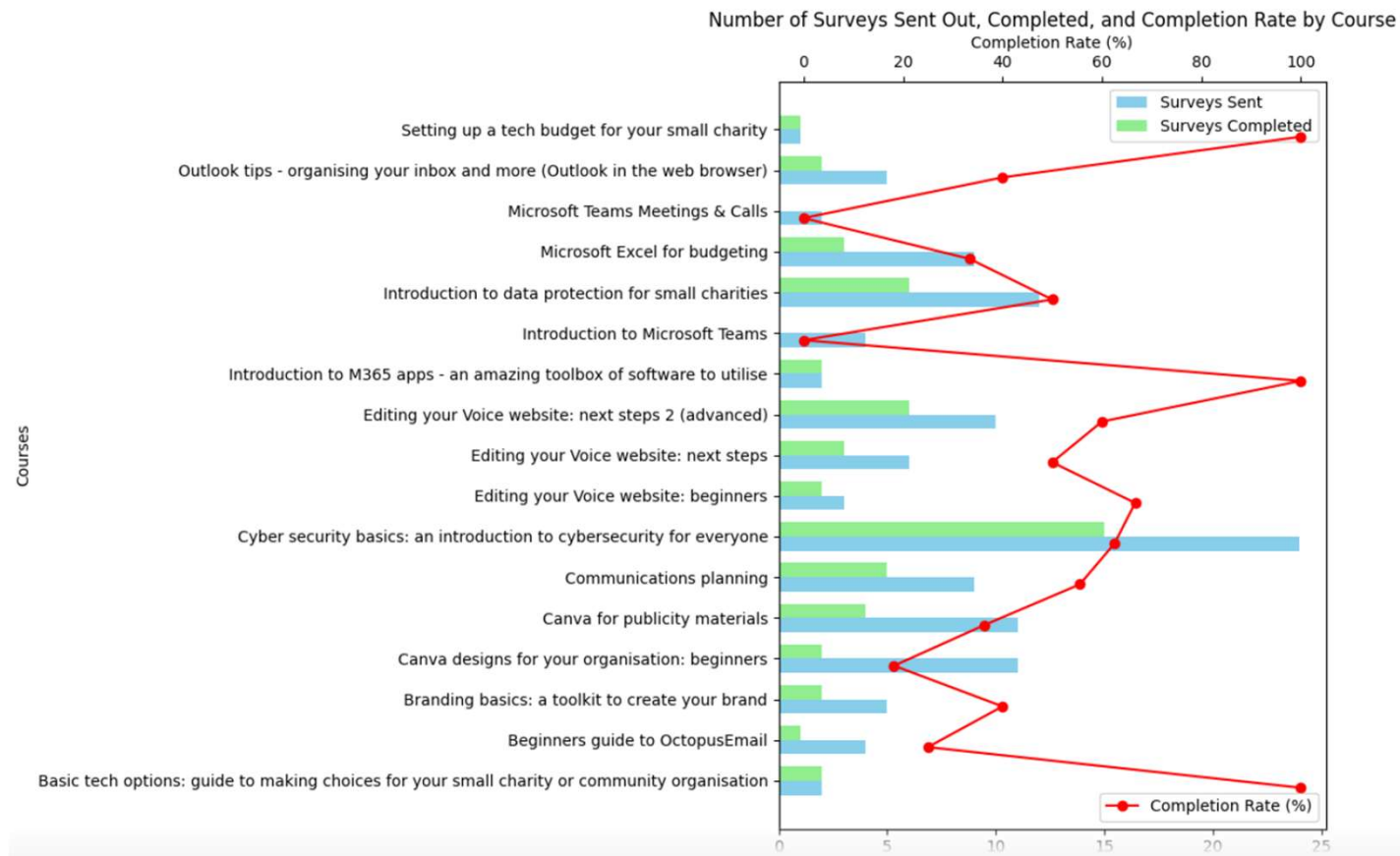
CoPilot generated graph

Prompt: graph the courses showing the number of surveys sent out and the number of surveys completed



CoPilot generated graph

Prompt: and can you add the percentage completion rate for each



6



Idea
generation /
brainstorming



Exercise: Ask Copilot to give you ideas for e.g. a new service you're planning or e.g. an agenda for an event or questions for an evaluation survey?



7



**Teams meetings
summaries &
actions: 2
options**



Content

Attendance

Notes AI notes Mentions Transcript



Save time with AI-powered meeting notes

With Teams Premium, AI can generate notes and suggest tasks for you to follow up on.

Try Premium for free

60-day trial, no card required
Terms of service

AI Recap – available in Teams Premium

<https://www.microsoft.com/en-gb/microsoft-teams/premium>


60 day free trial. Cost then £5.80 per user per month ex VAT

and M365 paid Copilot

Content

Attendance

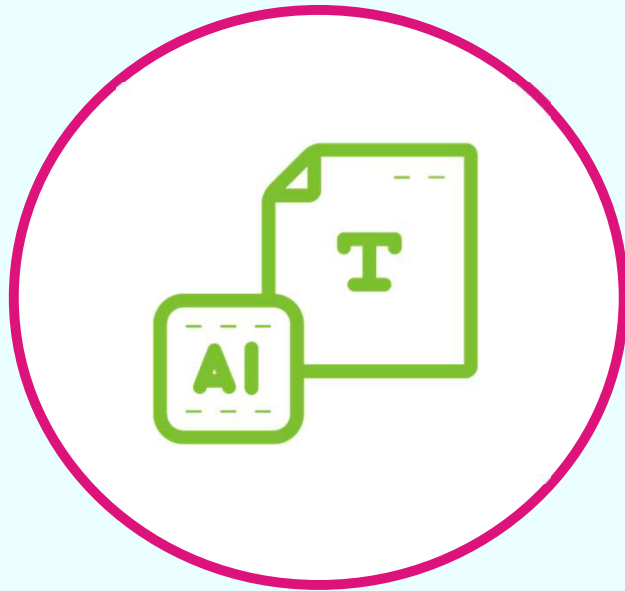
Notes AI notes Mentions Transcript



Get AI-powered meeting notes

Turn on transcription, and AI can generate notes and suggest tasks to follow up on.

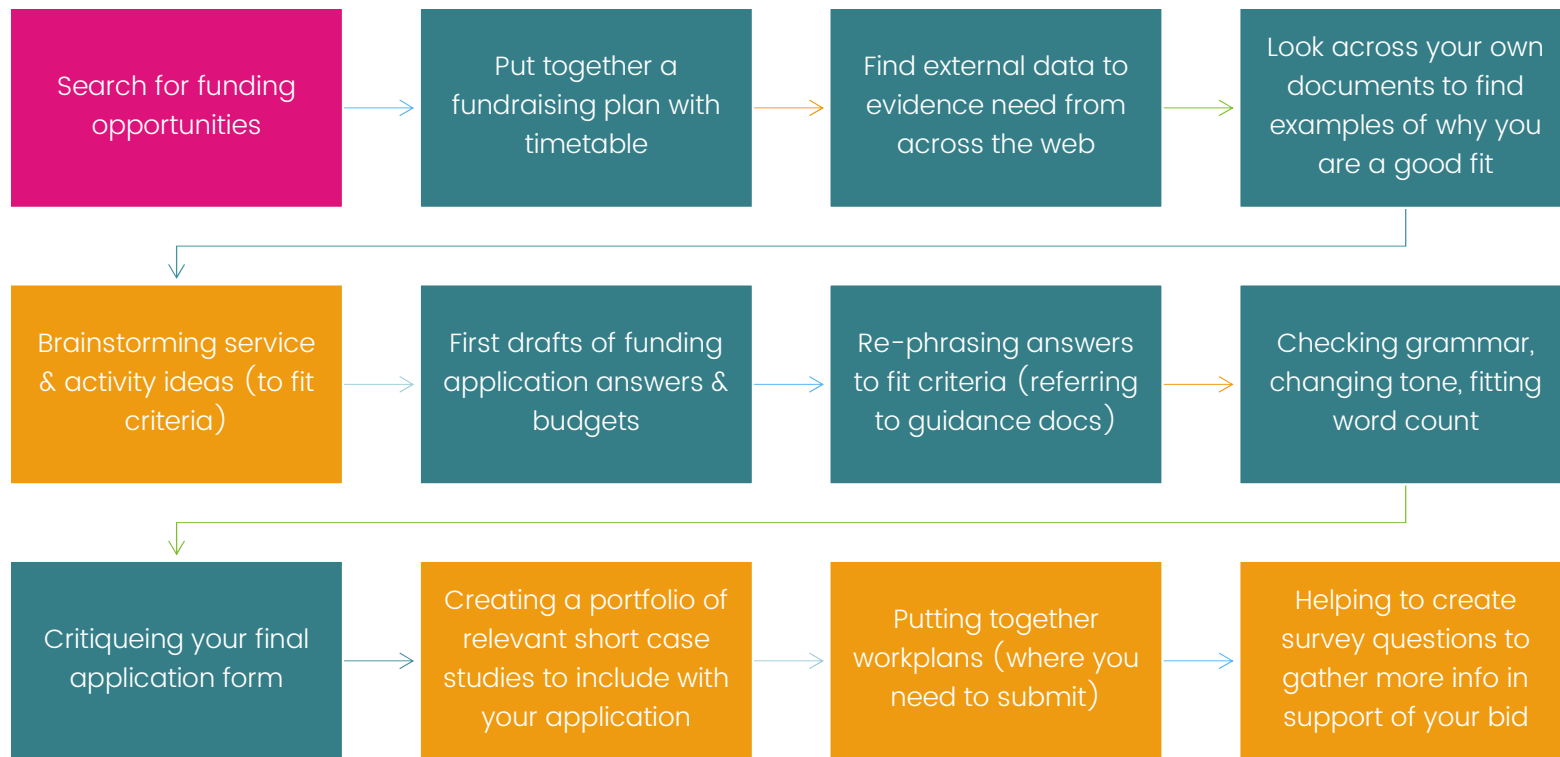
8



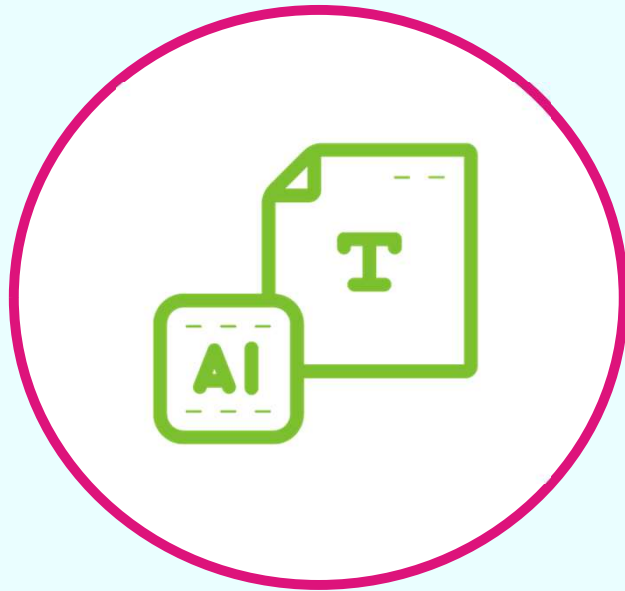
**Funding
applications
based on
organisational
docs**



How could you be using AI for fundraising?



9



Using with Excel
(free)



Free version - Excel

G15 =SUMIFS(tblExpenses[Amount],tblExpenses[Category],F15)

Monthly Market Expense Summary			
Total Expenses	£915.00		
Unpaid Expenses	£120.00		
Average Cost per Stallholder	£18.30		
Number of Expense Lines	4		

Month	Total Expenses	Unpaid Expenses	Cost per Stallholder
2026-07	£855.00	£120.00	£17.10
2026-08	£0.00	£0.00	£0.00
2026-09	£0.00	£0.00	£0.00
2026-10	£0.00	£0.00	£0.00
2026-11	£0.00	£0.00	£0.00
2026-12	£60.00	£0.00	£1.20
2027-01	£0.00	£0.00	£0.00
2027-02	£0.00	£0.00	£0.00
2027-03	£0.00	£0.00	£0.00
2027-04	£0.00	£0.00	£0.00
2027-05	£0.00	£0.00	£0.00
2027-06	£0.00	£0.00	£0.00

Category	Total Expenses
Venue hire	£650.00
Licences & permits	£0.00
Insurance	£0.00
Marketing & printing	£85.00
Equipment hire	£0.00
Security	£60.00
Waste collection	£120.00
Utilities	£0.00
Staff/volunteers	£0.00
First aid	£0.00
Transport	£0.00
Other	£0.00

Expenses by Market Month

Expenses by Category

I'd like to create a simple excel spreadsheet to track expenses for a small charity that organises a monthly market with 50 stallholders in London

Copilot

Reasoned in 3 steps >

Created the charity market expense tracker with:

- Expense Log table with dropdowns for categories, payment methods, stallholders, VAT, and paid status.
- Monthly Summary with KPIs and charts.
- Setup sheet with 50 stallholders and editable lists.

Current sample totals: **£855.00 expenses, £120.00 unpaid, £17.10 average cost per stallholder.**

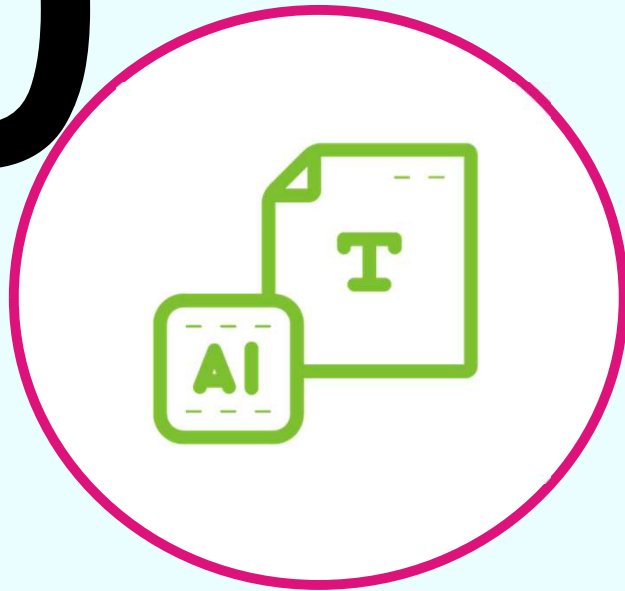
Market Month now calculates automatically from the Date field.

Done

Describe what you'd like to edit



10



Using with
Forms (paid)



Paid version – Forms

Forms Untitled form - Saved

Style Settings Preview **Collect responses** View responses

Remove the questions you don't want

Kew Village Market Visitor Survey
Thank you for visiting Kew Village Market! We would love to hear your thoughts about volunteering and your awareness of our charitable work. Your feedback helps us improve and continue supporting good causes.

1. How did you hear about Kew Village Market?
(Enter your answer)

2. Did you know that all monies raised at the market go to charity? *

Yes
 No

3. Would you be interested in volunteering at future markets? *

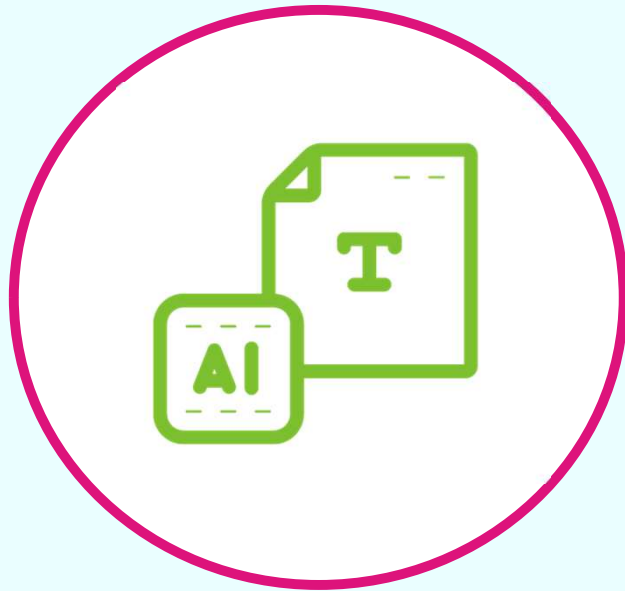
Yes
 No

< 1 of 1 > Edit prompt AI-generated content may be incorrect

Keep it Add more details for Copilot to fine tune the draft.



11



Using with PowerPoint



Free version – PowerPoint

The screenshot shows a PowerPoint presentation with five slides in the left-hand navigation pane. The main slide is titled "VOLUNTEER INVITATION" and features the headline "Kew Village Market needs people like you". Below the headline, it says "Help keep a friendly, volunteer-run market at the heart of Kew Village." and "First Sunday of the month · 10am–2pm · outside Kew Gardens Station". To the right of the text is a photograph of a busy outdoor market with people and stalls. The Copilot sidebar on the right contains the following text:

Create a 5 slide presentation about Kew Village Market using the information and images found here. Target the presentation to attracting volunteers - <https://kewvillagemarket.org/>

Copilot
Reasoned in 3 steps >
1 question answered

What visual direction should help Kew Village Market attract volunteers?
Editorial Local Heritage

Copilot
Reasoned in 4 steps >
2 questions answered

1. Should I use the Kew Village Market website as the main source for the deck?
Website plus web

2. Which message should be strongest for prospective volunteers?
Community connection
Edit v

Describe what you'd like to create or edit
+

AI-generated responses may be incorrect



12



**CoPilot Create
(paid)**



Create – images, video, posters



M365 Copilot (paid version) demo



Copilot M365 Pro paid licence
(circa £30 per month ex VAT
– 15% discount for non
profits)

**Looks across your work files
as well as the web**

The screenshot displays the Microsoft Copilot interface. At the top, there are tabs for 'Work' and 'Web', and a 'New chat' button with a shield icon. The main heading is 'Copilot' with the tagline 'Your AI assistant for work'. Below this, there are six suggestion cards arranged in a 2x3 grid:

- Get calendar info**: When's my next meeting with `c Clare Chamberlain` ?
- Stay informed**: What's the latest from `c Clare Chamberlain` , organised by emails, chats, and files?
- Find the right questions**: Suggest common questions that can be asked to get a retrospective started with my colleagues.
- Understand the main points**: Give me a bulleted list of key points from `file`
- Jump-start a draft**: Create an FAQ based on `doc`
- Track your tasks**: What should be on my radar from emails last week?

At the bottom right, there is a 'View prompts' button with a star icon. Below this is a text input area labeled 'Message Copilot' containing a dashed box with the text '+ Add people, files and more for better results'. The character count '0 / 16000' is shown at the bottom left of the input area, and icons for edit, share, and send are at the bottom right.

Copilot is also
integrated within
your M365 apps

Use Copilot to get more done in the tools you use everyday

Create

Summarize

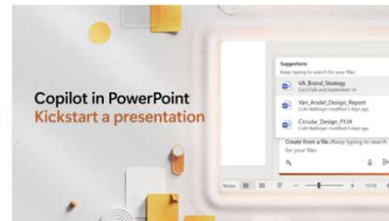
Communicate

Catch up

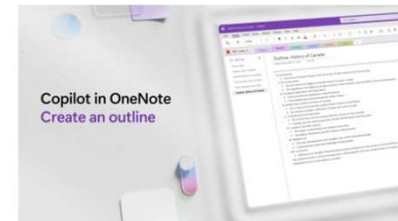
Ask and chat



Write faster



Kickstart a presentation



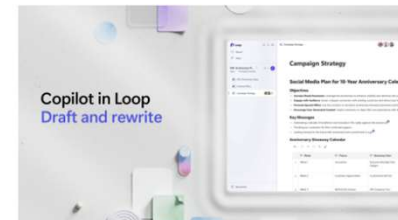
Create an outline with Copilot in OneNote



Create a branded presentation from a file



Create a presentation with a prompt



Draft and rewrite



Small charity example – creating presentations

The screenshot displays the Microsoft PowerPoint application window. The title bar reads "Presentation1 - PowerPoint". The ribbon includes tabs for File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Record, Review, View, and Help. The Home tab is active, showing options for Paste, Copy, Format Painter, New Slide, Reuse Slides, Section, Layout, Reset, and Slides. The Font section includes options for Bold, Italic, Underline, Strikethrough, Text Color, Font Color, and Font Size. The Paragraph section includes options for Text Direction, Align Text, and Convert to SmartArt. The Drawing section includes options for Shape Fill, Shape Outline, and Shape Effects. The Editing section includes options for Find, Replace, Select, and Dictate. The Voice section includes options for Sensitivity and Add-ins. The Add-ins section includes options for Designer and Copilot. The Copilot pane is open on the right, showing a draft of the presentation deck. The main slide area shows a photograph of a brick building with a playhouse structure. The text on the slide reads: "THE BOAR'S HEAD PLAYHOUSE AND BOAR'S HEAD HERITAGE TRAIL" and "A Walk Through History in Aldgate, London". The status bar at the bottom indicates "Slide 1 of 14" and "Accessibility: Investigate".

AutoSave Off Presentation1 - PowerPoint Search

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

Paste Cut Copy Format Painter New Slide Reuse Slides Section Layout Reset Slides

B I U S ab Aa Font Paragraph Text Direction Align Text Convert to SmartArt

Shape Fill Shape Outline Shape Effects Arrange Quick Styles Drawing

Find Replace Select Dictate Sensitivity Add-ins Editing Voice Sensitivity Add-ins Designer Copilot

Record Present in Teams Share

1 THE BOAR'S HEAD PLAYHOUSE AND BOAR'S HEAD HERITAGE TRAIL

2 PRESENTATION OVERVIEW

3 THE BOAR'S HEAD PLAYHOUSE

4 HISTORY OF THE BOAR'S HEAD

5 ARCHITECTURE OF THE BOAR'S HEAD

6 THE BOAR'S HEAD HERITAGE TRAIL

7 THE BOAR'S HEAD HERITAGE TRAIL

THE BOAR'S HEAD PLAYHOUSE AND BOAR'S HEAD HERITAGE TRAIL

A Walk Through History in Aldgate, London

Copilot

about "The Boar's Head Playhouse" and "Boar's Head Heritage Trail" has been created with facts and images.

AI-generated content may be incorrect.

Create a presentation for me about the Elizabethan outdoor playhouse called the The Boar's Head playhouse and the boar's head heritage trail based in Aldgate London. Keep it informative with facts and images.

Here's a draft of your deck.

If you'd like, **Designer** also has other layout options to consider.

AI-generated content may be incorrect.

Okay, here you go. A presentation about the Elizabethan outdoor playhouse "The Boar's Head" and the Boar's Head Heritage Trail in Aldgate, London has been created. It includes facts and images.

AI-generated content may be incorrect.

Ask me anything about this presentation

Slide 1 of 14 Accessibility: Investigate

Notes Display Settings 98%



Small charity example – completing funding bids

The screenshot displays a Microsoft Word document titled "New Deal for Young People STEAM MENTORING Funding Application Form". The document is divided into several sections, each with a heading and a list of questions or instructions. The Copilot AI interface is visible on the right side of the screen, providing assistance with the form.

supporting For example, young people aged 12-14 in Bethnal Green who are at risk of exclusion (max 50 words)

Section D: Experience and Track Record (this section will be scored)

5. Tell us about the organisation/s delivering your project. Include: (max 100 words)

- how you involve the communities you are serving
- and/or how you represent the communities you are serving

5

New Deal for Young People STEAM MENTORING Funding Application Form

6. Please provide examples of when you have delivered mentoring with young people from your chosen cohorts (including examples from partners if applicable). Include: (max 300 words)

- your impact
- how you met the draft mentoring quality statement principles

7. Please provide examples of when you have supported employers to deliver volunteer mentoring (including examples from partners if applicable). Include: (max 300 words)

- your impact
- details of any quality marks that you or your partners have

Section E: Project Need (this section will be scored)

8. Describe the characteristics and needs of the young people that you will support through mentoring. (max 250 words) Please:

- identify a clear demand for your project including relevant evidence, research and knowledge of young people's needs locally
- explain how you have and will involve these groups in the design, delivery and evaluation of your mentoring model

Copilot

help me complete this form by using data from the [Summary Report Sept 2023 to March 2024.pdf](#). make sure to include vital information into the correct fields

Sure, I can help with that. Let's start by identifying the key sections of the form and matching them with the relevant information from the [Summary Report Sept 2023 to March 2024.pdf](#).

Section B: About your organisation

- Name of your organisation: [REDACTED]
- Website: An external link was removed to protect your privacy.
- Address: Tower Hamlets, London
- Name of the main contact person: [REDACTED]
- Position: Programmes Director
- Phone number: An external link was removed to protect your privacy.
- Email address: An external link was removed to protect your privacy.

Add more details to the budget

Summarize the project outcomes

Ask me anything about this document

Page 6 of 14 3218 words Text Predictions: On Accessibility: Investigate Display Settings Focus 100%



In app Copilot - Outlook



To

Bcc

Cc

Add a subject

Draft saved at 16:08

Type / to  Draft with Copilot



Email thread summary



Summary by Copilot



Kate White asked [redacted] to confirm the 2024 tech support membership invoice details and offered a membership review session (1).

[redacted] confirmed the invoice details and agreed to the membership review session (2).

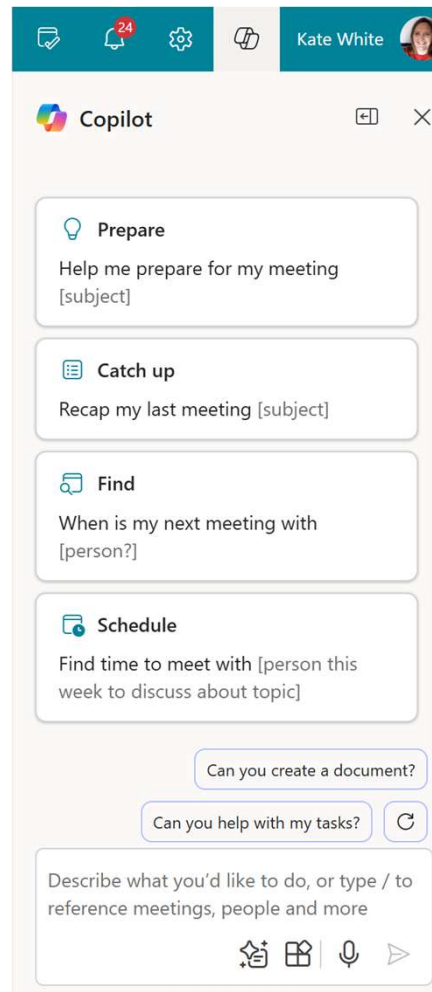
Kate White inquired about updating the domain to kbscharity.org.uk and linking it directly to the website (1).

[redacted] confirmed the domain change and requested assistance with linking the new domain directly to the website (2).

 Ask Copilot



In app Copilot - Calendar



In app Copilot - Word

The screenshot displays the Microsoft Word application interface. At the top, the title bar shows 'Document 1' and a search bar with the text 'Search for tools, help, and more (Alt + Q)'. The ribbon menu includes 'File', 'Home', 'Insert', 'Layout', 'References', 'Review', 'View', and 'Help'. Below the ribbon, the 'View' tab is active, showing options for 'Separate Pages', 'Reading View', 'Immersive Reader', 'Zoom' (set to 100%), 'Ruler', 'Navigation', 'Header & Footer', 'Footnotes', and 'Endnotes'. On the left side, a sidebar contains a 'Copilot' icon. The Copilot sidebar is highlighted with a red border and contains three main prompts: 'Write an article based on file', 'Create a plan for', and 'Draft document based on file'. Below these prompts is a search bar with the text 'What do you want Copilot to draft?' and a 'Go' button.



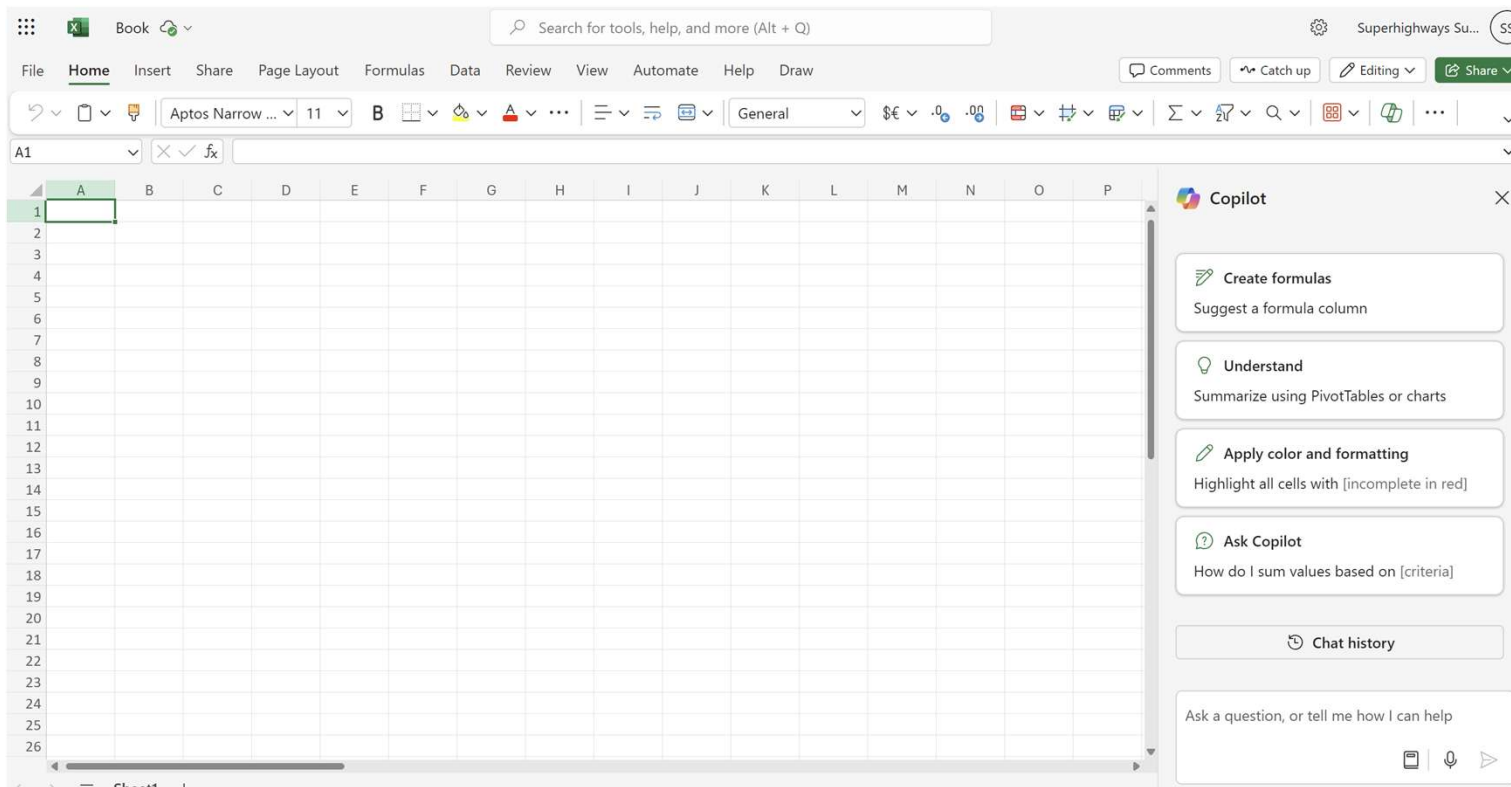
In app Copilot – PowerPoint

The image shows the Microsoft PowerPoint application interface. At the top, the title bar reads "Presentation" with a search bar containing "Search (Alt + Q)" and a "Superh" button. The ribbon includes tabs for "File", "Home", "Insert", "Draw", "Design", "Transitions", "Animations", "Slide Show", "Review", "View", and "Help". The "Home" tab is active, showing a ribbon with various editing tools. On the left, a slide thumbnail labeled "1" is visible. The main slide area contains a large text box with the placeholder "Click to add title" and a subtitle area with "Click to add subtitle". A context menu is open over the Copilot icon in the top right, listing three options: "Create a presentation about...", "Create a presentation from file", and "Ask Copilot". The Copilot sidebar on the right is titled "Copilot" and contains several suggestions:

- Create**: Create a presentation from [file]
- Create**: Create a presentation about [the benefits of meditating every day]
- Understand**: What are the dates or deadlines in this presentation?
- Understand**: Show key slides in this deck

At the bottom of the sidebar, there is a text input field with the placeholder "Ask me anything about this presentation" and a set of icons for voice search, image search, and navigation.

In app Copilot - Excel



The image shows a screenshot of the Microsoft Excel application interface. The top ribbon includes tabs for File, Home, Insert, Share, Page Layout, Formulas, Data, Review, View, Automate, Help, and Draw. The Home tab is active, showing various font and cell formatting options. The main workspace is a blank spreadsheet with columns A through P and rows 1 through 26. On the right side, the Copilot sidebar is open, featuring several interactive options:

- Create formulas**: Suggest a formula column.
- Understand**: Summarize using PivotTables or charts.
- Apply color and formatting**: Highlight all cells with [incomplete in red].
- Ask Copilot**: How do I sum values based on [criteria].
- Chat history**: A button to view previous interactions.
- Ask a question, or tell me how I can help**: A text input field with a microphone and send icon.



In app Copilot – Forms

The screenshot displays the Microsoft Forms application interface. At the top, the title bar shows "Forms" on the left and "Untitled form - Saved" on the right. Below the title bar, there are navigation options: "Style", "Settings", "Preview", and a prominent "Collect responses" button. On the left side of the main workspace, there is a "Templates" button. The central focus is a "Draft with Copilot" dialog box. This dialog has a text input field with the instruction: "Describe what form you'd like to create, including its context, purpose, intended audience and any specific requirements to be considered." Below the input field, there is a "Generate" button and a "View prompts" button. The "View prompts" button is active, showing a list of example prompts:

- Examples to help you create
- Design a volunteer sign-up form to know** [volunteers' available days and times for volunteering, and any relevant skills...]
- Draft an in-take form for a fitness centre to collect** [new members' personal information, fitness goals, and health...]
- Propose a townhall feedback survey to collect employees' feedback on** [clarity of communication, relevance of topics, ...]
- Create an employee feedback survey for the HR department to assess** [employees' job satisfaction and find areas...]



Copilot basics – did you know...

** Slide from 'Microsoft 365 Copilot QuickStart Training for Nonprofits: Learn to integrate Microsoft 365 Copilot in your work'*



Your private files are not accessible

Files on your personal OneDrive and your computer are always secure and never accessible by Copilot.



Strong content management and data governance practices

Sharepoint files are only accessible through Copilot prompt if you have access to that specific Sharepoint site anyways. The same is true for Teams Channels. (Please view [here for more information about Data and Security](#))



Advanced security with Restricted SharePoint Search

We're now offering [SharePoint restrictions](#). With that it is easier than ever to restrict content and files in SharePoint to the right people.



Company data is never used to train the model

While using Copilot, your company's data is never being used to train the Copilot model. None of your prompts or files feed into the model. Every prompt uses the standard public algorithm and adjusts for your data locally.



You are in the Pilot seat – Copilot is here to help

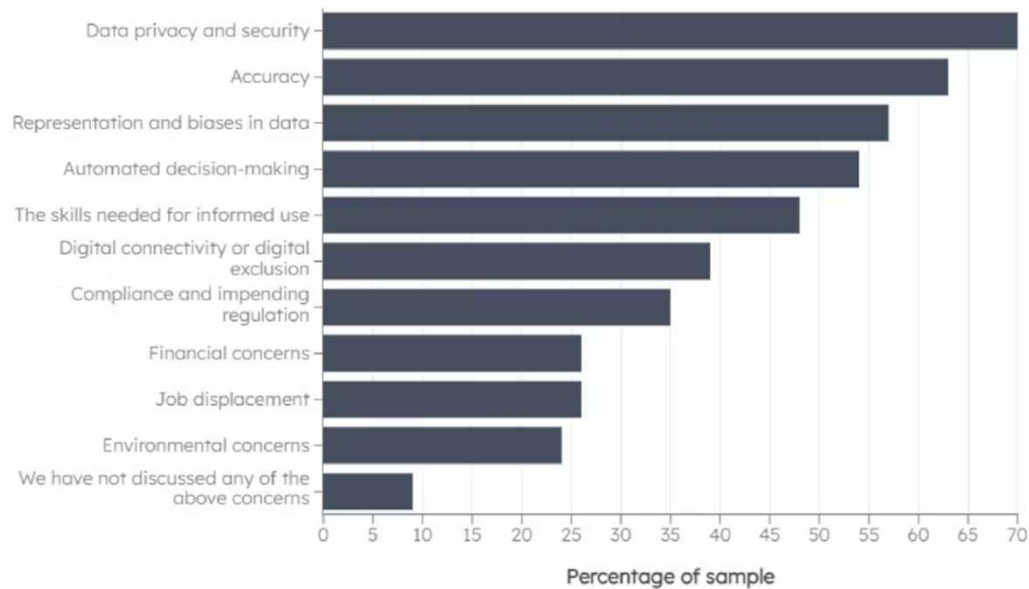
The fundamental benefit of AI lies in its ability to enhance our work rather than substitute for human workers. Copilot is your virtual assistant to help reduce mundane tasks, find the information to get your job done quickly thus increasing your productivity. Rather than fearing replacement, employees who embrace AI skills can enjoy a cascade of career benefits.

2. Generative AI Governance Issues



Figure 6: Has your organisation discussed or identified any concerns relating to generative AI?

Organisations can select more than one option





Tips and Resources

To help you plan your use of AI and follow best practice



Training and resources

AI learning

1. [Superhighways' Resource round up](#)
2. [Superhighways' How can AI help your small charity work smarter training slides](#)

Superhighways training

- ✓ [Full training programme](#)



Get the help you need



Book some time with us or [sign up for our regular e-news](#) to find out about new opportunities and training.



Digital Foundations programme

There are many ways we can help small community organisations make sound choices about the digital tools and technology they use.



Communications made easy

Raise your profile using digital tools to engage supporters and fund your future

[Read more »](#)



Digital basics

Work and collaborate online using free and affordable digital tools and technology

[Read more »](#)



Websites for communities

Put your website at the heart of your charity or community organisation's story

[Read more »](#)

[Find out more about the Digital Foundations programme](#)



Thanks for listening



superhighways
harnessing **technology** for **community** benefit

KateWhite & Paul Firby
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www.superhighways.org.uk

