# Maximizing efficiency with Microsoft 365 Copilot

An AI-powered productivity tool that uses large language models (LLMs) and integrates your data with the Microsoft Graph and Microsoft 365 Apps.

### Why Microsoft 365 Copilot?

Copilot is the new Al-intervention that Microsoft has introduced to its platform making it more efficient and easier to use to guarantee a smooth app modernization. It works alongside popular Microsoft 365 Apps such as Word, Excel, PowerPoint, Outlook, Teams, and more. Copilot provides real-time intelligent assistance, enabling users to enhance their creativity, productivity, and skills. There are features that have been implemented to keep your team synchronized by brainstorming, collaborating, creating, and summarizing all the content on the Microsoft 365 platform.

### Microsoft 365 Copilot enables you to:



Harness Copilot's power so you never start from scratsh



by saving the time of research and script down.



Be better at what you're good at and master what you've yet to learn.

## Leveraging the capabilities of generative AI in Microsoft 365 :

#### **Microsoft Teams:**

Teams chat: AI will :

- · Takes notes for you
- Helps summarize the key points

• Fill calendar based on your data and more...

#### **Teams Meetings:**

• Capture important conversation points.

• Participants and organizers can learn things like who said what and where people agree or disagree.

#### **Microsoft Outlook:**

- Use Copilot to transform long email conversations into short summaries.
- Catch up, prepare, follow-up and manage meetings.
- Write impactful communication in a fraction of time.

#### **Microsoft Power Point:**

• Transform your documents into polished, personalized, and professional-looking presentations with nothing but ideas and vision.

#### **Microsoft Word:**

- Generate content and text summaries.
- Make edits to supercharge your creativity and free up time for more valuable tasks.

#### **Microsoft Excel:**

• Analyze and explore your data seamlessly with a single prompt, with no need for formulas or modifications.



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