

# Navigating Microsoft 365 Copilot in Word

## Learning Objectives

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- Differentiate between Copilot Chat and Microsoft 365 Copilot and understand how Microsoft 365 Copilot works in Word
- Navigate and activate Microsoft 365 Copilot features within Word to enhance productivity and streamline workflows
- Develop and refine Microsoft 365 Copilot prompts to draft, edit, summarize, and format documents more efficiently using natural language
- Apply Microsoft 365 Copilot tools to business scenarios across departments
- Recognize Microsoft 365 Copilot's capabilities and limitations to use it effectively, confidently, and responsibly in the workplace

## Microsoft Copilot Overview

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- Differentiate between Copilot Chat and Microsoft 365 Copilot and understand how Microsoft 365 Copilot works in Word
- Navigate and activate Microsoft 365 Copilot features within Word to enhance productivity and streamline workflows

## Effective Prompting for Word

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- Develop and refine Microsoft 365 Copilot prompts to draft, summarize, and analyze Word documents using natural language

## Copilot in Word Application to Business Scenarios

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- Apply Microsoft 365 Copilot tools to business scenarios across departments

## Advanced Tips, Troubleshooting, and Responsible Use

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- Guide Copilot when it doesn't get it right the first time with advanced prompting tactics
- Troubleshoot common Copilot issues in Word
- Ensure responsible use by checking for accuracy, protecting data privacy, and following ethical AI practice