

LEARNING MADE EASY



# Microsoft® Copilot®

for  
**dummies**®  
A Wiley Brand



Generate top-notch  
results from prompts

Integrate Copilot functions  
with Office apps

Customize the AI  
to meet your needs

**Chris Minnick**

Author of *Coding with AI For Dummies*





# Microsoft<sup>®</sup> Copilot<sup>®</sup>

by Chris Minnick

for  
**dummies**<sup>®</sup>  
A Wiley Brand

## Microsoft® Copilot® For Dummies®

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# Introduction

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Since the emergence of artificial intelligence (AI) chatbots that can generate convincing natural language and images, the race has been on to find new ways to reliably and responsibly harness this power to enhance personal and business productivity.

Words and ideas such as *Generative AI* (GenAI) and *Large Language Models* (LLMs) that were once confined to the world of AI researchers have flooded into mainstream news and culture. Other new words, such as *hallucination* and *deepfake* have been created or adopted to describe the output of GenAI systems.

AI chatbots are now widely available and widely used, and seemingly every software company is racing to introduce AI components into their products. Perhaps no company has been more aggressive exploring and pushing the limits of what can be done by integrating AI into its products than Microsoft.

Microsoft was instrumental in creating OpenAI's breakthrough GPT-3 LLM and then in launching the GitHub Copilot software coding assistant. Now that Microsoft Copilot is available and has been integrated into Microsoft's suite of business and productivity tools, AI is poised to do for everyday office work what GitHub Copilot is doing for coding. It has the potential to make any work involving a computer easier and faster. It could also lead to a lot more bad art and bad writing.

It remains to be seen whether the net effect of having AI assistants will be positive or negative, but now's the time for everyone to become educated on the capabilities and limitations of GenAI technology.

Unfortunately, no one fully knows what GenAI tools are capable of. For that reason, and because new applications are being rolled out daily, products such as Copilot come with very little written documentation or help in the form that users of traditional software are used to. In fact, if you're using a tool such as Microsoft Copilot, it's fully possible that you'll figure out a new way to use it that not even Microsoft has anticipated.

This book aims to educate (and sometimes entertain) you with my experimentations into what Copilot can do and what it can't do. You'll learn how to use Copilot to help you as you do everyday tasks like emailing, having meetings, reading and researching, and creating business reports. Along the way, you learn tips and best practices for getting the highest quality results from AI assistants in general, not just Copilot.

I hope you enjoy reading this book and that you find it useful. If you have any questions or comments, please reach out to me at [chris@minnick.com](mailto:chris@minnick.com).

## About This Book

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Whether you're a writer, a data geek, a speaker, a manager, or any other type of creative person, this book will teach you what you need to know to benefit from the new tools that are rapidly becoming available.

Topics you'll learn about in this book include:

- » Understanding what Microsoft Copilot is
- » Accessing Copilot
- » Using Copilot responsibly
- » Interacting with Copilot via speaking
- » Crafting effective prompts
- » Translating with Copilot
- » Using Copilot in Microsoft Edge
- » Using Copilot on iOS or Android
- » Exploring Copilot+ PC
- » Using Copilot in Microsoft Office and in Microsoft 365
- » Writing with Copilot
- » Working with data using Copilot
- » Improving PowerPoint presentations with Copilot
- » Emailing with Copilot



- » Getting help with Microsoft Teams meetings
- » Project management with Copilot
- » Creating images with Copilot
- » And much more!

As you read this book, keep the following in mind:

- » **The book can be read from beginning to end, but feel free to skip around if you like.** If a topic interests you, start there. You can always return to the previous chapters, if necessary.
- » **At some point, you will get stuck, and something you try will not work as intended.** Do not fear! There are many resources to help you, including support forums, others on the Internet, and me! You can contact me via email at [chris@minnick.com](mailto:chris@minnick.com). Additionally, you can sign up for my Substack (<https://chrisminnick.substack.com>) to receive occasional updates from me about AI, programming, and learning.

## Foolish Assumptions

I do not make many assumptions about you, the reader, but I do make a few.

- » **I assume you have a computer with an Internet connection.** Also, while much of the functionality of Microsoft Copilot is available to anyone for free, some features I discuss in this book require a paid subscription to Microsoft Copilot Pro, Microsoft 365, or Microsoft 365 Copilot.
- » **The only other assumption I make is that you're curious about Microsoft Copilot and want to learn how to get the most out of it.** You wouldn't be here if that wasn't true!

## Icons Used in This Book

Here are the icons used in the book to flag text that should be given extra attention or that can be skipped.



TIP

This icon flags useful information or explains a shortcut to help you understand a concept.



TECHNICAL  
STUFF

This icon explains technical details about the concept being explained. The details might be informative or interesting, but are not essential to your understanding of the concept at this stage.



REMEMBER

Try not to forget the material marked with this icon. It signals an important concept or process that you should keep in mind.



WARNING

Watch out! This icon flags common mistakes and problems that can be avoided if you heed the warning.

## Beyond the Book

A lot of extra content that you won't find in this book is available at [www.dummies.com](http://www.dummies.com). Go online to find the following:

- » **Online content.** In addition to the material in the print or e-book you're reading right now, this product also comes with some online-only content on the web. Check out the free cheat sheet by visiting [www.dummies.com](http://www.dummies.com) and searching for *Copilot for Dummies* cheat sheet. You'll see a table showing all the different programs in Microsoft 365 where you can use Copilot.
- » **Updates.** AI is changing rapidly, and I don't expect it to stop doing so after this book is published, so the commands and techniques that work today may not work tomorrow. You can find any updates or corrections by visiting [www.dummies.com/go/CopilotforDummies](http://www.dummies.com/go/CopilotforDummies).

## Where to Go from Here

As you embark on a journey to explore and discover the many ways Microsoft Copilot can be used, remember to keep an open and patient mind. As you'll learn very quickly, Copilot can do seemingly impossible tasks, but it can also stumble on

the most basic tasks. Always remember that you're the boss and Copilot is your intelligent but inexperienced assistant. You'll learn plenty of ways to help your AI assistant do better, but you'll also find out that there are still many tasks that are beyond the abilities of Copilot.

If you want to find out what Copilot is and see what it's capable of, go directly to Chapter 1. To find out how best to talk to Copilot, go to Chapter 2. If you want to learn about using Copilot at work, head over to Chapters 6 through 12. To learn about some of the more advanced ways to use and customize Copilot, check out Part 3, starting with Chapter 13.

Congratulations on taking your first step toward making full use of Microsoft Copilot, and thank you for trusting me as your guide.

