



Microsoft 365 Copilot Business Trial - Work Smarter in 30

WEEK 3: Create in less time

Copilot in the apps · Docs, decks, and data – hours become minutes.

This week, create faster. Copilot drafts documents, builds decks, and makes sense of data right inside Word, PowerPoint, and Excel. Open the app, click the Copilot button, and try **one prompt a day**.

Day 11

COPILOT PROMPT

Write a first draft of /[document] based on /[file].

Start from a brief or notes, then refine.

Try it in **Microsoft Word**

Day 12

COPILOT PROMPT

Create a presentation from /[document].

Give Copilot more detail, then polish the deck.

Try it in **Microsoft PowerPoint**

Day 13

COPILOT PROMPT

Summarize the key trends in this spreadsheet.

Ask follow-ups like "show this as a chart."

Try it in **Microsoft Excel**

Day 14

COPILOT PROMPT

Summarize this document in three key points.

A fast way to grasp any long file – works in other apps, too.

Try it in **Microsoft Word**

Fun Day 15

COPILOT PROMPT

Design an image of [our team as superheroes] for our next deck.

Get creative with the style and share the result.

Try it in [Microsoft 365 Copilot Chat](#)

Next week: **Automate repetitive work** – level up with agents. See you then!

You're receiving this email as part of your organization's Microsoft 365 Copilot Business trial.