

Copilot



Microsoft 365 Copilot supports diverse teaching needs by generating lesson plans, creating engaging presentations, and summarising key points from educational materials. It assists teachers in drafting emails, preparing meeting agendas, and generating creative content for classroom activities. Additionally, Copilot helps in writing SEND targets, ensuring personalised attention for all students. Beyond these tasks, Copilot can perform data analysis, generate reports, and provide insights to improve teaching strategies. By leveraging AI, Copilot helps educators save time and focus more on student interaction and personalised learning.

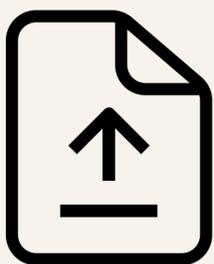


Copilot Modes: Work vs. Web

Copilot's "Work" mode is designed to boost productivity by assisting with tasks like creating documents, drafting emails, managing schedules, and generating reports, seamlessly integrating with tools like Microsoft Office and Teams.

In contrast, the "Web" mode focuses on retrieving information and answering queries by searching the web for the latest data. Whether you're working on a project or seeking information online, Copilot is here to enhance your experience.

You can easily change between each mode to suit your needs.



You can upload documents and ask Copilot to :

- Summarise content from Word documents or PDFs.
- Analyse data and generate insights in Excel spreadsheets.
- Create and enhance PowerPoint presentations.
- Edit and proofread text in Word documents.
- Extract key points or action items from various documents.



When using Copilot, feel free to keep asking or probing for more information until you're satisfied with the response!



You can confidently use Copilot, knowing that it does not learn from your data and ensures that all information you share is protected and kept private.

