

AI & Copilot in Windows & Microsoft 365

TRANSFORM, GROW & THRIVE

Not only at a personal level but through every touchpoint you have at work e.g.

AI and Copilot give you more opportunity to transform, grow and thrive.

- **Processes**
- **Products**
- **Policies**
- **Communications**
- **Services**

Utilise AI and Copilot to transform what you do:

- **Create**
- **Research**
- **Review**
- **Summarise**
- **Automate**



Draft and edit automations in Power Automate with Copilot

01. Enter a description

Post the next 3 days weather forecasts to [Teams](#)

Generate

Copilot

Connected to **Microsoft Teams**

Add a step to email the forecast

Added this action:

Send an email
Office 365 Outlook

Check these actions to see if any parameters need to be set.

Undo

AI-generated content may be incorrect

02. Click **Generate**

03. Refine with Copilot and Save your automation

Ask questions in Excel with Analyze Data

01. Click on a cell in your table

Month	Name	Product	Units
Jan	Alan Vincer	BR	4
Jan	Alex Christo	SR	6
Jan	Allie Terry	BR	3
Jan	Barbara Mo	KL	2
Jan	Baxter Eme	GA	5

Which Salesperson sold the most units

Here's our answer
Showing top 'Salesperson' by total 'Units'.

Row Labels	Sum of Units
Alan Vincent	42
Grand Total	42

Insert PivotTable

Is this helpful?

02. Click **Analyze Data**

03. Enter your question

04. See the result

Create a presentation from a Word file in PowerPoint with Copilot

01. Click Create presentation from file

Create presentation from file...

Create presentation from file
/https://kineticsit-my.sharepoint.com/personal/ben_kinetics_co_nz/Documents/AI%20Session/10%20AI%20Features%20in%20Office.docx?web=1

14/2/2020

02. Select the Word file or paste a link to it

03. Click Send

10 AI FEATURES IN MICROSOFT OFFICE

What Next

Get an AI Blueprint for your organization

Develop actionable goals for your AI projects

Contact us to start the process