

Microsoft Copilot: Everyday Business Impact



Microsoft Copilot brings AI-powered assistance into other Microsoft tools your team already uses daily to save time, reduce errors and help everyone work smarter.



Microsoft Teams

- **AI Meeting Prep** – Pull relevant files, recent emails and chats before a meeting.
- **AI Meeting Summaries** – Auto-generate concise summaries of key discussion points and action items.
- **Real-time Transcription** – Live captions and transcripts during calls/meetings.



Microsoft Outlook

- **Email Summarization** – Condense long email threads into bullet points.
- **Email Drafts from Prompts** – Create professional, casual or technical emails or context-aware replies.
- **Schedule Optimization** – Suggest best meeting times and create invites.



Microsoft PowerPoint

- **Prompt-driven Presentation Generation** – Build full decks from a short description or document.
- **Content Expansion** – Add speaker notes or talking points to slides.
- **Content Repurposing** – Import Word/Excel content and transform it into a deck.



Microsoft Excel

- **Formula Writing & Debugging** – Create, explain or fix complex formulas.
- **Data Cleansing Automation** – Detect and fix inconsistencies in large datasets.
- **Report Building** – Summarize and format data into professional reports automatically.



Cross-App Functionality

- **Knowledge Base Q&A** – Copilot searches SharePoint, Teams and files to answer business-specific questions.
- **Workflow Automation** – Link Outlook, Teams and other apps for efficient end-to-end process creation.
- **Training Assistant** – Generate learning modules or onboarding guides from existing SharePoint resources.

Why It Matters

Time Savings

Less manual work

Error Reduction

Automated checks & alerts

Smarter Decisions

Real time insights

Employee Enablement

AI-powered tools for all

Copilot in Action

Before

Employees dig through SharePoint, Teams and email for answers.

Long email chains take forever to read and respond to.

Building complex formulas is a trial-and-error process.

Manual workflows slow down processes.

Generating clear, professional reports from raw data is tedious.



After

Ask Copilot a question and get business-specific answers instantly.

Email threads are condensed into short, clear bullet points.

Copilot writes, explains and fixes formulas in plain language.

Automated flows connect Outlook, Teams and other apps for smooth handoffs.

Reports, charts and summaries are generated instantly with a simple command.

Bottom Line...

Copilot turns everyday tools into intelligent assistants — cutting manual work and empowering faster, confident decisions at scale with accuracy.