



Here is how to...

work with



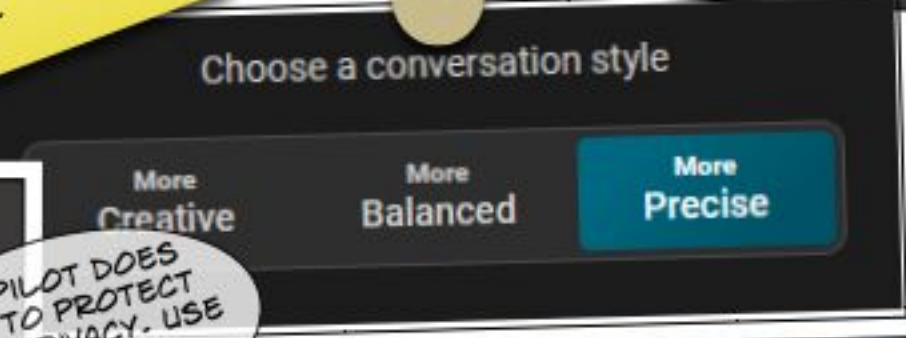
1. Microsoft Copilot is an AI-powered assistant that works across Microsoft applications and experiences. It can answer queries, assist with research, and provide summaries of various content. It is a built-in feature for Microsoft Bing and Microsoft Edge.

CLICK ON THE BING ICON IN THE TOP RIGHT TO OPEN THE COPILOT WINDOW

2. Use Microsoft Edge and sign in with your school account or a Microsoft 365 account to access Copilot which is the AI Assistant. Start with Chat to either find answers or provide more concise synthesised search results.



3. You can choose a conversation style for the responses you receive from Copilot. I would tend towards selecting "More Precise" if you want the facts.



COPILOT DOES TRY TO PROTECT YOUR PRIVACY. USE YOUR OWN JUDGEMENT

**CHECK YOUR RESULTS!!
AI IS GOOD BUT HAS BEEN KNOWN TO MAKE MISTAKES.
YOU ARE WARNED.**



MORE

Using Compose

Chat Compose Insights

Write about

invitation to my Jane Austen

0/2000

Tone

Professional

Casual

Enthusiastic

Informational

Funny

+

Format



Paragraph



Email



Ideas



Blog post

Length

Short

Medium

Long

Generate draft

BE AS DESCRIPTIVE AND DETAILED AS YOU CAN

4. Select Compose when you want to create an essay, email, blog post, program, recipe.

5. What tone do you want the output to have? Formal through to Punny - your choice. Think about your audience and also the type of content you are creating.

6. Here you can select the type of content you are creating, but remember you can also specify this in the original prompt or request and then continue to refine the result eg numbered questions and answers in tab delimited CSV format.

7. Self explanatory - how long do you want the piece to be. You can refine your draft output using further prompts referred to as chained prompts.

SELECT YOUR OPTIONS AND THEN GENERATE DRAFT

Your AI generated content will be shown here

AFTER YOUR CONTENT APPEARS YOU CAN COPY OR REFINE THE RESULTS.

CHECK OUT PROMPT ENGINEERING OR ASK COPILOT ABOUT HOW TO WRITE A GOOD PROMPT FOR WHATEVER YOU ARE ASKING FOR.



THE END