

Top 5 to try first with Copilot web chat

 Foundational skills for new users



1

Analyze

– Save time and ask Copilot to not only create tables and analyses, but to analyze large data sets quickly.

→ "Create a table that analyzes public funding for the arts compared to GDP. "



2

Create

– Enhance workflows by asking Copilot to get you going with first drafts, reports, and more.

→ "Create a digestible report on current performance and top trends of the Financial sector over the past 3 months."



3

Generate images

– Make custom images for social posts, PowerPoints, reports, etc., with no design experience required.

→ "Design a sign for my classic truck repair garage. Use red and black for the color scheme."



4

Summarize

– Get right down to business by summarizing long documents into digestible formats.

→ "Summarize the top 3 key points for this webpage into bullet points so I can share the findings with my team."



5

Learn

– Improve your comprehension of complex topics with the most up to date information on the web.

→ "Explain to me the benefits of the data cloud and how it works in simple terms. Create a comparison chart of the top 3 players in this industry."