# Transcript: ""Workplace support with Copilot."

*[Text appears that reads: "Workplace support with Copilot."]*

A man looks at his watch next to a laptop. A very long To do list appears.

**Voiceover:** You're at your desk, the clock's ticking away, and your to-do list appears to be growing by the minute.

Sherlock Holmes holds a magnifying glass. A gold nugget appears.

**Voiceover:** We've all been there, right? As you search through a vast sea of data, you’re on the hunt for that elusive golden nugget of information.

A woman makes a celebratory pose. Then, a man looks at a laptop.

**Voiceover:** Just when you think you’ve hit the jackpot, you face the next task of composing an email to convey this discovery, all while your inbox is flooded with an unending stream of new messages, requests, and emails.

The Copilot logo appears.

**Voiceover:** Enter Microsoft Copilot—consider it your personal productivity AI companion.

A large needle appears in a haystack. Then, a giant magnet appears next to a sewing kit.

**Voiceover:** It’s not just about locating the needle of information in a haystack; it’s about magnetically drawing the entire sewing kit to you within seconds.

A file folder is removed from a filing cabinet, then held in front of a color coded tray.

**Voiceover:** Copilot is designed to help you quickly find the answers you’re looking for and presents them in a concise, easy-to-understand summary using natural language.

Someone types on a keyboard. Binary code appears.

**Voiceover:** This means you get the information you need without the clutter, making it easier to understand and use.

The Copilot logo appears next to five gold medals.

**Voiceover:** Let's look at a few scenarios where Copilot can be your workplace AI companion champ.

*[Text appears that reads: "Document decoding."]*

A man scratches his head as he looks at hieroglyphics.

**Voiceover:** Document decoding. Faced with a dense document that seems more cryptic than hieroglyphics?

The Copilot webpage opens. A PDF titled, "AI Trainer Toolkit" is uploaded.

**Voiceover:** Provide Copilot with the document and request, “Explain this document in three sentences.”

*[Text appears in the text field that reads: "Explain this document in three sentences."]*

The cursor clicks the "Submit" button.

**Voiceover:** Watch as it transforms a complex document into a concise summary.

*[Copilot responds, "The guide 'AI Trainer Toolkit' emphasizes the transformative role of AI in society and the necessity for trainers to possess AI skills to empower the global workforce. It includes learning objectives, text content, videos, activities, and caption files in various formats, along with additional accessibility options like audio descriptions. Four courses are available, covering foundational AI knowledge, generative AI, an AI toolbox for trainers, and responsible AI use in education."]*

**Voiceover:** Email drafts.

Five people give a high five around a table.

*[Text appears that reads: "Email drafts."]*

**Voiceover:** Ready to celebrate your team’s hard work? Ask Copilot to “Write an email congratulating my team on the end of the fiscal year.” Of course you can elaborate further in your prompt by adding in a few of the highlights from the year.

The Copilot webpage opens.

*[Text appears in the text box that reads: "Write an email congratulating my team on the end of the fiscal year."]*

The cursor clicks "Submit." Copilot generates a long and detailed response.

**Voiceover:** Copilot will then generate a draft, which you can personalize further.

A woman sits cross legged with a laptop. A lightbulb appears next to three gears.

**Voiceover:** Idea generator.

*[Text appears that reads: "Idea generator."]*

**Voiceover:** Let's say you’re a compliance officer puzzled over protocols, a prompt like “Suggest ways to define compliance protocol in my company” can offer you a jumpstart on best practices.

The Copilot webpage opens.

*[Text appears in the text box that reads: "Suggest ways to define compliance protocol in my company."]*

The cursor clicks "Submit." Copilot generates a long and detailed response.

Hands type on a keyboard. A hand writes on a notepad.

**Voiceover:** Business proposal.

*[Text appears that reads: "Business proposal."]*

Then, art supplies appear.

**Voiceover:** Need to craft a proposal for a children’s art supply company? Request Copilot to “Draft a business proposal for a company that makes art supplies for kids.”

The Copilot webpage opens.

*[Text appears in the text box that reads: "Draft a business proposal for a company that makes art supplies for kids."]*

The cursor clicks "Submit." Copilot generates a long and detailed response.

**Voiceover:** This will aid you in initiating a persuasive pitch that’s bound to make an impression.

*[Text appears that reads: "Product brainstorming."]*

**Voiceover:** Product brainstorming.

Jigsaw puzzle pieces come together to form a lightbulb, which transforms into a toaster.

The Copilot webpage opens.

**Voiceover:** Dreaming up the next innovation in toasters? Ask, “Suggest a list of product names for a state-of-the-art toaster that is energy-efficient and stylish,” and Copilot will generate a list of potential names.

*[Text appears in the text box that reads: "Suggest a list of product names for a state-of-the-art toaster that is energy-efficient and stylish."]*

The cursor clicks "Submit." Copilot generates a long and detailed response.

**Voiceover:** Meeting summaries.

*[Text appears that reads: "Meeting summaries."]*

People in an office gather around a boardroom table. The Copilot logo appears above a stack of papers.

**Voiceover:** Overwhelmed with notes after an intense meeting? Provide Copilot with your meeting notes and ask it to “Summarize and organize these meeting notes,” turning chaos into clarity.

The Copilot webpage opens. A word document titled "Social Media Meeting (12th December)" is uploaded.

*[Text appears in the text box that reads: "Summarize and organize these meeting notes."]*

The cursor clicks "Submit."

*[Copilot responds, "I've summarized and organized the meeting nores. If you need further assistance, feel free to ask! P."]*

**Voiceover:** Creativity companion.

*[Text appears that reads: "Creativity companion."]*

Hands screw in a lightbulb.

The Copilot webpage opens.

**Voiceover:** If you’re planning a storyboard for an animated series and need design inspiration for a dragon, you can ask Copilot, “Generate storyboard images for the dragon scene in my script.” By supplying the script, Copilot can help bring your narrative to life visually.

*[Text appears in the text box that reads: "Generate storyboard images for the dragon scene in my script."]*

The cursor clicks submit. Copilot generates images of a dragon breathing fire on a castle.

A woman writes in a notebook next to a menu on a table.

**Voiceover:** Perhaps you’re an event planner tasked with creating a set menu for a major international event.

The Copilot webpage opens.

*[Text appears in the text box that reads: "Develop an intricate five-course meal that represents different parts of the world."]*

**Voiceover:** You could ask Copilot to “Develop an intricate five-course meal that represents different parts of the world.”

The cursor clicks "Submit." Copilot generates a long and detailed response.

A man gives a fist bump to a child in a classroom.

**Voiceover:** Or, if you’re an educator seeking assistance with structuring a book report for students, simply request, “Create an outline students can use for a book report.” With Copilot, the possibilities are limitless.

The Copilot webpage opens.

*[Text appears in the text box that reads: "Create an outline students can use for a book report."]*

The cursor clicks "Submit." Copilot generates a long and detailed response.

The Copilot logo appears next to a man standing on a mountain.

A girl wearing a backpack writes in a notebook. A salad bowl appears next to a woman with a megaphone.

**Voiceover:** All it takes is a well-crafted prompt, a dash of creativity, and clear communication of your needs, allowing Copilot to help you tick items off your to-do list.

A pen writes a check mark on a checklist.