A Practical Business Guide to Microsoft 365 Copilot

Introduction

Copilot is going to change the way people use the products from Microsoft that millions of people use every day.

Whether you're an experienced IT professional, a business owner or an employee looking to seize the opportunity to upskill, then you're in the right place, the next few minutes are going to change your world forever.

Why should I be interested in Copilot?

The average person uses approximately 10% of the features and capabilities of Microsoft apps in their day-to-day tasks, such as Word, Excel, PowerPoint, Outlook, and Teams.

Microsoft Copilot will instantly upskill users to utilise the other 90%. You can also get help with creating tasks to be more organised, writing emails, creating documents and content creation, branding documents and proposals, and even creating forecasts and financial models.

Microsoft has been testing Copilot for most of 2023 with some of its larger Enterprise clients and is expected to launch Copilot in Q1 2024.

Microsoft 365 Copilot

Excel Copilot

Powerpoint Copilot

Word Copilot

Outlook Copilot

Onenote Copilot

Teams Copilot

A Practical Business Guide to Microsoft 365 Copilot

What is Copilot?

Microsoft 365 Copilot is an AI-powered assistant that helps users with their day-to-day tasks in Microsoft 365 apps such as Word, Excel, PowerPoint, Outlook, Teams and more.

It can help users ask questions, get help automating tasks and receive personalised recommendations. It utilises a "Large Language Model" LLM based on a system created by OpenAI, which also owns "ChatGPT".

Microsoft has invested $13 billion in OpenAI and plans to embed the system throughout Windows 11 and Office 365 applications.
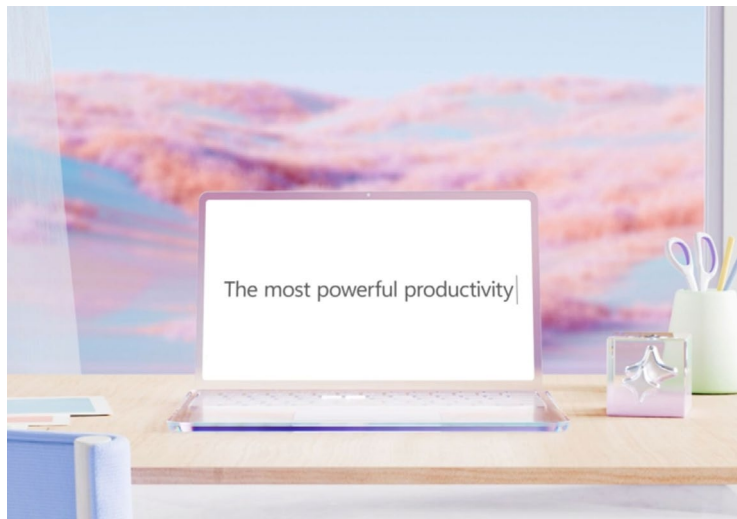
Copilot will change the way we learn and work!

What if the tools you use every day could learn how you work rather than the other way around? Copilot unlocks all the power of these apps through natural language.

This revolutionary tool is more than just another app—it's a smarter way to work. Imagine being able to focus all your time on developing the business and decision-making whilst a smart assistant handles the rest.

You might wonder, "Why should I opt for Copilot when other AI tools are available?" The answer lies in Copilot's integration with the Microsoft 365 suite and its ability to adapt to your specific business needs, making it a genuinely personalised assistant.

As a small or medium-sized enterprise (SME), you will know how important it is to manage your data efficiently and effectively. You need to analyse your sales, expenses, inventory, cash flow, and other key metrics to make informed decisions and grow your business. But sometimes, working with spreadsheets can be daunting and time-consuming, especially if you are not an expert in Excel.

That's why Microsoft 365 Copilot is a game-changer for SMEs. Copilot is a new feature in Excel that uses artificial intelligence (AI) to help you create, edit, and understand your spreadsheets. It can suggest formulas, charts, tables, and insights based on your data and your questions. It can also detect and fix errors, format your data, and automate tasks. With Copilot, you can save time, avoid mistakes, and discover new insights from your data.

To use Copilot, you need to have the correct Microsoft 365 subscription and the latest version of Excel. You can access Copilot from the Home tab in the ribbon or by pressing Alt + Q on your keyboard. This will open the Copilot pane on the right side of your screen. Copilot can revolutionise various tasks in Excel, such as:
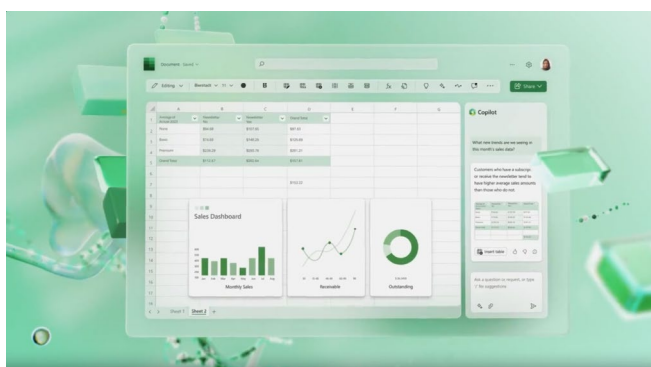
- Creating formulas: You can type a natural language question, and Copilot will suggest one or more formulas that match your intent. For example, if you type "calculate the average sales per month", Copilot will suggest the formula =AVERAGE(B2:B13), where B2:B13 is the range of cells that contains your monthly sales data. You can then insert the formula into your worksheet by clicking on it or pressing Enter.

- Creating charts: You can also use Copilot to create charts based on your data. For example, if you type "show me a pie chart of sales by product category", Copilot will suggest a pie chart that shows the percentage of sales for each product category in your data. You can then insert the chart into your worksheet by clicking on it or pressing Enter.

- Creating tables: You can use Copilot to create tables that organize and summarize your data. For example, if you type "create a table of sales by month and product category", Copilot will suggest a table that shows the total sales for each month and product category in your data. You can then insert the table into your worksheet by clicking on it or pressing Enter.

- Finding insights: You can use Copilot to find insights from your data that you might not notice otherwise. For example, if you type "What is the trend of sales over time", Copilot will suggest a line chart that shows how your sales have changed over time. It will also provide a summary of the trend, such as "sales have increased by 15% from January to December". You can then insert the chart and the summary into your worksheet by clicking on them or pressing Enter.

- Fixing errors: You can use Copilot to detect and fix errors in your formulas, data, or charts. For example, if you have a formula that returns an error value, such as #DIV/0!, you can type "fix this error" in the Copilot pane, and Copilot will suggest a possible solution, such as changing the denominator to avoid division by zero. You can then apply the solution by clicking on it or pressing Enter.

- Formatting data: You can use Copilot to format

your data according to your preferences or standards. For example, if you want to change the currency format of your sales data from US dollars to euros, you can type "change currency format to euros" in the Copilot pane, and Copilot will suggest a formatting option that changes the currency symbol and the decimal separator. You can then apply the formatting by clicking on it or pressing Enter.

- Automating tasks: You can use Copilot to automate repetitive or complex tasks in Excel. For example, if you want to create a monthly report based on your sales data, you can type "create a monthly report" in the Copilot pane, and Copilot will suggest a template that includes a dashboard, a summary, and a detailed analysis of your data. You can then customize the template by adding or removing elements, changing the layout, or editing the text.

By using Copilot in Excel, you can:

- Save time: You can create, edit, and understand your spreadsheets faster and easier with Copilot. You don't need to remember complex formulas, syntax, or commands. You can just type what you want to do in natural language and let Copilot do the rest.
- Avoid mistakes: You can reduce errors and inconsistencies in your spreadsheets with Copilot. Copilot can detect and fix errors in your formulas, data, or charts. It can also format

your data according to your preferences or standards.

- Discover insights: You can uncover new insights from your data with Copilot. Copilot can suggest formulas, charts, tables, and insights based on your data and your questions. It can also provide summaries and explanations of the results.

- Improve decisions: You can make better decisions for your business with Copilot. You can analyse your sales, expenses, inventory, cash flow, and other key metrics with Copilot. You can also create reports and dashboards that present your data in a clear and compelling way.
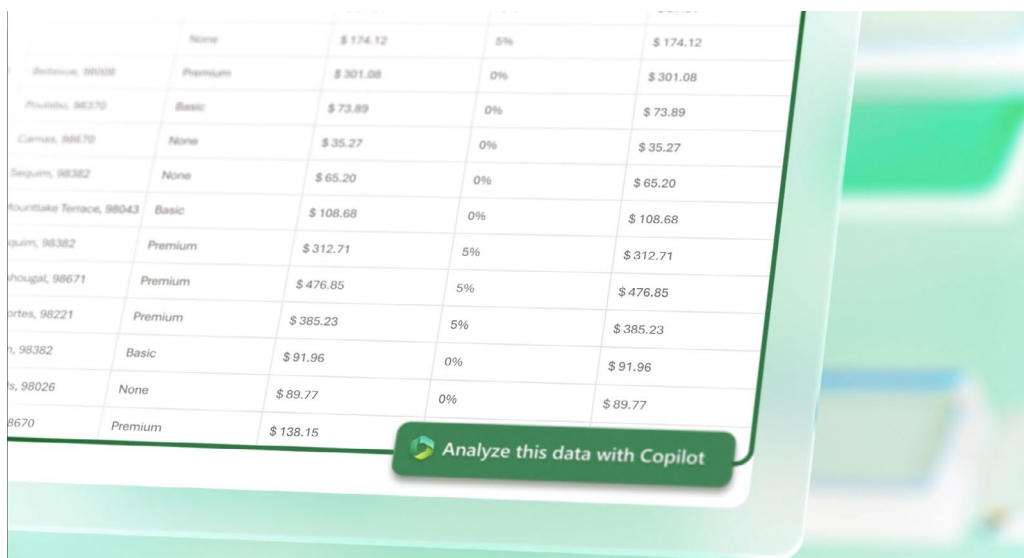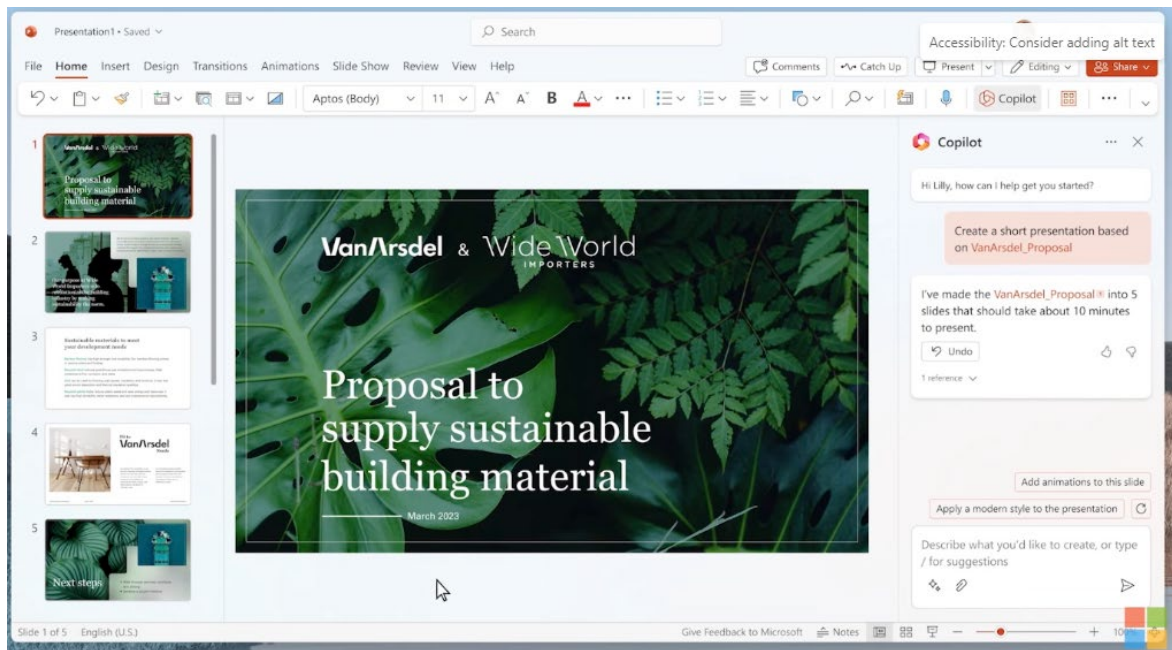
Microsoft 365 Copilot is a powerful feature in Excel that uses AI to help you create, edit, and understand your spreadsheets. It can help you save time, avoid mistakes, discover insights, and improve decisions for your SME business.

To learn more about Copilot and how to use it in Excel, book a spot on one of our weekly seminars, call or email us today

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	None	$ 174.12	5%	$ 174.12
Bellevue, 98008	Premium	$ 301.08	0%	$ 301.08
Poulsbo, 98370	Basic	$ 73.89	0%	$ 73.89
Camus, 98670	None	$ 35.27	0%	$ 35.27
Sequim, 98382	None	$ 65.20	0%	$ 65.20
Mountlake Terrace, 98043	Basic	$ 108.68	0%	$ 108.68
quim, 98382	Premium	$ 312.71	5%	$ 312.71
hougal, 98671	Premium	$ 476.85	5%	$ 476.85
ortes, 98221	Premium	$ 385.23	5%	$ 385.23
n, 98382	Basic	$ 91.96	0%	$ 91.96
s, 98026	None	$ 89.77	0%	$ 89.77
8670	Premium	$ 138.15		

Analyze this data with Copilot

If you need to create presentations that showcase your business and products to customers, investors, and partners, or if you need to develop internal training materials for your employees but find PowerPoint daunting and time-consuming, then Microsoft 365 Copilot is a game-changer for you.

Copilot in PowerPoint uses artificial intelligence (AI) to help you create, edit, and understand your presentations. It can suggest layouts, designs, themes, images, icons, and animations based on your data and your message. It can also detect and fix errors, format your data, and automate tasks. With Copilot, you can save time, avoid mistakes, and impress your audience with your presentations.

Copilot can help you with various tasks in PowerPoint, such as:

- Creating slides: You can type a natural language question or request in the Copilot pane, and Copilot will suggest one or more slides that match your intent. For example, if you type "show me a slide of sales by product category", Copilot will suggest a slide that shows a pie chart of sales by product category in your data. You can then insert the slide into your presentation by clicking on it or pressing Enter.

- Creating designs: You can also use Copilot to create designs based on your data and your message. For example, if you type "make this slide look professional", Copilot will suggest a design that applies a theme, a colour scheme, a font style, and an alignment to your slide. You can then apply the design to your slide by clicking on it or pressing Enter.

- Creating images: You can use Copilot to create images that illustrate or enhance your data and your message. For example, if you type "add an image of a happy customer", Copilot will suggest an image that shows a happy customer related to your product or service. You can then insert the image into your slide by clicking on it or pressing Enter.

- Fixing errors: You can use Copilot to detect and fix errors in your slides, data, or designs. For example, if you have a slide that has spelling or grammar mistakes, you can type "fix this slide" in the Copilot pane, and Copilot will suggest corrections for the mistakes. You can then apply the corrections by clicking on them or pressing Enter.

- Automating tasks: You can use Copilot to automate repetitive or complex tasks in PowerPoint. For example, if you want to create a monthly report based on your sales data, you can type "create a monthly report" in the Copilot pane, and Copilot will suggest a template that includes a title slide, an agenda slide, a summary slide, and a detailed analysis slide of your data. You can then customize the template by adding or removing slides, changing the content, or editing the design.

By using Copilot in PowerPoint, you can:

- Save time: You can create, edit, and understand your presentations faster and easier with Copilot. You don't need to remember complex commands, syntax, or rules. You can just type what you want to do in natural language and let Copilot do the rest.

- Avoid mistakes: You can reduce errors and inconsistencies in your presentations with Copilot. Copilot can detect and fix errors in your slides, data, or designs. It can also format your data according to your preferences or standards.

- Impress your audience: You can create stunning presentations with Copilot. Copilot can suggest layouts, designs, themes, images, icons, and animations that match your data and your message. It can also provide insights and summaries that highlight the key points of your data.

- Improve communication: You can communicate your data effectively and persuasively with Copilot. You can create slides that showcase your sales, expenses, inventory, cash flow, and other key metrics to your customers, investors, partners, and employees. You can also create reports and dashboards that present your data in a clear and compelling way.

Microsoft 365 Copilot is a powerful feature in PowerPoint that uses AI to help you create, edit, and understand your presentations. It can help you save time, avoid mistakes, impress your audience, and improve communication for your SME business.

To learn more about Copilot and how to use it in Powerpoint, book a spot on one of our weekly seminars, call or email us today

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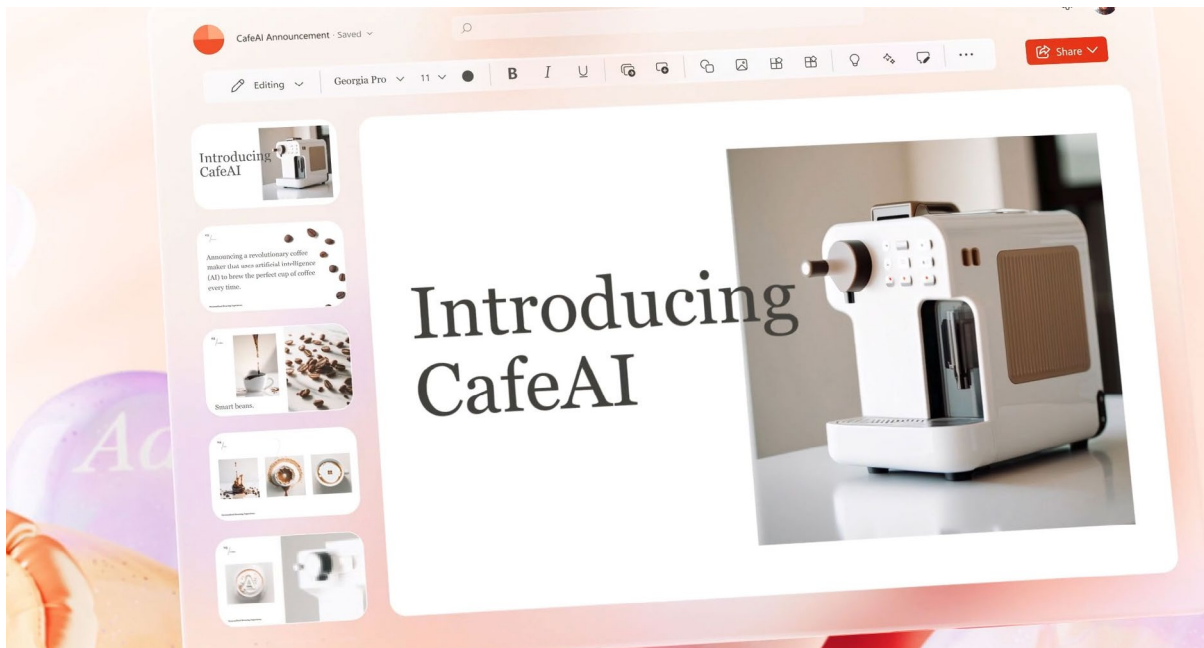
Microsoft Word is one of the most commonly used parts of the 365 suite of products.

Creating documents and content and writing letters can be time-consuming, especially if you are not very good at writing or creating original content.

Copilot is a new feature in Word that uses artificial intelligence (AI) to help you create, edit, and understand your documents. It can suggest sentences, paragraphs, headings, lists, tables, and images based on your data and your message. It can also detect and fix errors, format your data, and automate tasks. With Copilot, you can save time, avoid mistakes, and persuade your readers with your documents. Copilot can help you with various tasks in Word, such as:

- Writing content: You can type a natural language question or request in the Copilot pane, and Copilot will help you by automatically creating the content based on your style or corporate identity that matches your intent. For example, if you type "write an introduction for this document", Copilot will suggest a paragraph that introduces the topic and the purpose of your document. You can then insert the content into your document by clicking on it or pressing Enter.
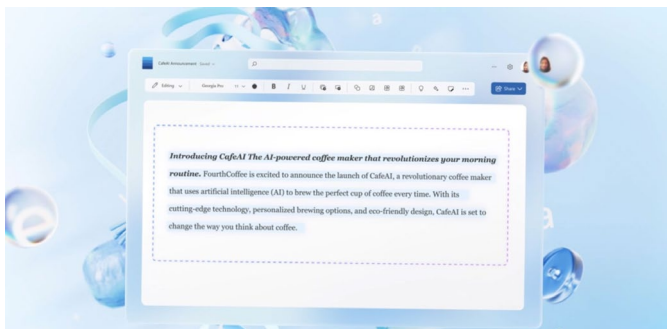
- Writing headings: You can use Copilot to write headings that organise and structure your document. For example, if you type "write a heading for this section", Copilot will suggest a heading that reflects the main idea of the section. You can then insert the heading into your document by clicking on it or pressing Enter.

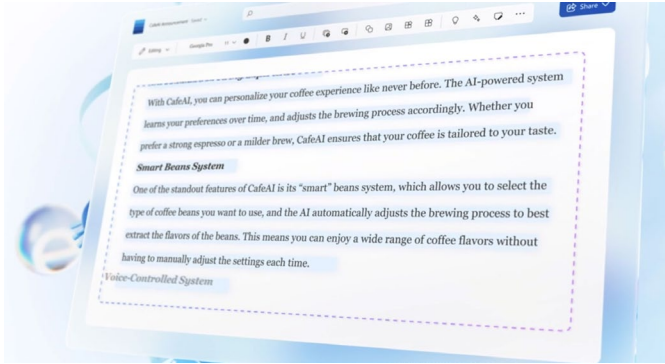- Writing lists: You can use Copilot to write lists that present multiple items or options in
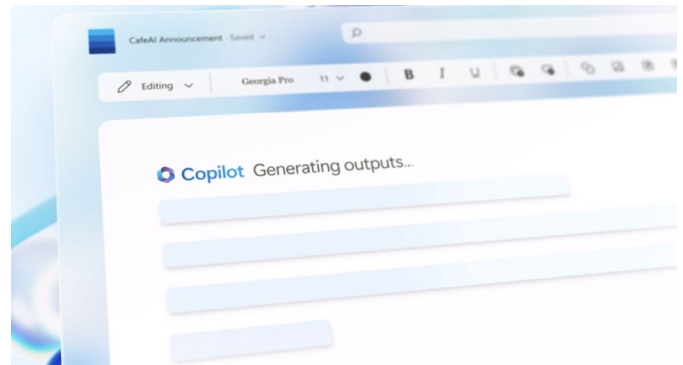
a concise way. For example, if you type "write a list of benefits of using Copilot", Copilot will suggest a list that enumerates the benefits of using Copilot in Word. You can then insert the list into your document by clicking on it or pressing Enter.

- Creating images: You can use Copilot to create images that illustrate or enhance your data and your message. For example, if you type "add an image of a happy customer", Copilot will suggest an image that shows a happy customer related to your product or service. You can then insert the image into your document by clicking on it or pressing Enter.

- Fixing errors: You can use Copilot to detect and fix errors in your sentences, data, or images. For example, if you have a sentence that has spelling or grammar mistakes, you can type "fix this sentence" in the Copilot pane, and Copilot will suggest corrections for the mistakes. You can then apply the corrections by clicking on them or pressing Enter.

- Automating tasks: You can use Copilot to automate repetitive or complex tasks in Word. For example, if you want to create a monthly report based on your sales data, you can type "create a monthly report" in the Copilot pane, and Copilot will suggest a template that includes a cover page, a table of contents, an executive summary, and a detailed analysis of your data. You can then customise the template by adding or removing pages, changing the content, or editing the design.

By using Copilot in Word, you can:

- Save time: You can create, edit, and understand your documents faster and easier with Copilot. You don't need to remember complex rules, syntax, or commands. You can just type what

you want to write in natural language and let Copilot do the rest.

- Avoid mistakes: You can reduce errors and inconsistencies in your documents with Copilot. Copilot can detect and fix errors in your sentences, data, or images. It can also format your data according to your preferences or standards.

- Persuade your readers: You can write your data clearly and convincingly with Copilot. Copilot can suggest sentences, paragraphs, headings, lists, tables, and images that match your data and your message. It can also provide insights and summaries that highlight the key points of your data.

- Improve communication: You can communicate your data effectively and persuasively with Copilot. You can write documents that communicate your sales, expenses, inventory, cash flow, and other key metrics to your customers, investors, partners, and employees. You can also write reports and dashboards that present your data in a clear and compelling way.

Microsoft 365 Copilot is a powerful feature in Word that uses AI to help you create, edit, and understand your documents. It can help you save time, avoid mistakes, persuade your readers, and improve communication for your SME business.

To learn more about Copilot and how to use it in Word, book a spot on one of our weekly seminars, call or email us today

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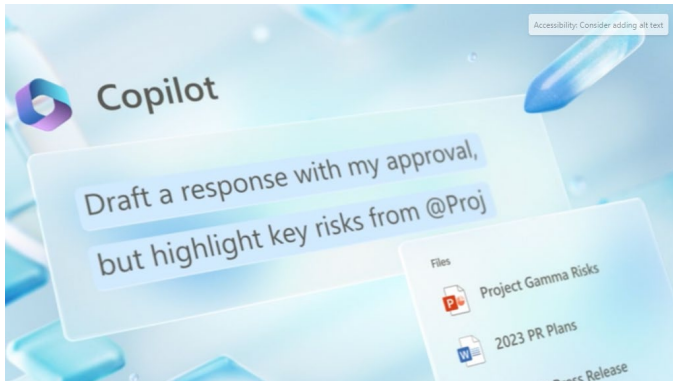
Managing emails, scheduling meetings, and staying organised can be time-consuming, especially if you are not very good at managing your time or staying organised. Copilot will use artificial intelligence (AI) to help you manage your emails, schedule meetings, and stay organised.

It can suggest responses, schedule meetings, manage your calendar, and even help you find important information in your emails. With Outlook, you can save time, avoid mistakes, and stay on top of your tasks.

Outlook can help you with various tasks, such as:

· Managing emails: You can use Outlook's AI-powered features to manage your emails more effectively. For example, if you receive an email that requires a quick response, Outlook can suggest a short, appropriate response based on the content of the email. You can then send the suggested response with just one click.

· Scheduling meetings: Outlook can help you schedule meetings by suggesting suitable times and attendees based on your previous meetings and your current schedule. You can then schedule the meeting with just a few clicks.

· Managing your calendar: Outlook can help you manage your calendar by automatically adding events from your emails to your calendar. For example, if you receive an email about a flight, Outlook can automatically add the flight details to your calendar.

· Finding information: Outlook can help you find important information in your emails. For example, if you are looking for an email about a specific topic, you can type the topic into the search bar, and Outlook will show you all the relevant emails.

· Organising your tasks: Outlook can help you organise your tasks by allowing you to create tasks from your emails. For example, if you receive an email that requires you to do something, you can create a task from the email and add it to your to-do list.

By using Outlook, you can:

· Save time: You can manage your emails, schedule meetings, and stay organised faster and easier with Outlook. You don't need to remember complex rules or commands. You can just use the AI-powered features of Outlook to do the work for you.

· Avoid mistakes: You can reduce errors and oversights with Outlook. Outlook can detect important information in your emails and automatically add it to your calendar or to-do list. It can also suggest responses and schedule
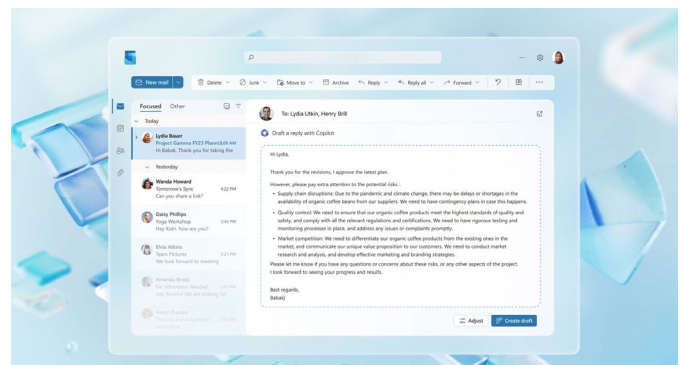
meetings based on your previous behaviour and your current schedule.

· Stay organised: You can stay on top of your tasks with Outlook. Outlook can help you manage your emails, schedule meetings, manage your calendar, and organise your tasks in one place. You can also sync your Outlook calendar and tasks with other devices so you can stay organised wherever you go.

To learn more about Copilot and how to use it in Outlook, book a spot on one of our weekly seminars, call or email us today
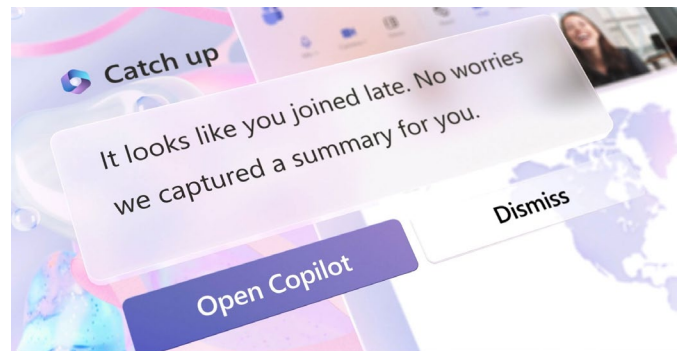
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Over the last few years, almost every business has used Microsoft Teams for remote meetings or internally within an organisation as a way of keeping in touch with colleagues.

Collaborating with team members, managing projects, and conducting meetings can be time-consuming, especially if you are not very good at coordinating or communicating effectively.

Copilot is a new feature in Teams that uses artificial intelligence (AI) to help you collaborate, manage, and communicate more effectively.

It can suggest responses, schedule meetings, manage your tasks, and even help you find important information in your conversations. With Copilot, you can save time, avoid mistakes, and enhance your team's productivity.

Copilot can help you with various tasks in Teams, such as:

·   Managing conversations: You can use Copilot's AI-powered features to manage your conversations more effectively. For example, if you receive a message that requires a quick response, Copilot can suggest a short, appropriate response based on the content of the message. You can then send the suggested response with just one click.

·   Scheduling meetings: Copilot can help you schedule meetings by suggesting suitable times and attendees based on your previous meetings and your current schedule. You can then schedule the meeting with just a few clicks.

·   Managing your tasks: Copilot can help you manage your tasks by allowing you to create tasks from your conversations. For example, if you receive a message that requires you to

do something, you can create a task from the message and add it to your to-do list.

·   Finding information: Copilot can help you find important information in your conversations. For example, if you are looking for a message about a specific topic, you can type the topic into the search bar, and Copilot will show you all the relevant messages.

By using Copilot in Teams, you can:

·   Save time: You can manage your conversations, schedule meetings, and stay organised faster and easier with Copilot. You don't need to remember complex rules or commands. You can just use the AI-powered features of Copilot to do the work for you.

·   Avoid mistakes: You can reduce errors and oversights with Copilot. Copilot can detect important information in your messages and automatically add it to your calendar or to-do list. It can also suggest responses and schedule meetings based on your previous behaviour and your current schedule.

·   Enhance productivity: You can enhance your team's productivity with Copilot. Copilot can help you manage your conversations, schedule meetings, manage your tasks, and find information in one place. You can also sync your Teams tasks with other devices, so you can stay organised wherever you go.

To learn more about Copilot and how to use it in Teams, book a spot on one of our weekly seminars, call or email us today
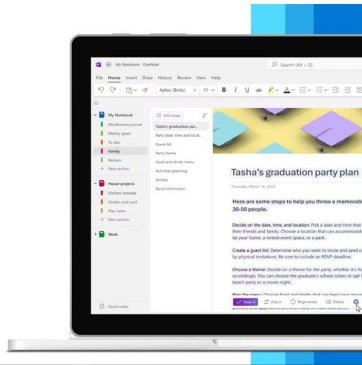
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Microsoft 365

Copilot in OneNote

Over the last few years, Microsoft OneNote has become a go-to app for digital note-taking, whether it's for personal use, education, or within an organisation. It provides a single place for keeping all of your notes, research, plans, and information. However, managing these notes and extracting valuable information from them can be time-consuming. This is where Copilot comes in.

Copilot is a new feature in OneNote that uses artificial intelligence (AI) to help you manage your notes more effectively. It can summarise notes, create to-do lists from your notes, design plans based on your notes, and even help you find important information within your notes. With Copilot, you can save time, avoid mistakes, and enhance your productivity.
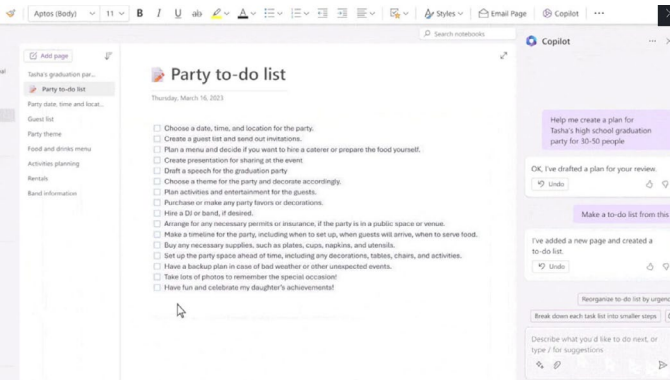

Copilot can help you with various tasks in OneNote, such as:

Summarising Notes: If you have a lengthy note that needs to be summarised, Copilot can generate a concise summary based on the content of the note. You can then share this summary with others or refer to it later.

Creating To-Do Lists: Copilot can help you manage your tasks by allowing you to create to-do lists from your notes. For example, if you have a note that contains several action items, Copilot can extract these items and add them to your to-do list.

Designing Plans: If you're planning an event or project and have written down all the details in a note, Copilot can help design a comprehensive plan based on this information.

Finding Information: If you're looking for specific information within your notes, you can ask Copilot to find it for you. For example, if you're looking for all notes related to a specific topic or project, Copilot can show you all the relevant notes.
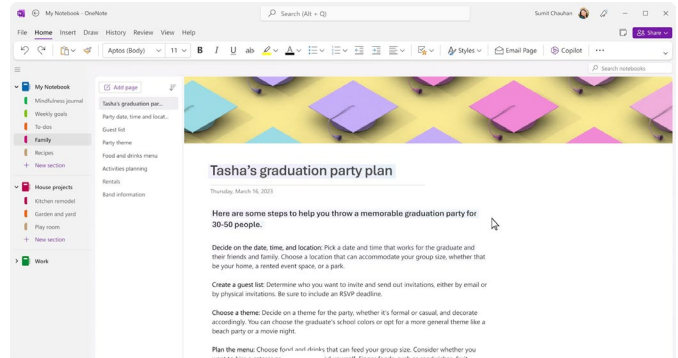
By using Copilot in OneNote, you can:

Save Time: You can manage your notes and stay organised faster and easier with Copilot.

You don't need to remember complex rules or commands. You can just use the AI-powered features of Copilot to do the work for you.

Avoid Mistakes: You can reduce errors and oversights with Copilot. Copilot can detect important information in your notes and automatically add it to your calendar or to-do list.

Enhance Productivity: You can enhance your productivity with Copilot. Copilot can help you manage your notes, design plans, manage your tasks, and find information in one place. You can also sync your OneNote tasks with other devices, so you can stay organised wherever you go.

To learn more about Copilot and how to use it in OneNote, book a spot on one of our weekly seminars, call or email us today

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As you will see from these simple examples, Copilot is an absolute game changer for how people work with popular Microsoft products, which we use every day.

Copilot Readiness Programme from Black Sheep Support

Transitioning to such an advanced tool might feel daunting, but that's where we come in.

Our Copilot Readiness program comes into play.

We provide a detailed audit of your organisation's readiness for Microsoft Copilot and advise how to be ready by Q1 24 when it launches.

Trust us, we're not your "run-of-the-mill" service; we're outstanding in our field.

How Black Sheep Support adds value

Our Copilot Migration and Integration services ensure a seamless transition, prepping your team and technology for this new age of productivity, including costs and ROI information.

Black Sheep Support doesn't just help with Copilot we provide enterprise-level outsourced managed IT support but designed for SMEs.

Whether you need a part-time IT manager, help desk support or just advice about implementing disaster mitigation and recovery plans for a rainy day when the worst might happen. Black Sheep Support has a solution which is perfect for your business.
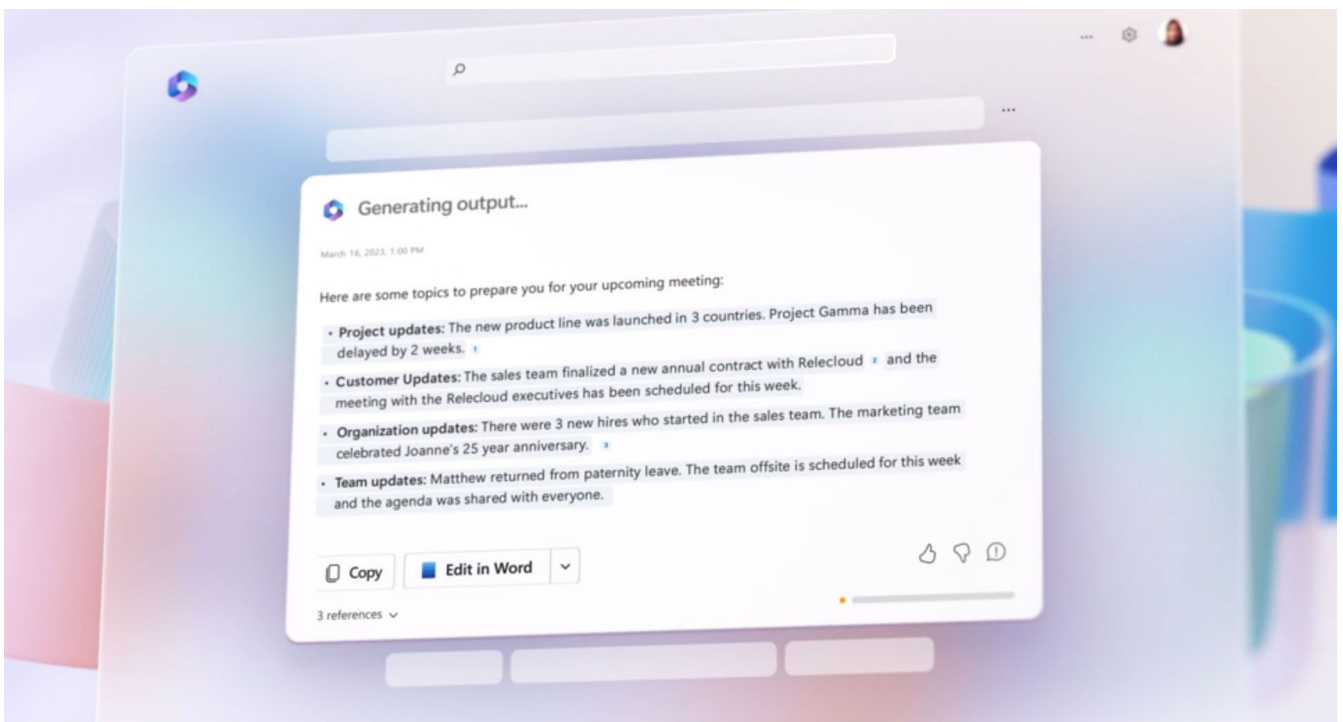
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Setting up and migrating to Microsoft 365 Copilot - Initial considerations

Before jumping in, there are a few key considerations. Will you be transitioning from another productivity tool? Do you already have existing Microsoft 365 subscriptions? These factors will guide the migration and setup process, which Black Sheep Support is well-equipped to assist with.

Copilot Readiness Programme in more detail

Before Copilot takes the wheel, you need to ensure that your team is ready to make the most of its capabilities. Our Copilot Readiness Program prepares your team for a smooth transition, covering key topics such as:

- User Training: In-depth courses tailored to different user roles within your organisation.
- Data Security: Outline of security features and compliance.
- Natural Language Commands: An introduction to effectively communicating with Copilot.
- Integrating with Other Services

Copilot's integration capabilities are worth noting even if you already use other tools and platforms. Our Co-Pilot Integration Program ensures a seamless connection with your existing tech stack.

Security and Compliance Audits

Designed to safeguard your data at all levels—individual, group, and tenant. Features like two-factor authentication are already built into the system to provide an additional layer of security.

-Compliance Boundaries
Data leakage is a significant concern in today's digital landscape. Copilot adheres to compliance boundaries, ensuring that sensitive data doesn't leak across user groups within your organisation. You can be at ease knowing that your data remains where it's supposed to be.

- Privacy Protections
Copilot is not just intelligent; it's also discreet. The AI algorithms respect privacy settings and restrictions, only accessing and presenting your authorised data. In this way, Copilot serves as a responsible addition to your workforce.

Closing summary and next steps - Summing it all up

The introduction of Microsoft 365 Copilot represents a leap forward in AI-powered productivity and a boon for businesses of all sizes. From document creation to data analytics, Copilot offers next-level assistance that lets you focus on what truly matters—your core business goals. But the cherry on top? The peace of mind that comes with robust security and compliance features.

To learn more about Copilot and how to use it in Office 365, book a spot on one of our weekly seminars, call or email us today

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Your action plan with Black Sheep Support

The first step in your journey is contacting Black Sheep Support.

Book a free space at one of our online Copilot webinars (Team Meetings) and see for yourself just what a quantum leap this product is going to be.

Book a time for one of our Engineers to give you an overview of the services we can provide and how we may be able to help your business.

Complete our Copilot readiness survey and help your business get ready for Copilot.

Choose Your Service: Based on your unique needs, pick from our tailored offerings like the Copilot Readiness program, Migration service, Copilot Integration Program, AI Readiness Program, and Outsourced IT or Managed Services.

Prepare for Launch: If you opt for our Copilot Readiness Program, we'll ensure that you and your team are fully prepared for a smooth transition. We'll also make sure that all your data is secure and compliant.

Review and Iterate: Once Copilot is up and running Black Sheep Support remains a steadfast partner. We provide ongoing service and support to ensure you're maximising your investment.

Stay Outstanding: With Copilot and Black Sheep Support, you will be outstanding in your field and have the time and tools to innovate and grow.

Join one of our free weekly online seminars to find out how we can help your business

Get in touch via Email

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