MICROSOFT COPILOT: WORD CHEAT SHEET

01. Access & Security

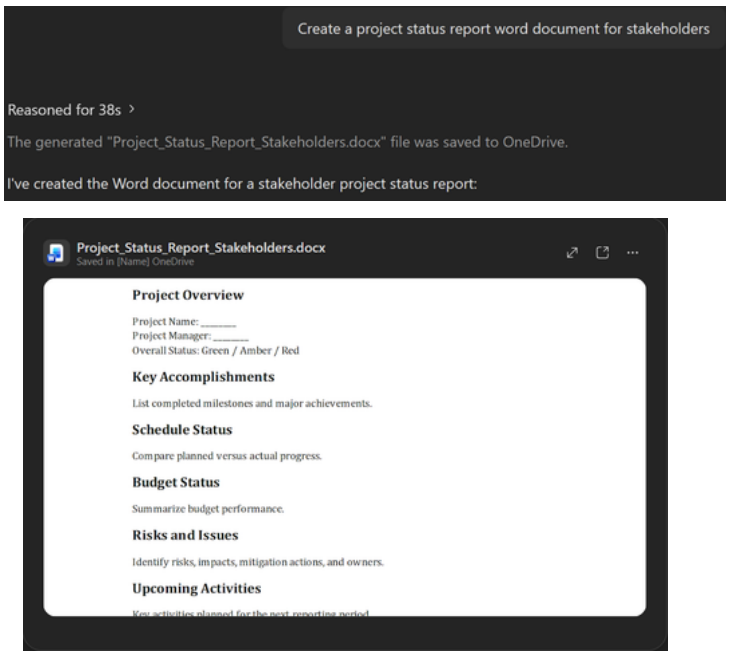
- Navigate to "m365.cloud.microsoft" and sign in with your Marist credentials.
- On the top-right corner displaying a checkmark inside a green shield confirms that "Enterprise Data Protection" is enabled.
- This ensures that your data remains within Microsoft 365 and not used to train AI models.

02. Core Capabilities & Work Flows

DRAFTING & CONTENT CREATION

- Open a Word document.
- Launch Copilot.
- Enter a prompt such as: "Create a project status report for stakeholders."
- Optionally attach reference documents.
- Review the generated draft.
- Refine with follow-up prompts and insert the final content into the document.

IMAGE REFERENCES



03. Recommended Best Practices

- Be specific in your prompts.
- Provide relevant reference files.
- Review and validate generated content.
- Refine results with follow-up prompts.
- Verify critical facts and data.
- Follow organizational data-handling policies.

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