# Microsoft A QUICK GUIDE TO

# MICROSOFT COPILOT

Created by <u>@miss\_aird</u>

## WHAT IS COPILOT?

Copilot is available at copilot.microsoft.com and is built into the Microsoft Edge sidebar where you can ask complex questions, find comprehensive answers, get summarized information, find inspiration to build upon while remaining in the same tab. Copilot integrates with Bing's search engine and provides a paragraph summary in response to your queries. You can continue asking follow-up questions to refine the result.



# **CITE SOURCES**

When you get a reply to a prompt, Copilot also lists any sources and links below the message bubble.

Including sources enables users to fact-check the information provided by Copilot.

You can also explore additional details and dive deeper into a topic of interest as well as being able to access the original articles, studies, or reports to gain a more comprehensive understanding.



#### CREATE

Copilot can save you time and help you make rubrics, personalize content for students, and create educational materials such as quizzes and lesson plans. There are suggested prompts to give you ideas and help you get started, but you can always write your own prompt as well.

	Your everyday AI companion with b Bing	
Create Make a rubric for success in an Intro to Psychology course	Summarize Tell me the latest findings of the Nation's Report Card in five paragraphs	When Draft an email about diversity and inclusion on campus
Laugh What's a good joke to start my 6th-grade nath class?	Analyze How do states compare in their public financing of higher education?	Templatize Create a worksheet for 11th graders studying the US Civil War

### **IMAGE CREATOR FROM DESIGNER**

Ask Copilot to create a brand new image for you, using only your words. Write 'create me an image of' or 'draw me an image of' and finish off with exactly what you're looking for. Image Creator works best when

you're more descriptive, so add details like adjectives, locations, or even artistic styles.

For example, 'create an image of a unicorn sunbathing on the beach with a rainbow'



# VISUAL SEARCHES

Visual search allows you to input images to Copilot and ask questions about them. You can ask questions

about images that are difficult to describe, for example; get a recipe for a dish you don't know the name of, identify a building you don't recognize, and much more.

To use visual search in Copilot, click

on the camera icon in the input bar

in, upload a picture from your device



 Analysing the image: Faces may be blur to protect privacy.
 Searching for. Eiffel Tower location

This is a photo of the **Eiffel Tower** in **Paris**, **France**<sup>1</sup>. It is a wrought-iron lattice tower located on the Champ de Mars<sup>1</sup>. The Eiffel Tower is one of the most recognizable

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#### LEARN MORE ON THE MICROSOFT LEARN COURSE HERE

**PDF FEATURE** When you have a PDF open you can ask the Copilot sidebar questions about the document. You may want to ask:

- Summarise the document/page
- Create 5 questions about the document
- Who is the author of the document?
- When was it published?

or provide a website link.

ACCELERATE LEARNING WITH THE RIGHT TOOLS: FIND ADDITIONAL QUICK GUIDES TO GET STARTED