



VELOSIO CASE STUDY:

## Navigating with Copilot

# How Copilot Chat and Copilot for Word Boosted My Productivity and Quality

## Introduction

I'm a back-office employee at a grocery chain, and I often need to research various topics, write reports, and communicate with clients and colleagues. I used to rely on Bing or Google search tools to find information online, but I often wasted time browsing through irrelevant or outdated results. I also struggled with writing clear and concise documents that followed the best practices and standards of my industry. That's why I decided to try Microsoft Copilot for Microsoft 365, a platform that offers intelligent and personalized assistance for finding information and writing documents.

## Copilot Chat: A Smart and Friendly Research Assistant

Copilot Chat is a feature of Microsoft Copilot for Microsoft 365 that allows me to chat with a virtual assistant that can help me find information within my organization and online. I can ask Copilot Chat natural language questions, and it will respond with relevant and reliable sources, such as documents,

websites, videos, or experts. Copilot Chat also learns from my feedback and preferences and adapts to my context and needs. For example, when researching topics, Copilot Chat suggests internal reports and external articles related to my topic and connects me with colleagues who have expertise in that area. Copilot Chat saves me a lot of time and effort and helps me find information faster and more accurately than when I used Bing or Google alone.

## Copilot for Word: A Smart and Friendly Writing Assistant

Copilot for Word is another feature of Microsoft Copilot for Microsoft 365 that helps me write documents quickly and more concisely. Copilot for Word integrates with Microsoft Word and provides me with real-time suggestions and feedback on my writing. Copilot for Word can help me with spelling, grammar, punctuation, style, tone, clarity, coherence, and formatting. Copilot for Word also offers suggestions for improving my vocabulary, adding citations, and incorporating relevant data and facts. For example, when I was writing a report, Copilot for Word highlighted some errors and inconsistencies in my writing, and suggested some synonyms, phrases, and statistics that enhanced my document.

## Conclusion

Microsoft Copilot for Microsoft 365 is a platform that offers intelligent and personalized assistance for finding information and writing documents. Copilot Chat and Copilot for Word are two features of Microsoft Copilot for Microsoft 365 that have boosted my productivity and quality. Copilot Chat helps me find information faster and more accurately, and Copilot for Word helps me write documents more easily. I highly recommend Microsoft Copilot for Microsoft 365 to anyone who wants to work smarter and more efficiently.

**Velosio**<sup>®</sup>

☎ 888.725.2555

✉ insider@velosio.com

📍 5747 Perimeter Dr., Suite 200, Dublin, OH 43017

🌐 www.velosio.com