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  - Microsoft Copilot in Word, Excel, PowerPoint and Outlook



- Generative AI or GenAI
- ChatBot or GenAI Chatbot
- AI Assistant
- Natural Language Processing (NLP)
- Large Language Model (LLM)



DeepSeek



ChatGPT



Copilot



Grok



Grammarly



DALL·E 3



Feature	ChatGPT	Microsoft Copilot	Google Gemini
Developed by	OpenAI	Microsoft	Google DeepMind
LLM Used	GPT-4, GPT-4-turbo	GPT-4, custom models	Gemini 1.5
Integration	Standalone, API	Windows, Office 365, Edge	Google products, Android, Bard
Main Use Cases	Chat, writing, coding, research	Productivity, Office apps, business AI	Search, creative tasks, AI assistance
Strengths	Versatile, coding, writing	Seamless Microsoft integration	Multimodal AI, deep search capabilities
Limitations	Can be costly, internet access needed for real-time info	Tied to Microsoft ecosystem	Less refined responses in some cases

Give me presentation about Copilot security

Microsoft Copilot is designed with enterprise-grade security, privacy, and compliance at its core, ensuring that users can trust it with sensitive data while benefiting from AI-powered productivity.

### 🛡️ Microsoft Copilot Security Overview

Microsoft Copilot integrates with Microsoft 365 and operates within its robust security framework. It combines large language models (LLMs), Microsoft Graph data, and productivity apps like Word and Excel—all while maintaining strict protections.

### 🔒 Key Security Features

- **Enterprise-Grade Protection:** Copilot inherits Microsoft 365's security protocols, including *multi-factor authentication*, *data loss prevention*, and *role-based access control* <sup>1</sup>.
- **Principle of Least Privilege:** Users only access data they're authorized to see, minimizing exposure to sensitive information. <sup>1</sup>
- **Encryption:** All data is encrypted *at rest* and *in transit*, protecting it from unauthorized access. <sup>1</sup>
- **Prompt Injection Defense:** Copilot actively blocks malicious prompts and jailbreak attempts to maintain system integrity. <sup>2</sup>

### 🌟 Data Privacy and Compliance

Give me presentation about Copilot security|



Quick response ▾



#### Conversation History

Conversations with Copilot will be shown here. [Sign in](#) to keep your conversations.

👤 Sign in

# Side-by-Side Comparison of Copilot Chat and Microsoft 365 Apps

FEATURE	COPILOT CHAT	WORD	EXCEL	POWERPOINT	OUTLOOK
Scope	Broad (multi-file, web, creative)	Documents	Data	Presentations	Email & Calendar
Edits in real time	✗ No	✓ Yes	✓ Yes	✓ Yes	✓ Yes
Summarization	✓ Any file	✓ Docs	✓ Data	✓ Slides	✓ Emails
Generates content	✓ Text, images, ideas	✓ Drafts text	✓ Charts, insights	✓ Decks, slides	✓ Emails
Best for	Research, brainstorming, multitasking	Writing & editing	Data analysis	Slide creation	Inbox productivity

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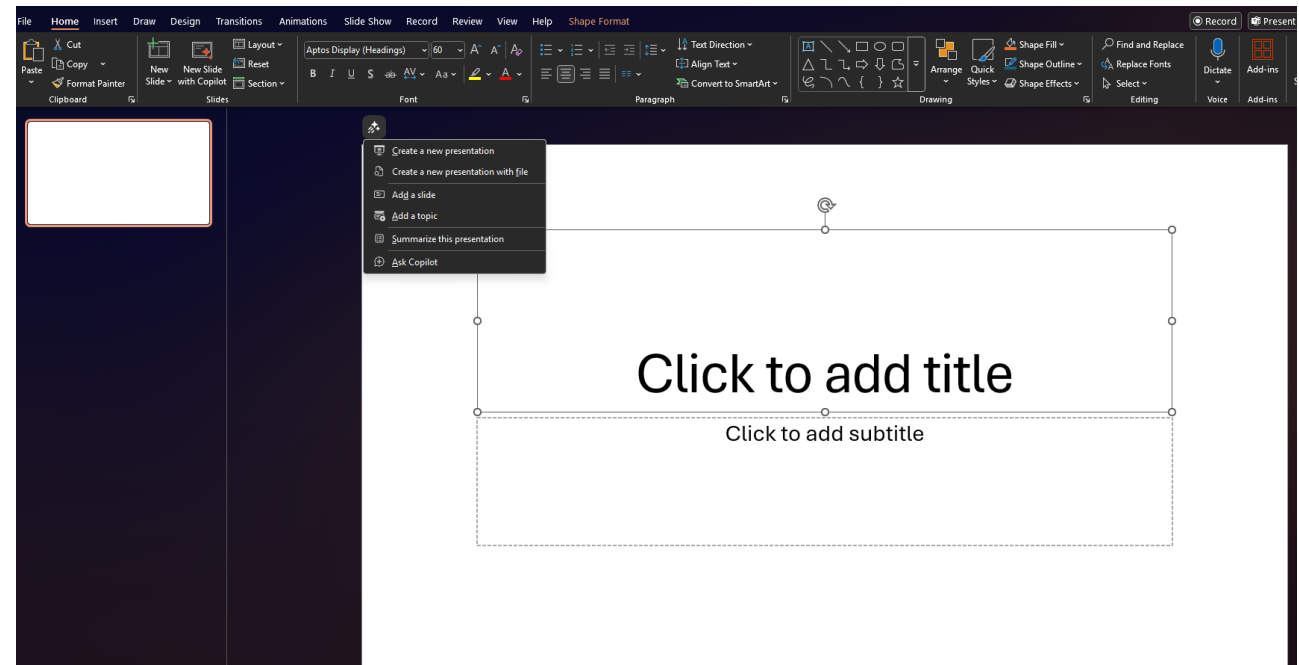
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# Copilot in PowerPoint

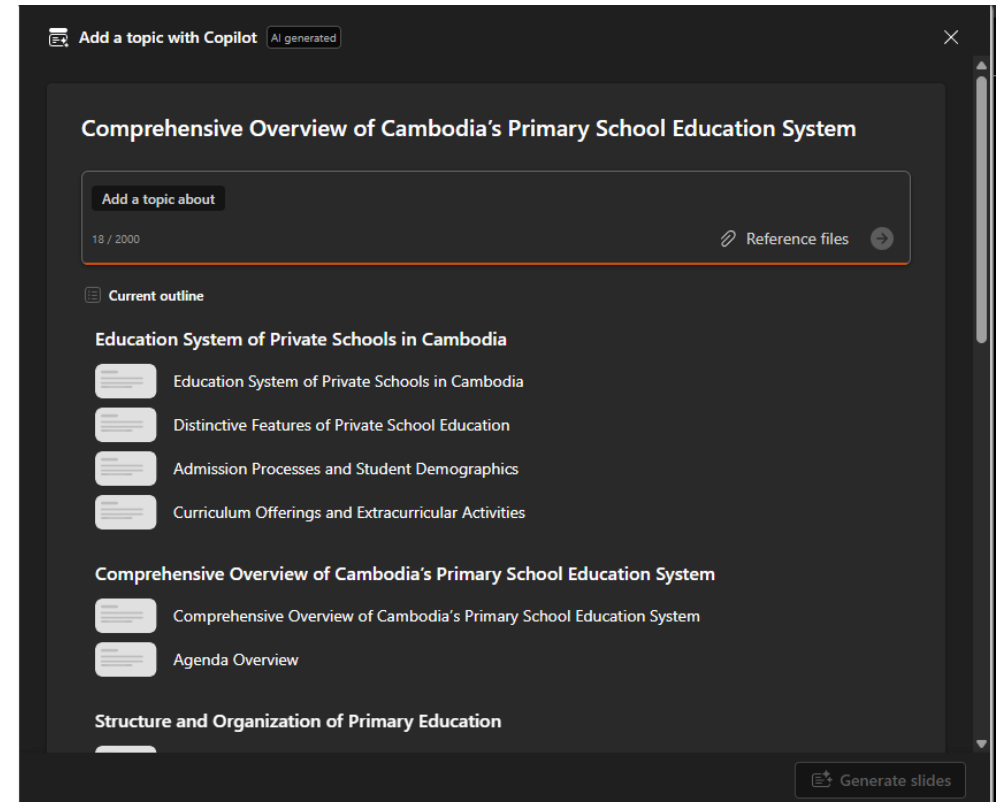
# Create a Presentation from scratch

- Initially, start with a Blank Slide Presentation, Prompt: **“Create a Presentation about Overview of Cambodia Primary School Education System”**



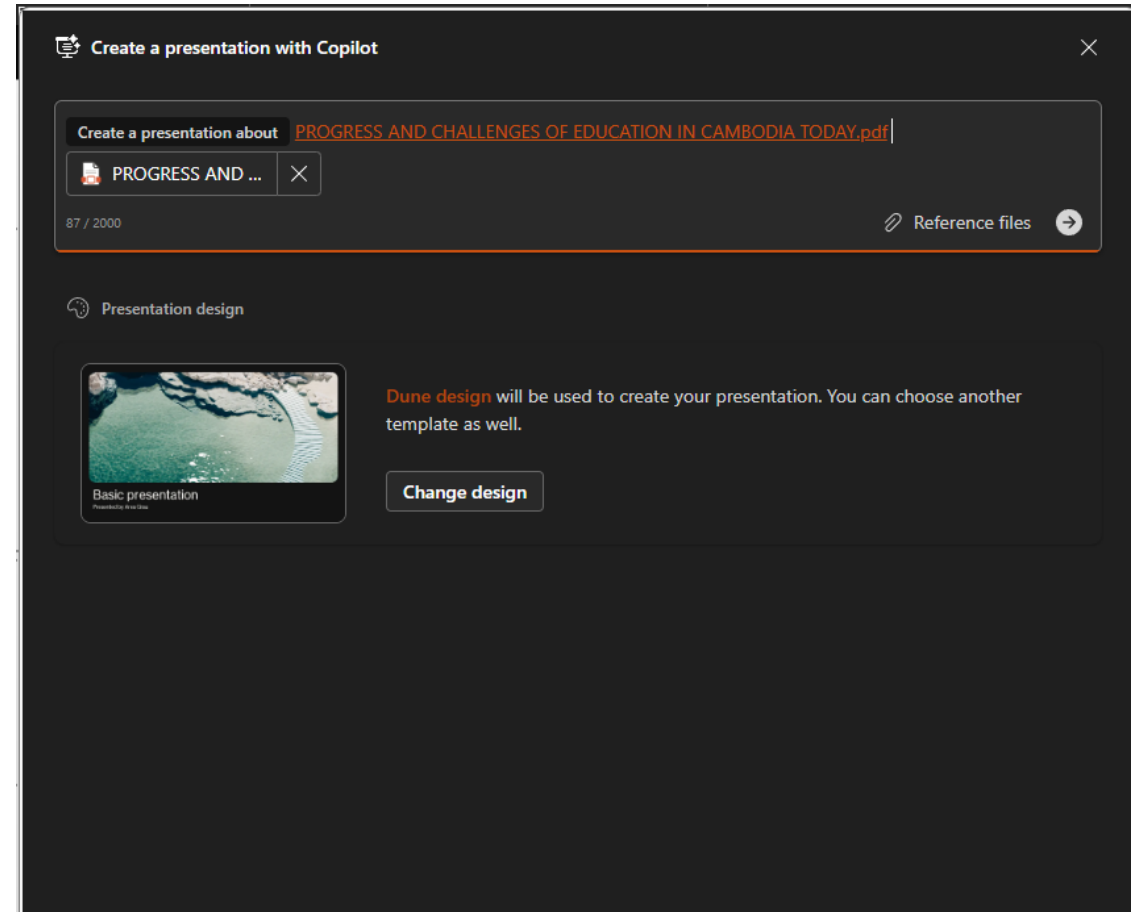
# Modify and Organize exist presentation

- Add a slide presentation, Prompt: **“Add a slide about number of primary school in Cambodia”**
- Add a topic presentation, Prompt: **“Add a topic about Education System of Private Schools in Cambodia”**



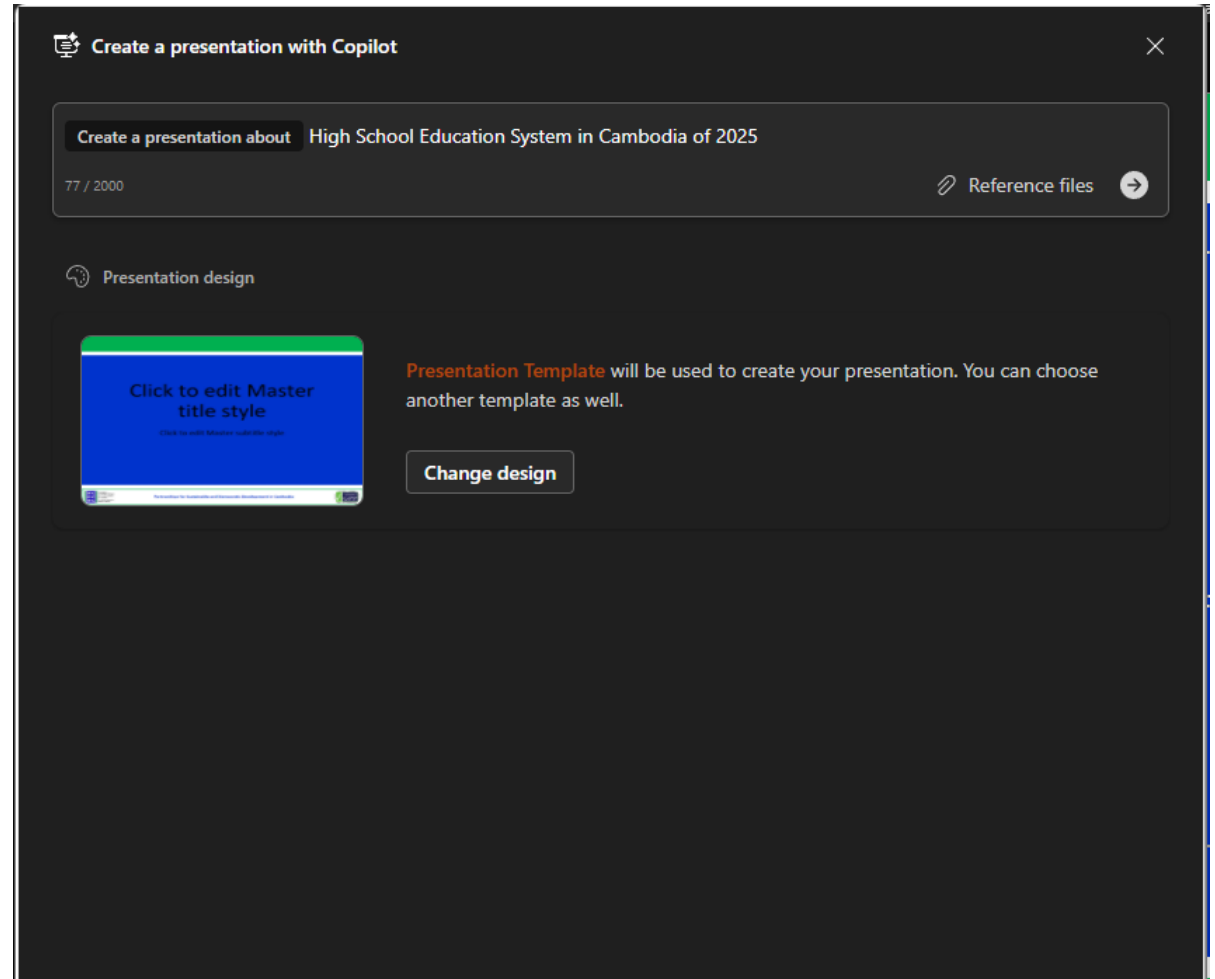
# Create presentation from a file

- Create presentation from a file, Prompt: “**create a presentation about [filename]**”



# Create presentation from your organization template

- Create presentation from organization template,  
Prompt: “**Create a presentation about High School Education System in Cambodia of 2025**”



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# Copilot in Excel

# Clean Data

- Ask formular, **Prompt:** “*I want to change column 'Region' text to the proper case and trim any spaces*”
- Replace Value of Column, **Prompt:** “*Replace all occurrences of In-store with Store in column H2-H9649*”
- Change Column Formatting, **Prompt:** “*Change the number formatting of columns I to L to comma style, 2 decimal places*”

# Add Formular Column

- Extract Month, **Prompt:** *“Add a formula column that extracts the month from the Invoice Date column. I would like the month to be in the format mmm”*
- Calculate Profit, **Prompt:** *“Add a formula column that calculate profit based on column Total Sales and COGS”*

# Highlight cells: Conditional formatting

- Add Background Color to Column, Prompt: “**Highlight** in the Totals Sales column all values that are greater than or equal to 60,000. Highlight with light green background fill”
- Add Background color to entire row, Prompt: “**Highlight** the entire row of the table with red background fill when value in the profit column is less than 25000”
- Add Data bar, Prompt: “Add Green data bar to Units Sold”

# Sort

- Sort A-Z, **Prompt** “*Sort the dataset by the Retailer column A-Z*”
- Sort Number, **Prompt** “*Sort the dataset by the Profit column largest to smallest*”
- Filter column, **Prompt** “*Filter Dataset to show only records where the state in Florida*”

# Analyze data with Pivots Table and Pivots Chart

- Maximum Profit Retailer, **Prompt:** “*Which Retailer has generated the highest profit?*”
- Average Profit Retailer, **Prompt:** “*Show average units sold for New York by Retailer with Bar Chart*”

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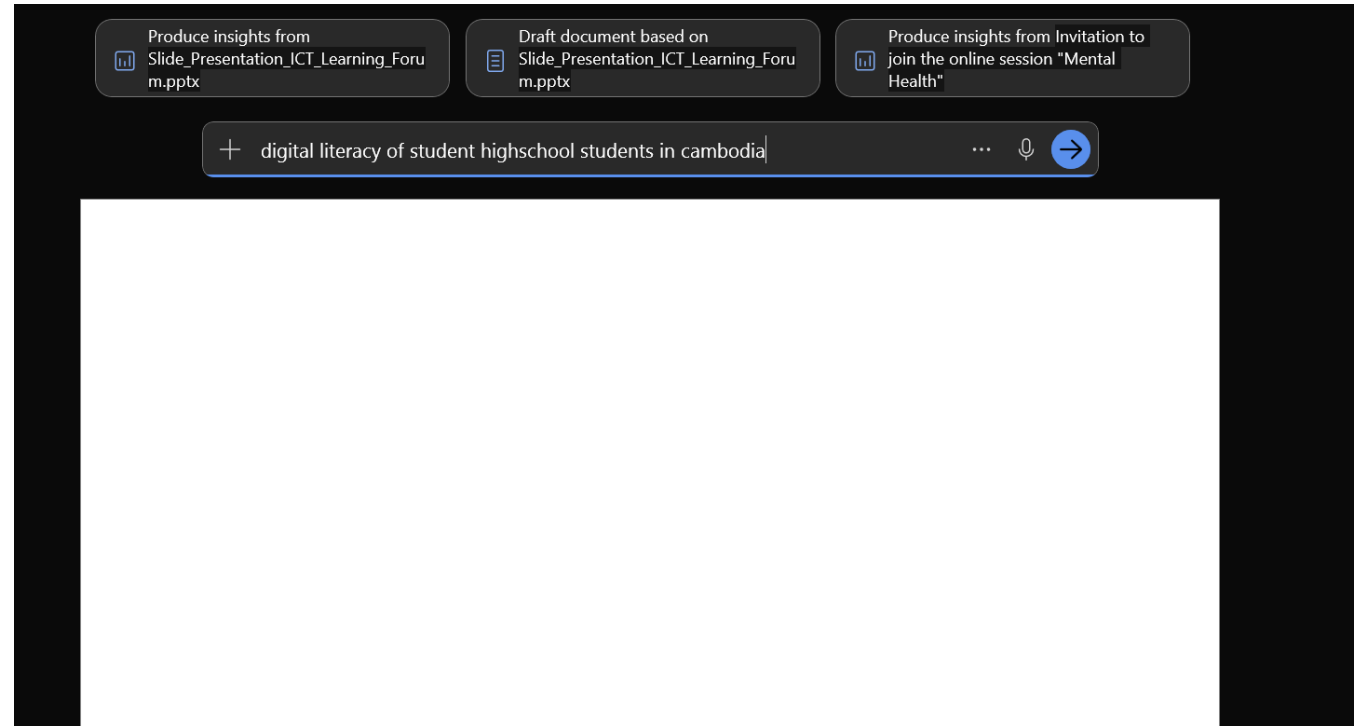
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# Copilot in Word

# Draft Document in Word

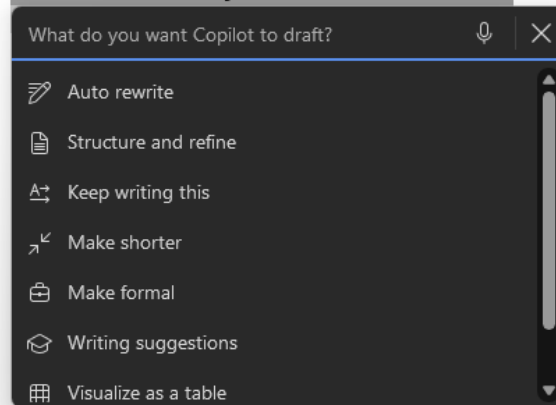
- **Prompt:** “*Digital literacy of high school students in cambodia*”



# Rewrite and Edit Document

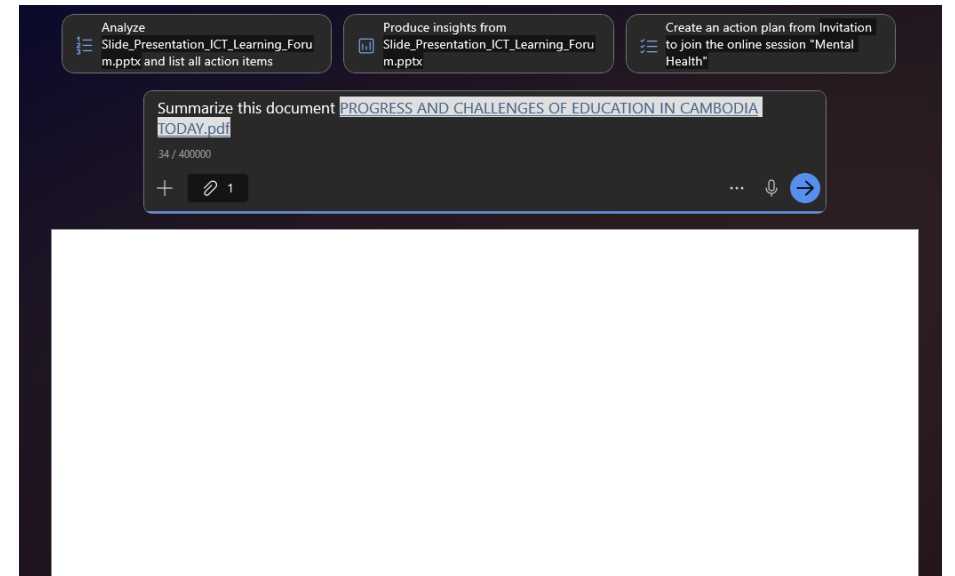
## Conclusion

Digital literacy is vital for Cambodia's youth to participate fully in the digital economy and society. While progress has been made, significant challenges remain, particularly in terms of equitable access and comprehensive education. By addressing infrastructure, training, and curriculum needs, Cambodia can empower its high school students with the digital skills necessary for future success.



# Summarize Documents

- Summary current document, **Prompt:** ***“Summarize this document”***
- Summary from another document, **Prompt:** ***“Summarize this document /”***



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# Copilot in Outlook


# Draft a new Message

- Purpose of Message, **Prompt:**  
“*Invite Non-Profit Governmental Organization (NGO) to join ICT Learning Forum 2025 that discuss about Microsoft Copilot in Word, Excel, Outlook and PowerPoint*”

To Bcc

Cc

Add a subject Draft saved at 8:46 PM

 Invite Non-Profit Governmental Organization (NGO) to join ICT Learning Forum 2025 that discuss about Microsoft Copilot in Word, Excel, Outlook and PowerPoint ➔

# Coaching by Copilot




**Tone**  
Maintain warmth and energy


Reader Sentiment  
Highlight recipient's unique value


Clarity  
Simplify event details further


**Maintain warmth and energy**  
Great job so far! The email is welcoming, enthusiastic, and respectful, which helps to create a positive impression and fosters engagement.

- You might consider softening phrases like "**electrifying and enlightening event**" to "**insightful and rewarding event**" for a more professional tone.
- To balance enthusiasm with professionalism, you could say "**We are truly excited to welcome your organization**" instead of "**We are confident that your organization's participation would be immensely beneficial**".
- Adding a closing line such as "**We look forward to collaborating with you**" can reinforce a friendly and collegial atmosphere.

 Coaching i AI-generated...  

 Apply all suggestions

 Dismiss

 Retry

# Summarize message and draft reply

## Summary by Copilot



You followed up with Lawrence regarding the submission of the monthly report that was scheduled for completion on the specified due date but has not yet been received.

You offered support in case Lawrence is facing obstacles or needs clarification, resources, or help prioritizing tasks.

You emphasized the importance of the report for broader organizational timelines and commitments.

You requested either the draft version if the report is pending review or formatting, or an update on the expected timeline for completion.

There is an unresolved issue regarding the status and expected completion date of the report.

 Ask Copilot

AI-generated content may be incorrect



To: Ouk Sovansathya <sovansathya.ouk@gmail.com>

Dear Lawrence,


Thank you for your email. I appreciate the follow-up on the [name of the report]. I'm currently working on it and expect to have it finalized by [new expected date].



I have encountered a few obstacles that have slowed down my progress. Additional support would be greatly appreciated. Could you please provide more clarification on the scope of the report and access to the necessary resources?



Thank you for your understanding and support. I am committed to delivering a comprehensive and accurate report.



Warm regards,

Ben




 Need more support?

 AI-generated...  

 Try an option below 

-  Keep it
-  Discard

Modify content

-  Retry
-  Make it shorter
-  Make it longer

# Find the files and ask Questions

- Find the file, **Prompt:** *“Find the latest Minute of Staff Meeting?”*
- Ask the Question, **Prompt:** *“When is Deadline of Case Study?”*

Thanks for your attention