

# 113416Microsoft 365 Copilot AI

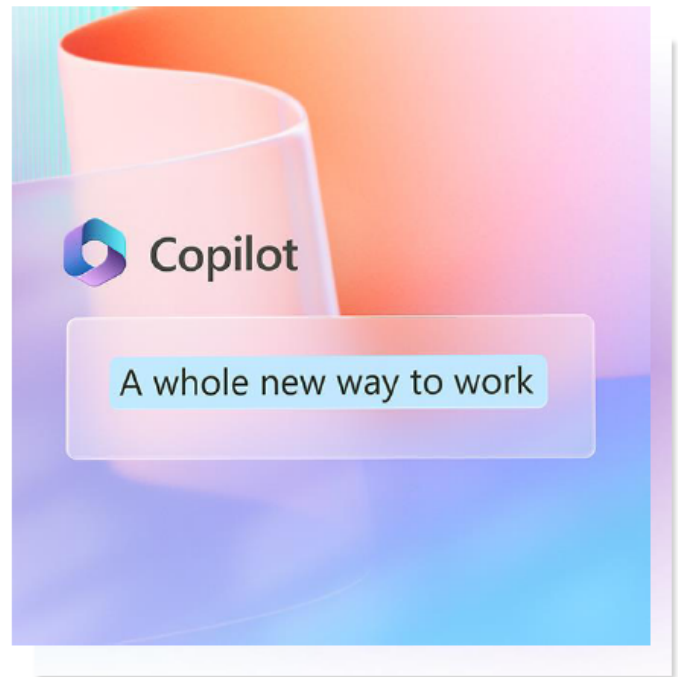
Copilot OpenAI M365, AI, AI

- [113416](#)



## 教學與工作上的最佳 AI 助手 Microsoft 365 Copilot

台灣微軟教育團隊



Microsoft 365 Copilot

### Capabilities

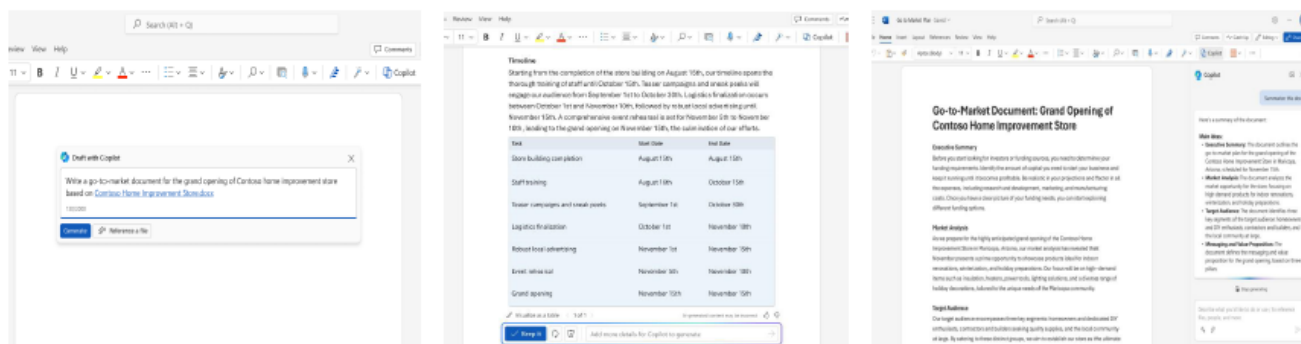
#### Cross-app



#### In-app



## Word 中的 Copilot

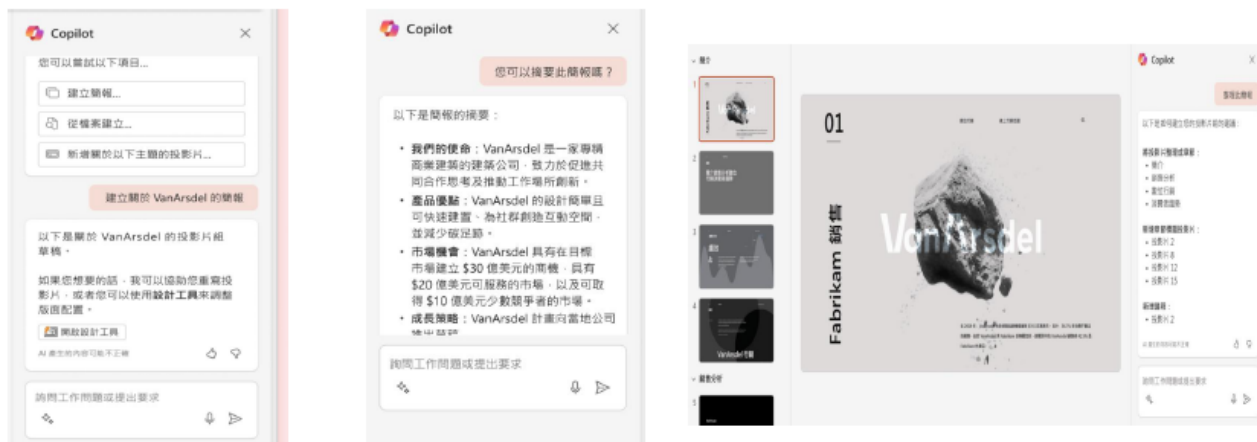


文件撰寫  
新增/既有內容

內容改寫  
修改內容、產生表格

理解與延伸  
摘要、文章分析

## PowerPoint 中的 Copilot

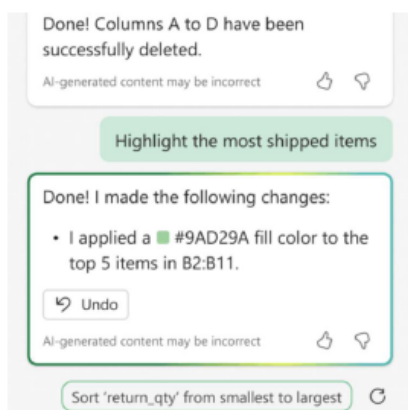


撰寫簡報  
新增/既有內容

摘要理解  
摘要、掌握內容

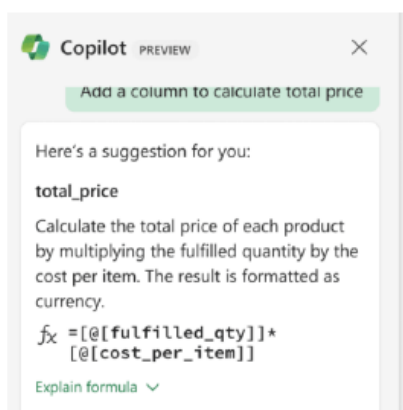
編排簡報  
整理章節、版面編輯

## Excel 中的 Copilot



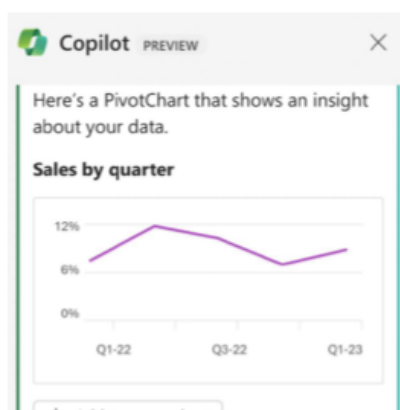
### 編輯資料

標註、分類、處理



### 資料清洗

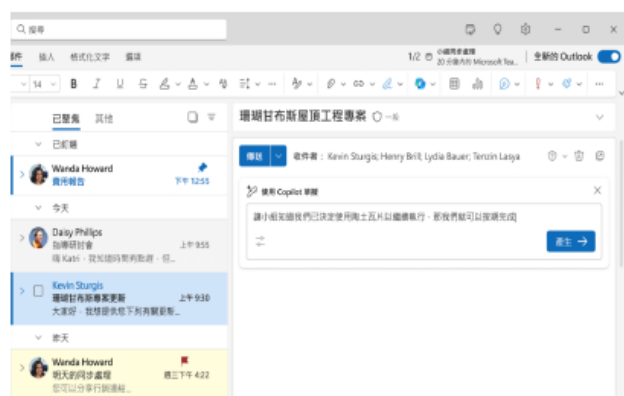
計算、公式建議



### 數據洞察

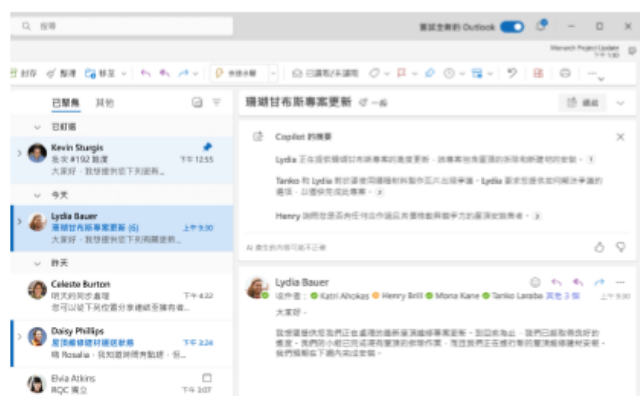
圖表產生、數據分析

## Outlook 中的 Copilot



### 撰寫郵件

草擬與修改內容



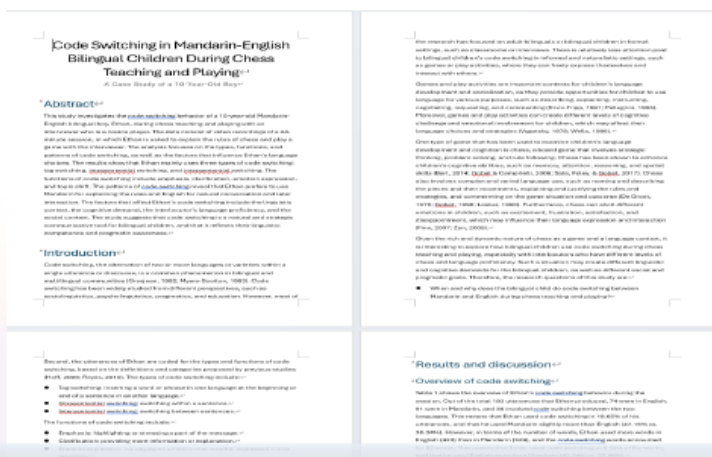
### 理解內容

摘要冗長郵件

# Microsoft 365 Copilot 使教授省下寶貴時間



## 論文寫作-將PowerPoint直接轉成學術論文草稿，並改寫與調整



Copilot in Word

根據這份資料產生journal paper。  
根據下方內容撰寫一段討論。

準備撰寫論文時

依據[PowerPoint文件]寫成期刊論文。

增添論文的段落時

將下方內容寫一段摘要。

想知道編輯的想法時

你是XX期刊的編輯，請提供我這篇文章的回饋。



## 學術研討會簡報-將Word期刊論文直接轉成簡報

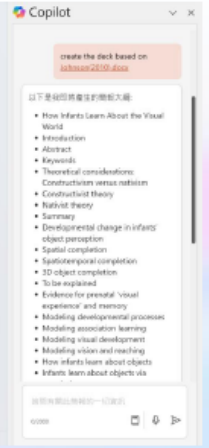


將文件轉成簡報

Create a deck based on [Word文件]



簡報內產生的圖片為AI生成圖片，可放心使用

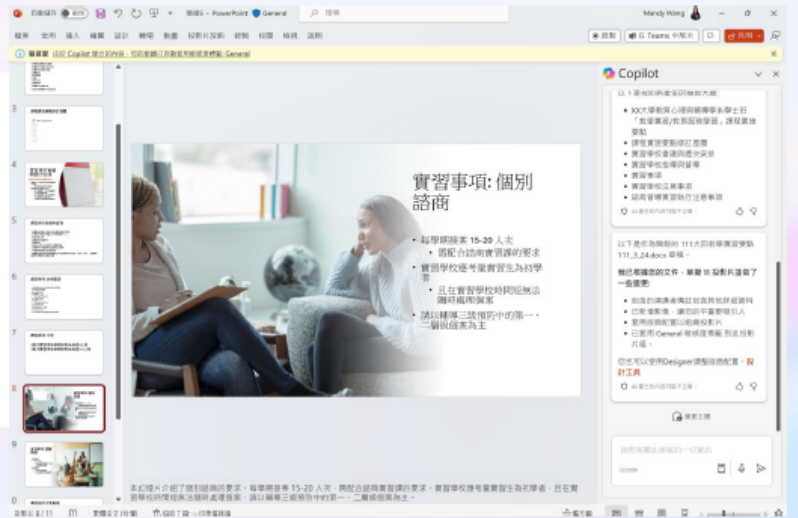


## 系上實習說明簡報-將實施要點直接轉成說明簡報

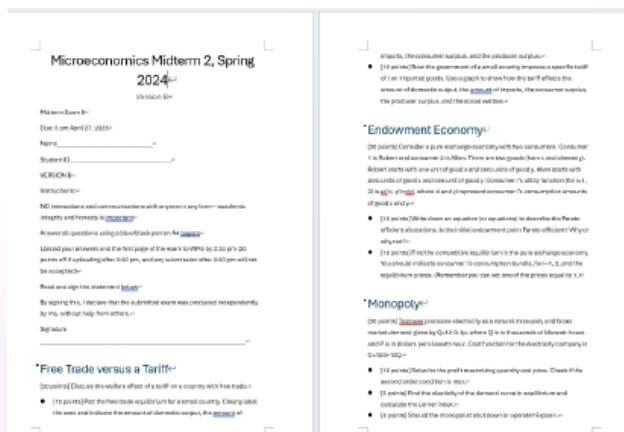


將文件轉成簡報

Create a deck based on [Word文件]



## 教學資料-將這兩份考古題重新出題



### Copilot in Word

-依據這兩份考古題，產生新的題目。  
-依據這份文件，產生課程大綱給資工系研究所的學生。

### 出題與作業

依據[Word文件]與[Word文件]，產生新的考題。

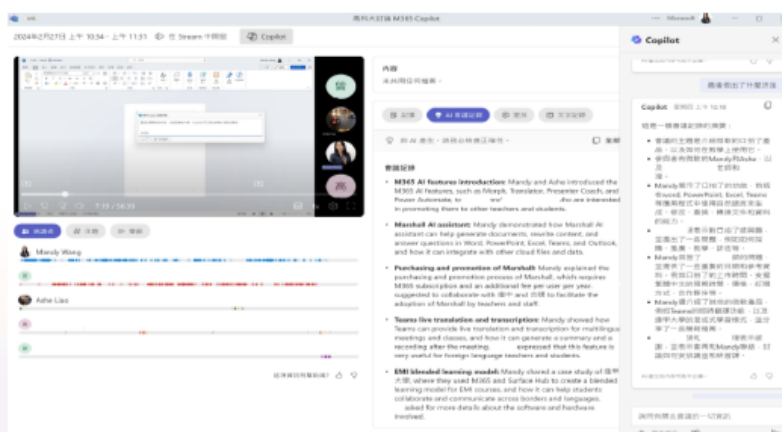
### 課程大綱撰寫與FAQ

依據[Word文件]，產生課程大綱與常見問題。

### 課程簡報

說明OO的理論，產生5頁簡報。

## 系務/學生會議-Copilot in Teams Meeting 幫您專心開會去



### Copilot in Teams

總結會議中遺漏的內容。  
到目前為止討論了什麼？

### 開會遲到時

總結剛剛的會議。

### 當討論陷入停滯時

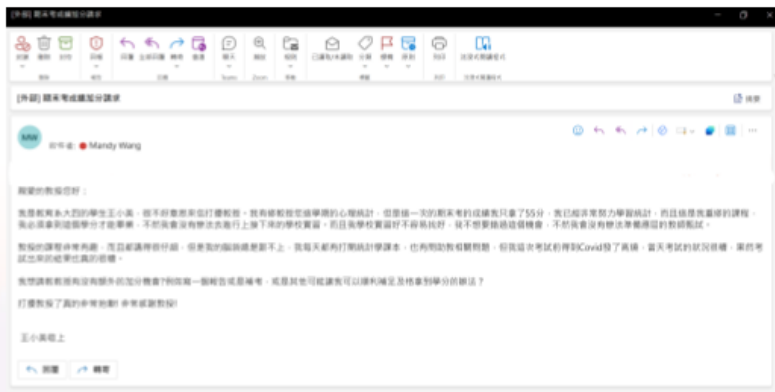
提出建議問題，以解決意見分歧並找到共同點。

### 沒有去開會時

告訴我會議過程、結論和該做的後續事項



## 私人助理-Outlook Copilot 理解摘要信件，回覆信件



### Copilot in Outlook

幫我回會議細節，用英文寫摘要



#### 信件的理解

摘要



#### 信件的回覆

回信確認會議時間

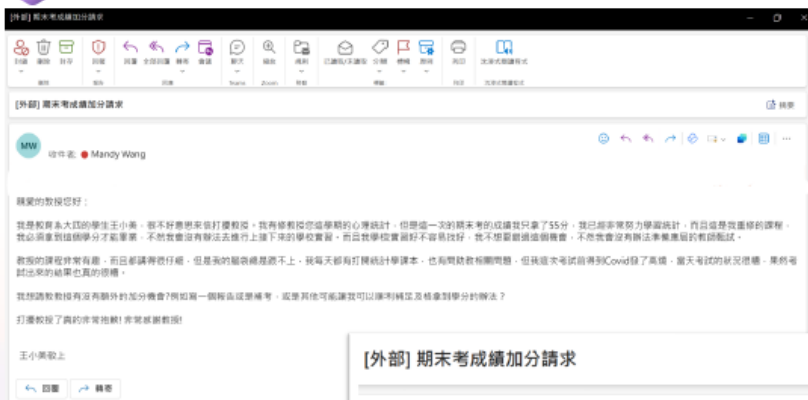


#### 撰寫信件的指導

回覆的禮貌、語氣、收件者的感受



## 私人助理-Outlook Copilot 摘要信件



### [外部] 期末考成績加分請求



#### Copilot 提供的摘要

您是教育系大四的學生王小美，您修了教授的心理統計課程，但期末考只拿了55分。  
您已經非常努力學習統計，這是您重修的課程，必須拿到學分才能畢業。  
您在考試前得到Covid發了高燒，當天考試狀況很糟。  
您想請教教授有沒有額外的加分機會，例如寫一個報告或是補考。  
您希望能順利補足及格拿到學分，以便能夠進行學校實習並準備應屆的教師甄試。

AI 產生的內容可能不正確。

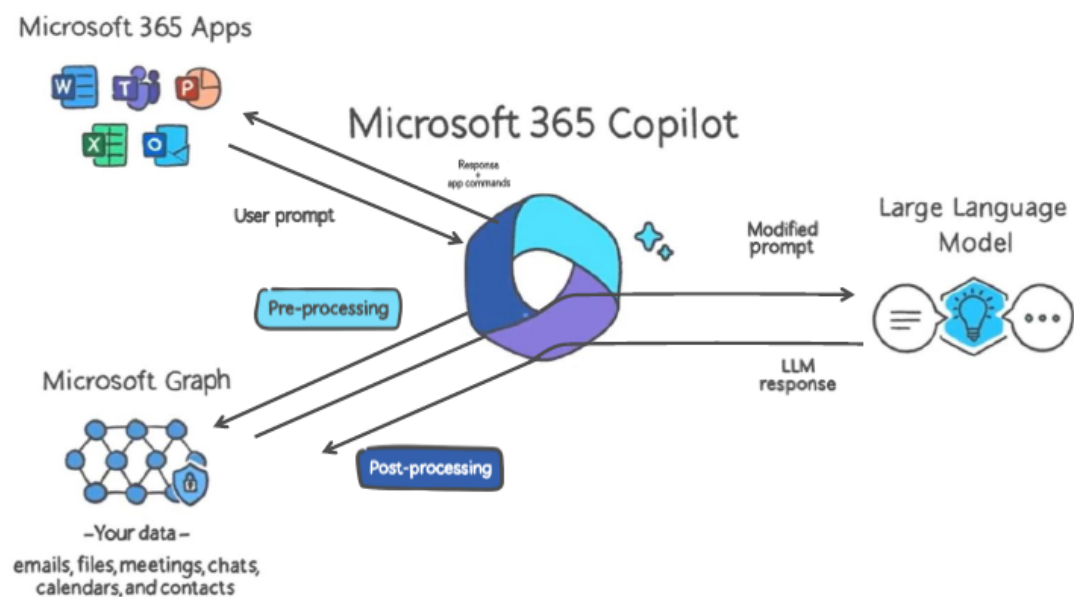


## Copilot for Microsoft 365：利用 AI 自然語言轉化最強大的生產力工具



\* 此數據來自於微軟企業客戶參與 Copilot 全球預覽計劃的使用經驗統計

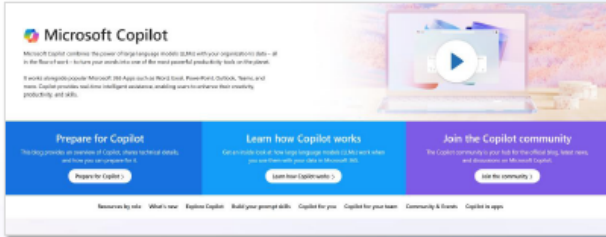
### The Copilot System



# Visit the Copilot readiness hub & community

[adoption.microsoft.com/copilot](https://adoption.microsoft.com/copilot)

Deployment, adoption, and usage guidance for Microsoft Copilot



**Microsoft Copilot**

Microsoft Copilot combines the power of generative AI models (GPT-4) with your organization's data - all in the cloud - to help you work more effectively and do more powerful productivity tasks on the go.

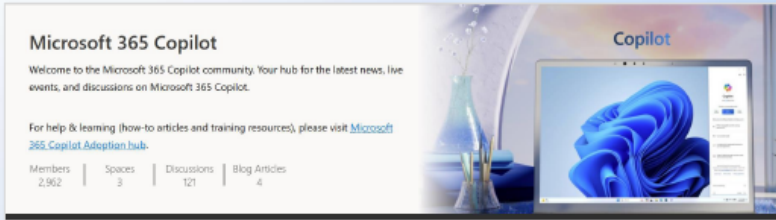
It works alongside your Microsoft 365 Apps (Word, Excel, PowerPoint, Outlook, Teams, and more). Copilot provides real-time intelligent assistance, enabling users to increase their creativity, productivity, and skills.

**Prepare for Copilot**  
Technology enables an overview of Copilot, share technical details, and learn how to get started.

**Learn how Copilot works**  
Get a high-level overview of the Copilot ecosystem, learn how it works, and how to get started.

**Join the Copilot community**  
The Copilot community is your hub for the latest blog, news, and discussions on the Microsoft ecosystem.

Resources by role: What's new, Explore Copilot, Build your prompt skills, Copilot for you, Copilot for your team, Community & Events, Copilot in apps



**Microsoft 365 Copilot**

Welcome to the Microsoft 365 Copilot community. Your hub for the latest news, live events, and discussions on Microsoft 365 Copilot.

For help & learning (how-to articles and training resources), please visit [Microsoft 365 Copilot Adoption hub](#).

Members: 2,962 | Spaces: 3 | Discussions: 121 | Blog Articles: 4

Ask questions and get answers in our community [aka.ms/M365CopilotCommunity](https://aka.ms/M365CopilotCommunity)



**Resources by role**

Find resources to deploy, use, and scale Copilot for you, your team, and your organization. Have a question? Join our [Microsoft 365 Copilot community](#) to meet others on the Copilot journey.

Overview  
Copilot is designed to benefit everyone in an organization, from leaders to IT professionals. Copilot offers features that streamline tasks, automate workflows, and enhance collaboration. Its adaptability means that it can be customized to meet the unique needs of any organization. The ability to extend its capabilities through plugins makes it a continuously evolving asset that can adapt to the ever-changing landscape of business needs.

To understand the vision for Microsoft 365 Copilot better, we recommend starting with [this briefing presentation](#) and the resources below. Then click through to our related resources for specific roles.

**Get started with Microsoft 365 Copilot**

- Introducing Microsoft 365 Copilot: your copilot for work
- Introducing Microsoft Copilot: your assistant & companion
- The Copilot system: powered by Microsoft
- How to prepare for Copilot
- Copilot deployment

**Additional resources**

- How Copilot works from Microsoft Business online
- Keynotes about Microsoft 365, Microsoft 365 Copilot, and Microsoft Copilot
- Copilot features in the Microsoft 365 ecosystem
- The principles of responsible AI
- Data, Privacy, and Security for Microsoft 365 Copilot

**Build your prompt skills**

Prompting is how you ask Microsoft 365 Copilot to do something for you - like creating a meeting agenda, or brainstorming. Read about prompting like being a conversationalist, using plain but clear language, and providing context like you would with an assistant.

**Expand your resources**

**Copilot for you**

Writing prompts is how you ask Copilot to do things on your behalf. Our Copilot AI experience will help you reach your *Power Prompts* - those prompts you share with Copilot that accelerate your productivity, freeing you from day-to-day tasks like summarizing meetings and helping you to prepare for your next important meeting.