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## How can I use Copilot? [Faculty and Staff]

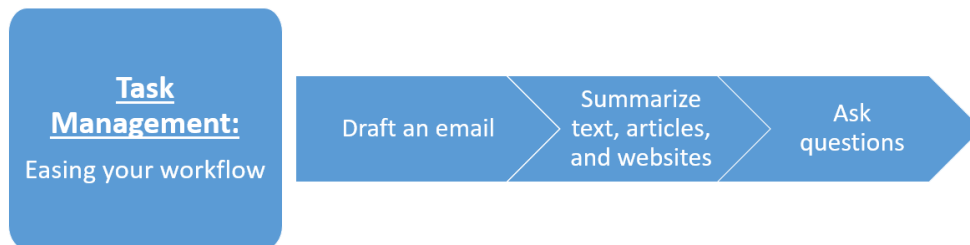
Samantha Starr - 2025-04-07 - [Software](#)

## How can I use Copilot? For Faculty and Staff



CHARLES E. SCHMIDT COLLEGE OF MEDICINE + FLORIDA ATLANTIC UNIVERSITY

### Task Management



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### Task Management Prompts

Create Excel Sheets:	<ul style="list-style-type: none"><li>• Create a table with [data]</li></ul>
Automate Time-consuming Tasks:	<ul style="list-style-type: none"><li>• Identify ways I can automate [task or process] to save time and boost productivity.</li></ul>
Tool Comparisons:	<ul style="list-style-type: none"><li>• Compare different tools and software solutions for [specific purpose].</li></ul>
Project Team Management:	<ul style="list-style-type: none"><li>• Provide a step-by-step guide on managing the project team for [Project], including setting goals and communication practices.</li></ul>



## Image Generation

**Image Generation:**  
Visualizations

Images

Data  
Visualization

Presentation  
Visuals



## Content Generation

**Content  
Generation:**  
Text-based creations

Text content

How to's

Create  
analogies and  
metaphors



## Content Generation Prompts

### Text Content:

- Create a slidedeck of a new presentation on [subject] in the workplace with [number] example slides
- Generate a [number] question survey to provide [audience] at the end of a training session
- Create an outline for a project proposal on [task]

### How To's:

- How do I [problem]?
- What is the best way to [task]?

### Analogies:

- Provide me an analogy of [process]
- Provide me an analogy of how [system] works

- Tags
- [copilot](#)