



## 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

**Task Management:**  
Easing your workflow

Draft an email

Summarize  
text, articles,  
and websites

Ask  
questions



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## Task Management Prompts

Create Excel Sheets:

- Create a table with [data]

Automate Time-consuming Tasks:

- Identify ways I can automate [task or process] to save time and boost productivity.

Tool Comparisons:

- Compare different tools and software solutions for [specific purpose].

Project Team Management:

- Provide a step-by-step guide on managing the project team for [Project], including setting goals and communication practices.



## 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