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Samantha Starr - 2025-04-07 - Software

How can I use Copilot? For Faculty and Staff



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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 Timeconsuming Tasks:

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

Tool Comparisons:

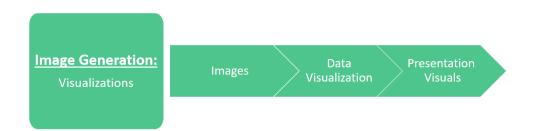
 Compare different tools and software solutions for [specific purpose].

Project Team Management:

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



Image Generation

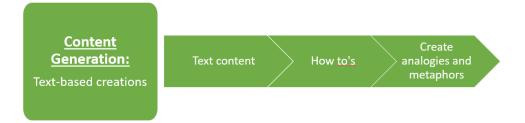






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Content Generation





Content Generation Prompts

Text Content:

- Create a <u>slidedeck</u> 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