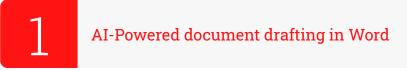# The Top 10 Microsoft Copilot features built to revolutionise your operational efficiencies

Every organisation is searching for ways to reduce administrative tasks, boost productivity, and improve collaboration. Enter Microsoft Copilot - a game-changing AI-powered assistant that seamlessly integrates with Microsoft 365 applications such as Word, Excel, PowerPoint, Outlook, and Teams.

At Logicalis, we understand the importance of maximising every tool in your digital ecosystem. As a trusted Microsoft partner, we help enterprise clients unlock the full potential of Microsoft Copilot. This means helping your business stay agile and efficient while maintaining security and compliance standards.
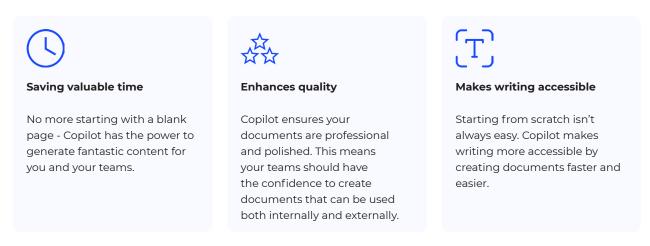
In this guide, we'll explore the top 10 Microsoft Copilot features designed to revolutionise operational efficiencies across your organisation.

1 AI-Powered document drafting in Word

Streamlining the Writing Process

One of the most time-consuming tasks in any workplace is document creation. Whether drafting reports, presentations, or emails, the process can be lengthy and tedious. Copilot's AI-powered drafting in Word uses clever advanced language models to generate immaculate document drafts with simple prompts. This can save hours of writing, editing and ideation.

Benefits

Saving valuable time

No more starting with a blank page - Copilot has the power to generate fantastic content for you and your teams.

Enhances quality

Copilot ensures your documents are professional and polished. This means your teams should have the confidence to create documents that can be used both internally and externally.

Makes writing accessible

Starting from scratch isn't always easy. Copilot makes writing more accessible by creating documents faster and easier.

This feature empowers every team member, regardless of their writing expertise, to create high-quality content quickly and efficiently.

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2 Advanced data analysis in Excel

Turning complex data into actionable insights

As you'll know, data analysis is essential for decision-making, but it's often incredibly intricate and time-consuming. With the Copilot / Excel integration, your teams can automate data analysis tasks, identify trends, and even generate (usually time-consuming) formulas and charts. Copilot's AI capabilities enable you to process vast datasets quickly, saving time and improving accuracy.

Benefits

Accelerates decision-making

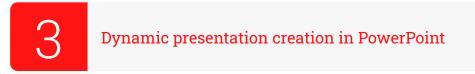Copilot helps you analyse data quickly, providing insights that drive smarter decisions.

Simplifies complex analysis

It automatically suggests formulas and trends, making data interpretation easier.

With Copilot's advanced data capabilities, you can transform your Excel workflows from labor-intensive tasks to powerful, data-driven decision-making tools.

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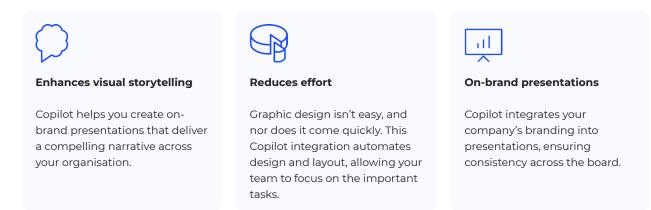# 3   Dynamic presentation creation in PowerPoint

Crafting presentations with ease

For enterprise businesses, creating presentations that captivate audiences is key. Whether this is useful for your marketing and sales departments, or across the whole business, a PowerPoint creation tool can be a revelation.

Usually, the time spent on formatting, design, and content creation often slows down productivity. Copilot in PowerPoint allows users to automatically generate presentations based on input topics, ensuring relevant content, layouts, and visuals are included.

Benefits

Enhances visual storytelling

Copilot helps you create on-brand presentations that deliver a compelling narrative across your organisation.

Reduces effort

Graphic design isn't easy, and nor does it come quickly. This Copilot integration automates design and layout, allowing your team to focus on the important tasks.

On-brand presentations

Copilot integrates your company's branding into presentations, ensuring consistency across the board.

With Copilot handling the heavy lifting, your teams can create stunning presentations in a fraction of the time it normally takes.

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4   Clever email management in Outlook

Simplifying communication

Managing emails can be overwhelming, especially when everyone is so busy and receiving a large volume of email comms every day. Copilot cuts out the noise in Outlook by automatically categorising emails, summarising threads, and even drafting replies.

By automating these tasks, Copilot streamlines communication, enabling teams to focus on the most important tasks that need their attention.

Benefits

Improves efficiency

Copilot automatically organises emails and flags the most important ones, saving time and improving productivity.

Quicker responses

With suggested replies and summarised email threads, Copilot ensures no important message goes unanswered.

Reduces cognitive load

The email integration eliminates the need for constant inbox management, reducing stress while increasing your team's cognitive load. This has the power to free up mental energy for more important tasks, inevitably increasing employee satisfaction.

Copilot makes managing your inbox easier, reducing stress and boosting communication efficiency.

5 Enhanced collaboration in Teams

Optimising team communication

You don't need us to tell you that effective communication is essential for any successful business. Copilot in Microsoft Teams takes collaboration to a whole new level by transcribing meetings in seconds, summarising discussions, and suggesting key action items.

In a world where remote and hybrid working has become the norm, ensuring communication channels are as effective as possible is even more important.

Whether your team is in the room or remote, Copilot ensures everyone is aligned, and no key detail is overlooked.

Benefits

Strengthens team coordination

Copilot provides a summary of meetings, ensuring alignment on next steps.

Saves time on note-taking

We all know how tedious note-taking can be. Copilot handles the transcription, so your team can focus on discussing ideas, not taking pages and pages of notes.

Facilitates follow-ups

Copilot generates action items and reminders, ensuring tasks get done and nothing is missed.

Copilot streamlines communication, reduces administrative overhead, and ensures your teams are always moving forward.

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6 Seamless workflow integration with Business Chat

Navigating between multiple applications can be time-consuming, confusing and sometimes overwhelming. Business Chat integrates Copilot across Microsoft 365 apps, bringing information from emails, meetings, tasks, and documents into a single, unified chat. This allows employees to view tasks and collaborate on projects without constantly switching between apps.

Benefits

Improves workflow

Copilot brings data from different apps into one interface, providing a complete view of your work.

Enhances cross-application collaboration

By linking tasks, meetings, and documents, Copilot makes it easier to collaborate across apps.

Security and integration

Logicalis supports businesses to securely integrate Business Chat across applications, ensuring a smooth, compliant workflow.

Business Chat eliminates the friction of managing multiple platforms, increasing efficiency and team cohesion.

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7   Creative assistance in designing with Whiteboard

Sparking innovation and supercharging creativity

Collaboration and creativity go hand in hand. Copilot in Whiteboard helps teams brainstorm, sketch, and visualise ideas in real time. Whether you're planning a marketing campaign or designing a product, Copilot organises thoughts and generates new ideas to improve team collaboration.

Benefits

Fosters innovation

As a busy workforce, having the time your team needs to brainstorm and come up with innovative ideas is challenging. Copilot helps your team do this and organise ideas, driving creative problem-solving.

Enhances collaboration

Teams can work together in real-time, sharing ideas and inspiration instantly.

With the support of Copilot, your whole organisation can reach new levels of innovation.

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8 Knowledge management with OneNote integration

Effortless note organisation

We're all familiar with messy, lost and confusing notes. With Copilot, you can rely on AI to take accurate meeting notes, then use OneNote to manage them. Through automatic organisation, summary generation and setting automatic reminders, everyone can stay on top of tasks.

Benefits

Enhances productivity

Copilot organises your notes and reminders, making it easy to track important information.

Easy to access information

With Copilot's summaries, you can quickly find key takeaways without sifting through pages of notes. With access controls, you can also ensure that only certain people / teams are able to view and edit your notes.

This integration ensures that knowledge is managed effectively, allowing your team to be more productive, efficient and informed.

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9 — Data security and compliance assurance

Protecting sensitive data

80% of IT leaders are concerned about data oversharing and leaks[1], while 41% highlight the need for better identification of risky AI queries[2].

Copilot is built to integrate seamlessly with your organisation's existing security protocols and data privacy regulations. It ensures that sensitive data is handled securely while adhering to your industry's compliance standards.

Benefits

Protects sensitive data

Copilot enforces strict security controls, ensuring sensitive data remains safe.

Adheres to compliance standards

Copilot complies with industry-specific regulations, protecting your business from potential risks.

Logicalis ensures that Copilot's security features align with your specific compliance needs, giving you peace of mind while having the confidence to adopt cutting-edge AI technologies.

Microsoft Purview provides native integration with Copilot, enabling you to enforce data protection measures such as encryption, auto-labelling, and data loss prevention (DLP). These controls ensure that sensitive data remains secure throughout its lifecycle.

[1] First Annual Generative AI study: Business Rewards vs. Security Risks, Q3 2023, ISMG, N=400
[2] Microsoft data security index 2024 report

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10 — Seamless integration for security and efficiency

Microsoft Copilot integrates seamlessly with your existing digital ecosystem. For example, the Copilot integration with NetApp has been built to enhance operational efficiencies and data accessibility.

This integration allows organisations to leverage their existing data stored in NetApp systems within Microsoft 365 applications, enriching AI-driven insights and workflows.

Benefits

Easy data accessibility

Copilot enforces strict security controls, ensuring sensitive data remains safe. By integrating with NetApp, Copilot gains access to a wide range of file formats, including PDFs, Office documents, images, audio files, and structured data formats like CSV, JSON, and XML.

Preserving security protocols

The integration maintains existing security measures by supporting item-level Access Control Lists (ACLs). This ensures that data access permissions are preserved, and users can only access information they are authorised to view.

Are you ready to solidify your AI strategy?

A strong technology partner makes all the difference in modernising your workforce in an exploding AI market.

To maximise the value of AI, implement a cyber-resilient digital infrastructure, and empower your teams to make full use of your new tools, secure your place on our Logicalis Copilot Vision & Value Workshop.

Are you ready to harness the full power of AI, without compromising your security?

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