MICROSOFT

COPILOT MASTERY 2027

The Practical Guide to AI in Windows, Edge, Word, Excel, PowerPoint and Outlook



150 PROMPTS | WORD · EXCEL · POWERPOINT | DAILY WORKFLOW

AI MASTERY 2027 SERIES · BOOK 5

ANOOP GUPTA

Microsoft Copilot Mastery 2027

The Practical Guide to AI in Windows, Edge, Word, Excel, PowerPoint and Outlook

Anoop Gupta

Book 5 of the AI Mastery 2027 Series

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Microsoft Copilot Mastery 2027: The Practical Guide to AI in Windows, Edge, Word, Excel, PowerPoint and Outlook

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First edition, 2026. Book 5 of the AI Mastery 2027 Series.

A Note on How This Book Was Made

This book was written with the help of AI tools. The draft text was developed with ChatGPT, and the cover art and illustrations were produced with the help of Grok Bot and simple diagram software. The author planned the book, selected and organised the material, removed repetition, checked product information against official documentation available in November 2026, and edited the final text.

AI-assisted writing can still contain mistakes. If you notice an error, treat the official product documentation as the final authority.

Disclaimer

Independent and unofficial. Microsoft Copilot Mastery 2027 is an independent, unofficial guide for people who use Microsoft Copilot. It is not produced, reviewed or approved by Microsoft Corporation.

Products change quickly. AI products, plan names, prices, usage limits and features change often and can differ by country, device, account type and organisation settings. The information in this book reflects official documentation available in November 2026. Check the official help pages before you rely on a feature or pay for a plan.

Check important outputs. AI assistants can produce answers that sound confident but are wrong, incomplete or out of date. Always verify facts, figures, citations, formulas and code before you use them.

Not professional advice. Nothing in this book is legal, financial, tax, investment, medical or other professional advice. Examples involving money, health, careers or law are for general education only. Consult a qualified professional before making decisions in these areas.

Examples are illustrative. Names, businesses, figures and scenarios in examples and prompts are hypothetical. Any resemblance to real people or businesses is coincidental.

Protect your privacy. Do not share passwords, identity numbers, financial details, confidential work documents or other people's personal information with any AI tool unless you understand how that information will be stored and used, and you are permitted to share it.

How to Use This Book

This book teaches one core skill: **how to get useful, accurate work out of Microsoft Copilot**. You will learn where Copilot appears, how to ask for what you need and how to check the result before you rely on it.

If you are new to Copilot, read the Introduction and Chapters 1 and 2 first. They explain the different Copilot experiences, free and paid access, and the prompt formula used throughout the book.

If you work in Microsoft 365, go straight to the application you use most: Word (Chapter 3), Excel (Chapter 4), PowerPoint (Chapter 5), and Outlook and Teams (Chapter 6). Chapter 7 covers research in Edge and Chapter 8 covers images and design.

For everyday goals, Chapter 9 offers workflows for students, job seekers and small businesses, and Chapter 10 covers privacy, accuracy checks and a daily 30-minute routine.

Keep the appendices close. Appendix A collects 150 ready-to-use prompts, Appendix B is a feature cheat sheet, Appendix C lists useful keyboard shortcuts, Appendix D explains key terms and Appendix E gives you a master prompt template.

A note on availability. Copilot features depend on your account, subscription, device, app version, region and, for work accounts, your organisation's settings. If a button or option in this book is missing on your screen, that is usually why.

Every chapter follows the same pattern so you always know where to look:

- **A short scenario** that shows the skill in a real situation.

- **The concept**, explained in plain English.
- **Step-by-step instructions** you can follow on your own device.
- **Diagrams** that summarise each workflow at a glance.
- **Ready-to-copy prompts** in shaded boxes. Replace anything in [SQUARE BRACKETS] with your own details.
- **Common mistakes** to avoid, a **chapter summary** and a **Try This Today** exercise.

A note on screens and menus. Menus, button names and layouts change frequently. Where this book describes an interface, it describes what the feature does rather than the exact position of every button. The diagrams are illustrative layouts, not screenshots.

A note on prompts. Prompts are starting points, not magic formulas. The best results come from adding your own context, reading the answer critically and asking good follow-up questions.

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Introduction: Your AI Assistant Across Windows and Microsoft 365

What Exactly Is Microsoft Copilot?

Microsoft Copilot is an AI assistant that understands natural-language instructions and generates responses based on the information available to it.

You do not need to learn programming or complicated commands.

You can communicate with Copilot in ordinary language.

For example:

FIGURE I-1

Where you will meet Microsoft Copilot

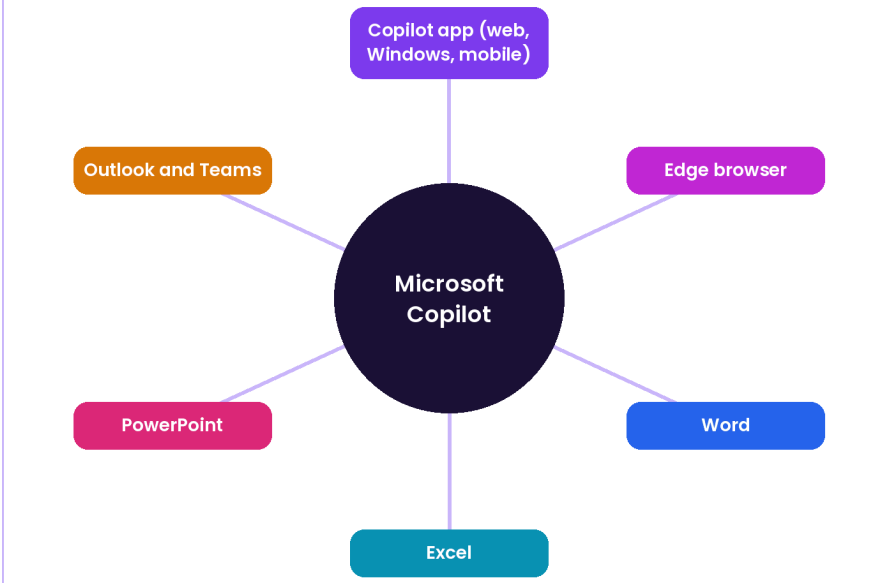


Figure I-1: Where you will meet Microsoft Copilot

- Explain this Excel formula in simple English.
- Write a professional email requesting payment from a customer.
- Summarise this document into ten important points.
- Create a presentation about digital marketing.
- Help me prepare for an accounting interview.
- Rewrite this paragraph in a professional business tone.

Copilot processes your request and produces an answer, draft, explanation, or other supported output.

Its usefulness depends on the version you use, your subscription, your permissions, and the information you provide.

Why Microsoft Copilot Matters in 2027

Microsoft applications are already part of millions of people's working routines.

Students use Word for assignments. Accountants use Excel for calculations and reports. Managers use PowerPoint for presentations. Employees use Outlook for communication. Businesses use Teams for meetings and collaboration.

Copilot brings AI assistance into this familiar environment.

Consider these examples.

For an accountant: Copilot can help explain spreadsheet formulas, identify patterns in supported datasets, suggest ways to organise reports, and assist with written financial summaries. Important calculations and tax decisions still require independent verification.

For a student: Copilot can explain difficult concepts, generate revision questions, summarise study material, and help organise a learning schedule.

For a teacher: It can assist with lesson plans, worksheets, presentation outlines, and educational explanations.

For a freelancer: It can help prepare proposals, write client emails, create marketing content, and organise project information.

For a small business owner: It can assist with quotations, product descriptions, customer communication, business reports, and planning.

The important point is that Copilot is not limited to answering general questions. Its Microsoft 365 integrations can help users work with information inside supported applications.

Understanding the Different Copilot Experiences

One of the biggest sources of confusion is that Microsoft uses the Copilot name across multiple products.

They are connected experiences, but they do not all provide the same capabilities.

Microsoft Copilot (Free)

The free Copilot experience is suitable for general AI assistance.

You can use it for:

- General questions and explanations.
- Writing and rewriting.
- Brainstorming.
- Summarising information.
- Web-based research.
- Image creation where available.
- Voice interactions where available.

It can be accessed through the Copilot website, desktop application, mobile application, and supported Edge experiences.

Copilot on Windows

The Copilot application for Windows provides an AI assistant on your computer.

Depending on the device, software version, region, account, and feature availability, it can offer additional capabilities such as voice interaction, screen-related assistance, file search, and Windows-specific experiences.

Some advanced Windows AI capabilities belong to Windows itself or require a compatible Copilot+ PC. They should not be confused with features available to every Copilot user.

Copilot in Microsoft Edge

Copilot in Edge helps you while browsing the internet.

You can ask questions about supported webpages, summarise content, examine PDFs, and research information without constantly switching between tabs.

The amount of page context Copilot can access depends on your settings, the document type, and organisational policies.

Microsoft 365 Copilot

This is where Copilot becomes especially relevant to professional office work.

Depending on your eligible subscription and assigned licence, Copilot can be integrated into applications such as:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Teams
- Other supported Microsoft 365 services

It can assist with document creation, spreadsheet analysis, presentations, email communication, and meeting-related tasks.

Important: Having the free Copilot app does not automatically provide the full Copilot experience inside desktop Word, Excel, PowerPoint, and Outlook. Those integrated capabilities require an eligible Microsoft 365 plan and, where applicable, a separate Copilot

licence. Individual subscription benefits and business licensing rules are different. Always check the current plan.

What This Book Will Teach You

Microsoft Copilot Mastery 2027 is designed to take you from basic AI usage to practical, everyday productivity.

You will learn how to:

1. Install and access Copilot.
2. Understand the difference between free and paid experiences.
3. Write effective prompts.
4. Use Copilot in Word for documents and reports.
5. Work with Excel formulas, datasets, and charts.
6. Create PowerPoint presentations.
7. Improve email and meeting workflows.
8. Research webpages and PDFs using Edge.
9. Create images and visual content.
10. Apply Copilot to education, employment, accounting, freelancing, and business.
11. Protect information and verify AI-generated results.
12. Develop a practical daily AI workflow.

Every chapter includes step-by-step instructions, practical examples, ready-to-copy prompts, common mistakes, and exercises.

The goal is not simply to understand what Copilot can do. The goal is to learn how to use it effectively.

Anoop Gupta Books

End of free sample – buy the full book at onlineebook.in/books/microsoft-copilot-mastery-2027.html

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