

How to use Copilot in OneNote

Using Copilot in OneNote, you can create new notes, edit and summarize existing notes,...

Copilot Pro has integrated the Copilot tool into Microsoft 365 so you can use it for Microsoft apps, such as OneNote. When using Copilot in OneNote, you can create new notes, edit and summarize existing notes, etc. The article below will guide you how to use Copilot in OneNote.

Instructions for using Copilot in OneNote

Summarize OneNote notes using Copilot

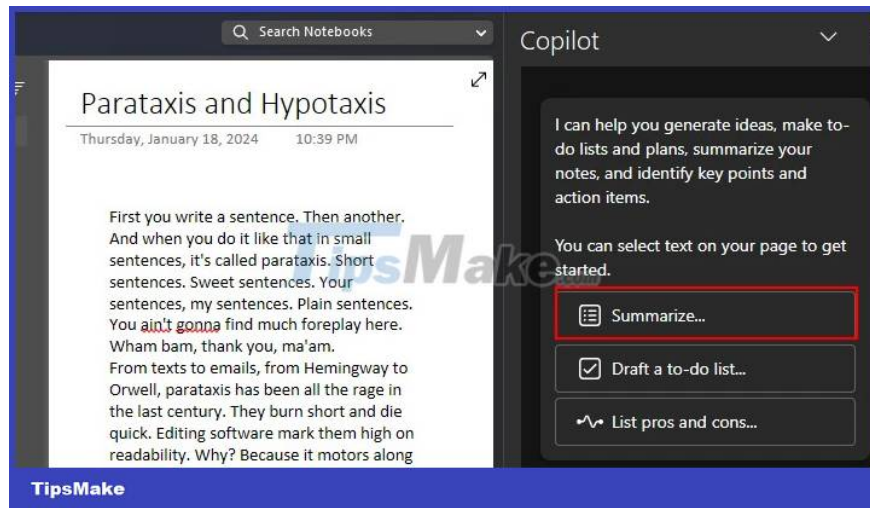
Step 1:

At the OneNote interface, if you want to summarize the content, click on Copilot in the right corner as shown.



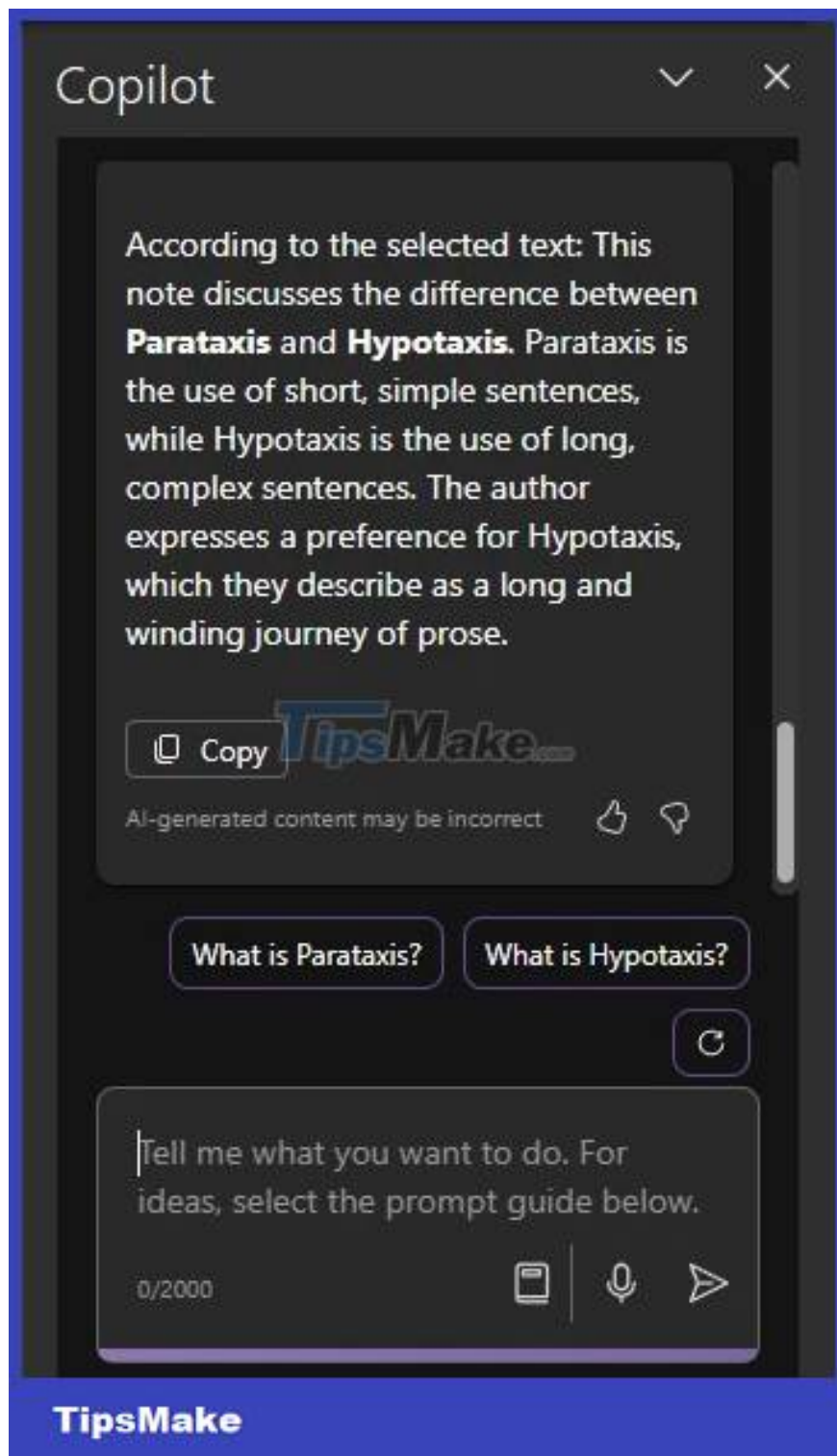
Step 2:

Display the interface on the right edge of the screen, click Summarize to summarize the note.



Step 3:

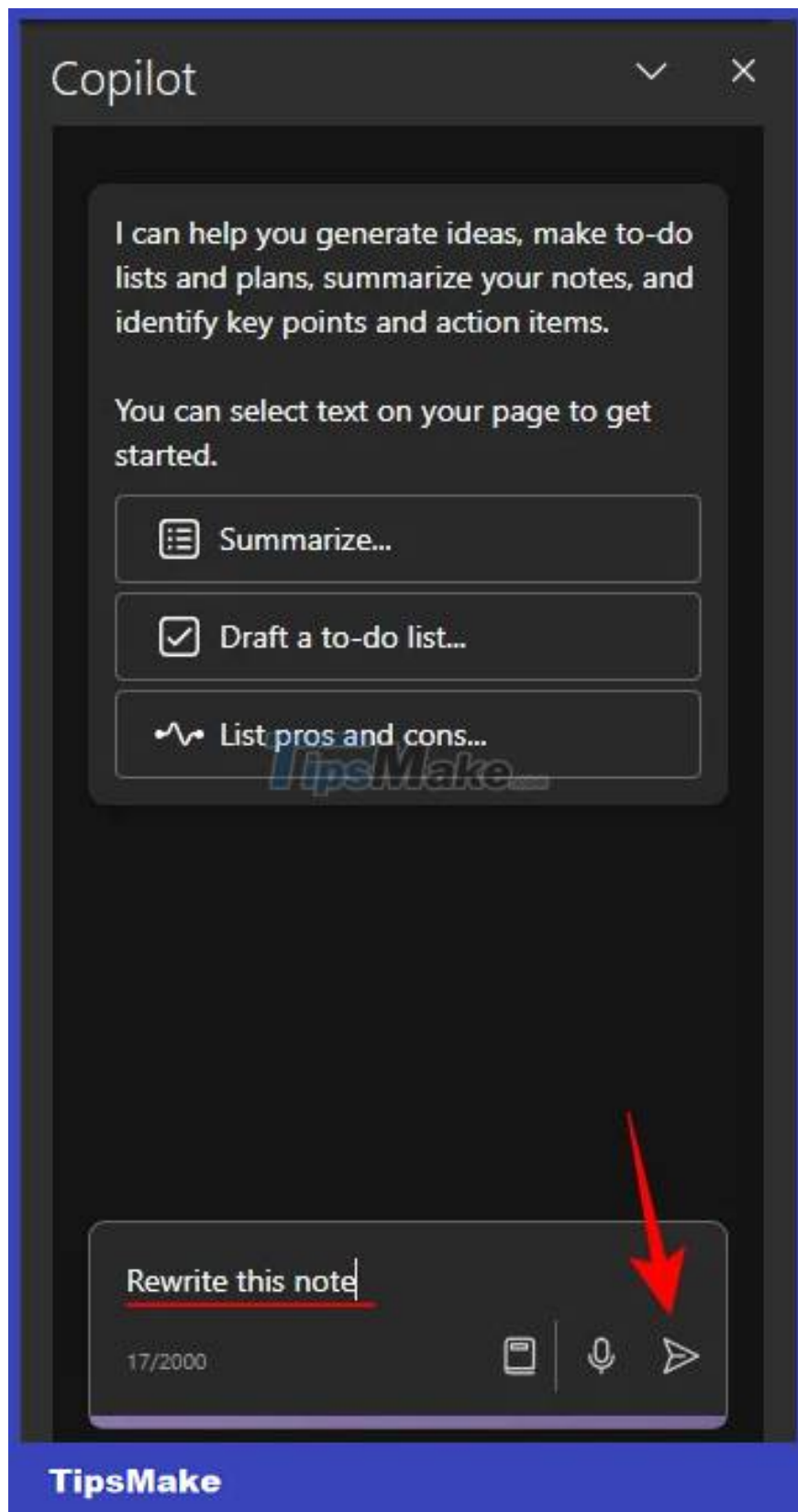
Immediately after that, Copilot summarizes the note and displays the note content as shown below.



Rewrite OneNote notes with Copilot

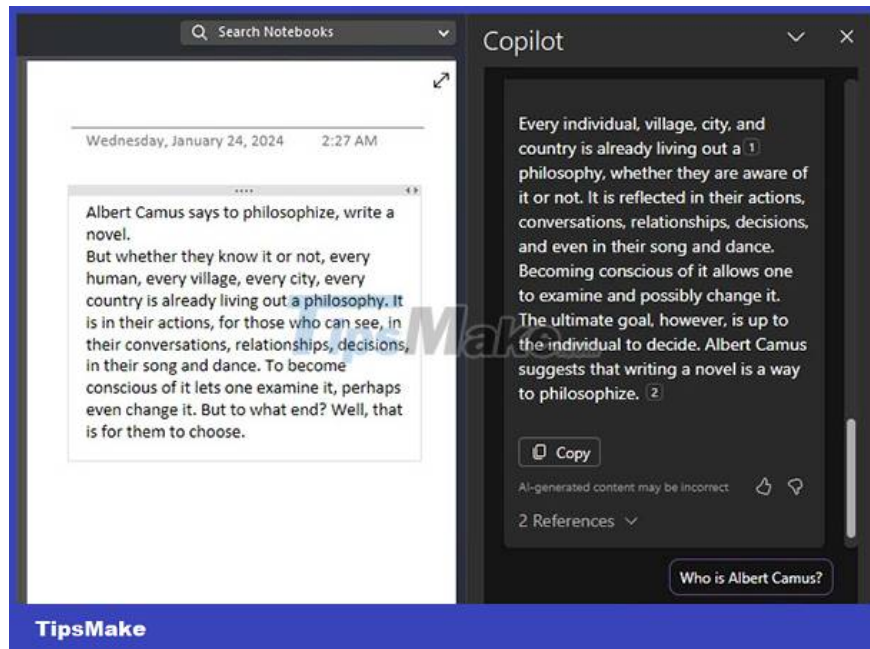
Step 1:

In the request content input box for Copilot, enter the Rewrite this note request and then click the send icon.



Step 2:

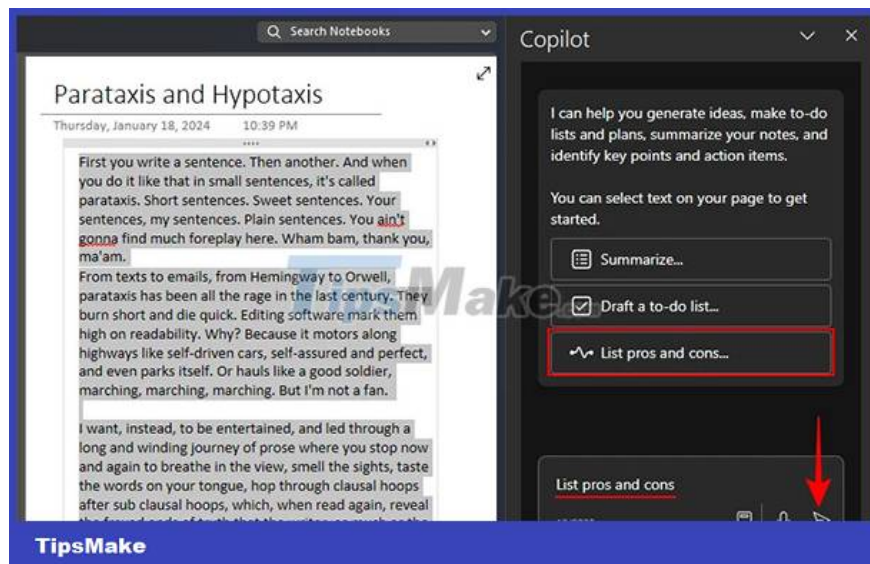
You also wait for Copilot to rewrite the note content. Then you get the new note content as shown below.



Analyze the advantages and disadvantages of note content

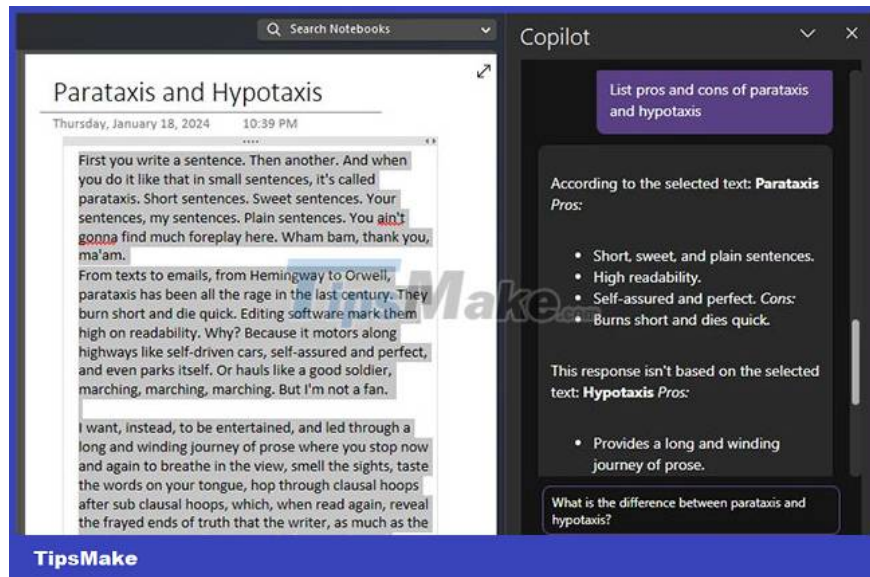
Step 1:

We enter the List pros and cons request box and then click send to send a request to create a list of pros and cons of OneNote notes.



Step 2:

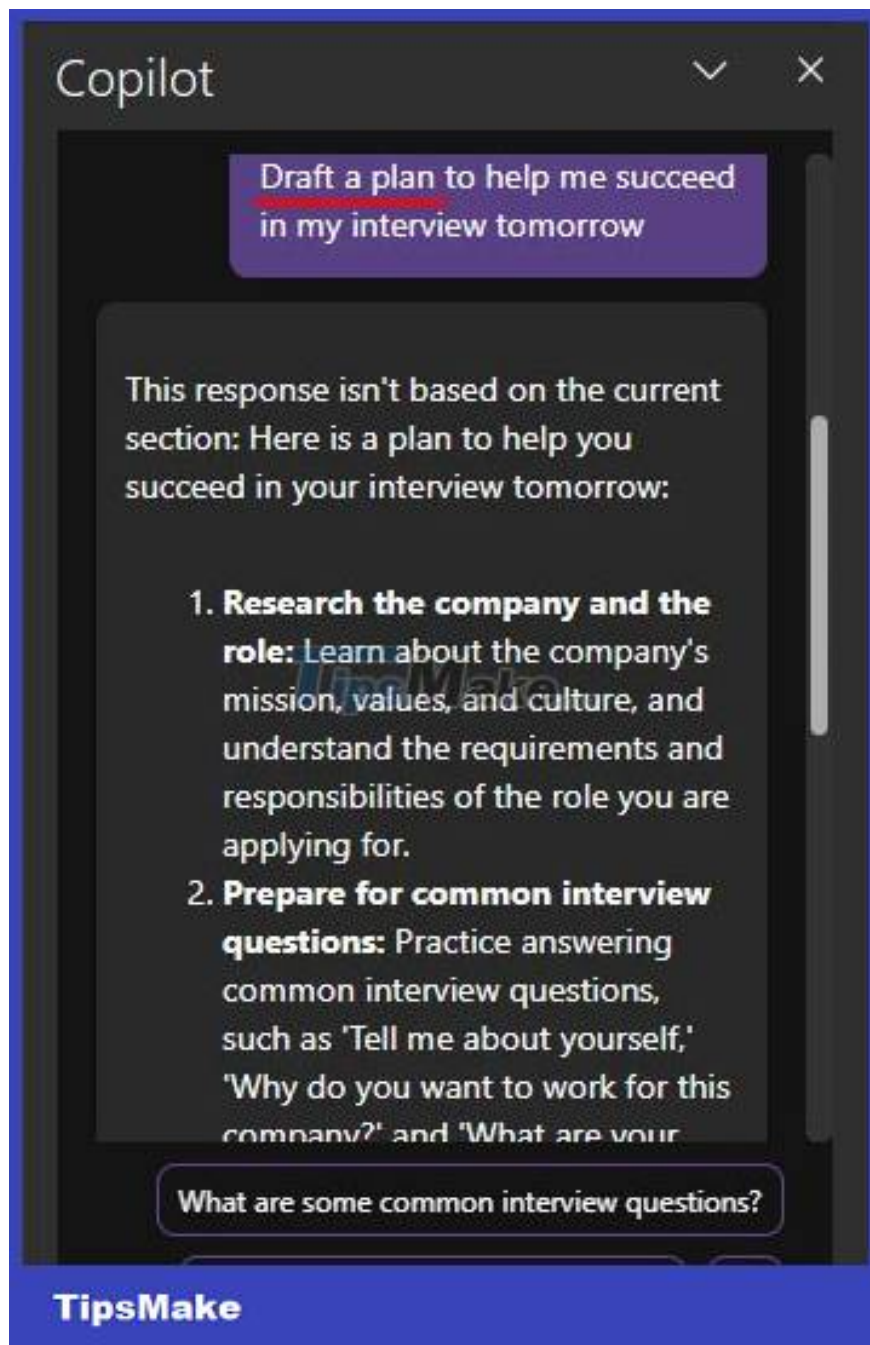
As a result, you will also get a list of pros and cons in the notes as shown below. We just need to click the Copy icon to copy this content and use it for other purposes.



Create ideas, plans for projects,.

You can use Copilot to come up with ideas or plans for projects, personal goals, through notes.

Open the note content, then enter the keyword Draft a plan and then click send to send the request. Soon we also see the plan that Copilot offers based on the notes you use.



There are also many other requirements you can use Copilot to assist in working with OneNote notes.

You finished reading the article "**How to use Copilot in OneNote**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.