

The truly useful features make Copilot irresistible to users.

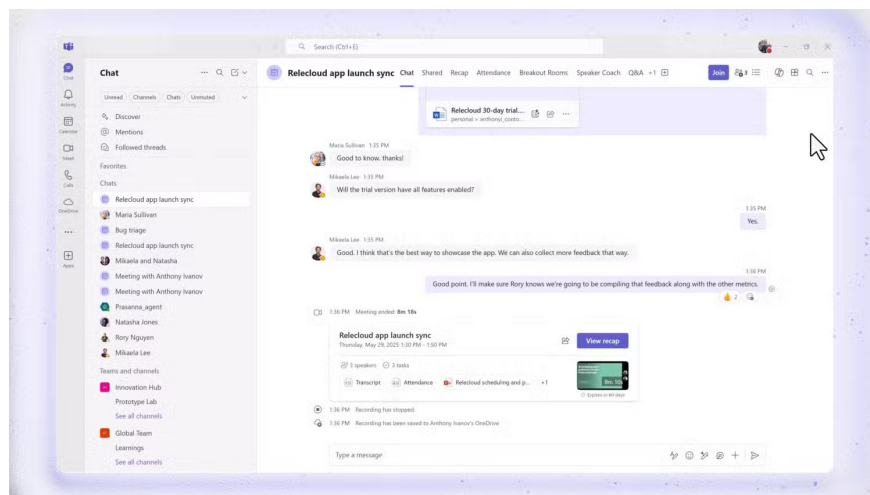
Copilot isn't as bad as people think. If you're shying away from Microsoft's AI assistant, the following list of useful features might change your mind.

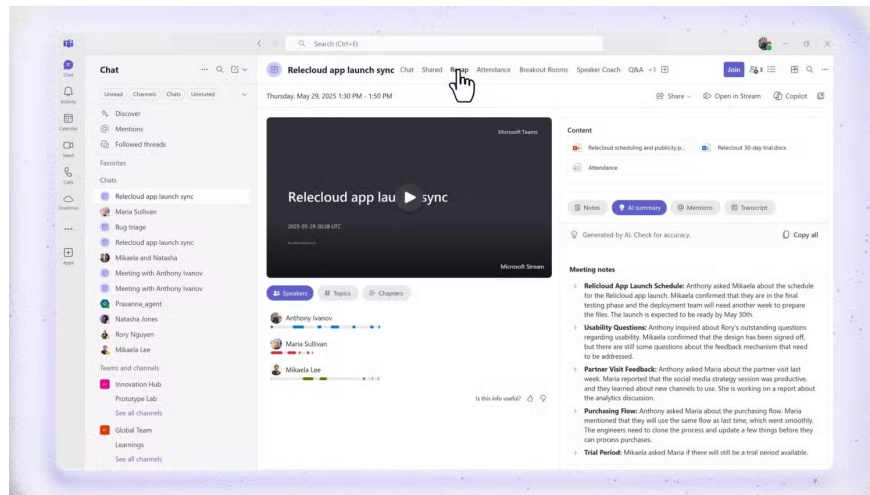
Everyone has a favorite AI tool they often use to help them when they encounter difficulties. When Microsoft Copilot started appearing almost everywhere on Windows laptops, whether on the taskbar or the Start menu, many people immediately ignored it. They either already had a well-organized daily workflow or already had their favorite AI tool. Nobody wanted another cumbersome virtual assistant getting in the way of their work.

But Copilot isn't as bad as people think. If you're shying away from Microsoft's AI assistant, the following list of useful features might just change your mind.

Copilot is your partner.

It attends meetings on your behalf until you return.





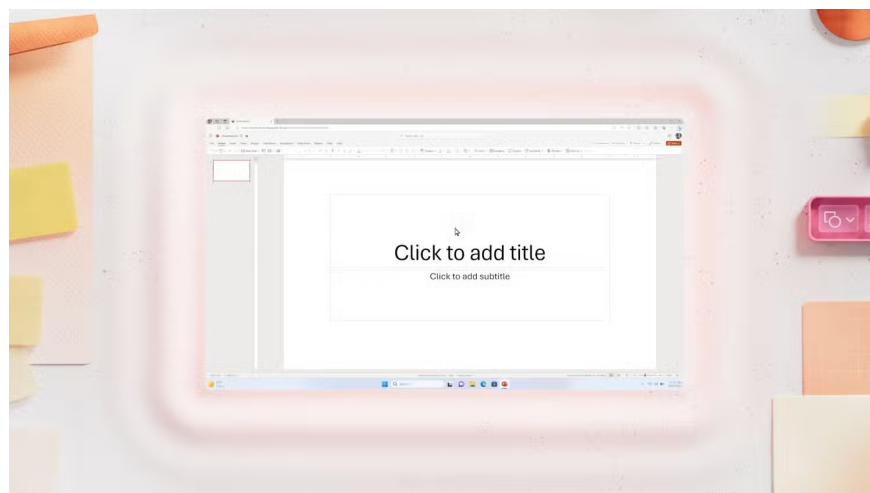
In most AI chatbots, you have to bring everything to them. That means a lot of copy-and-paste. But with Copilot, it works right where you're working. You don't just get a simple automated answer to a question; you get assistant support to assess work, analyze open files, and create complex formatting instantly. Copilot is an AI tool that understands the context of your current task without a lengthy explanation.

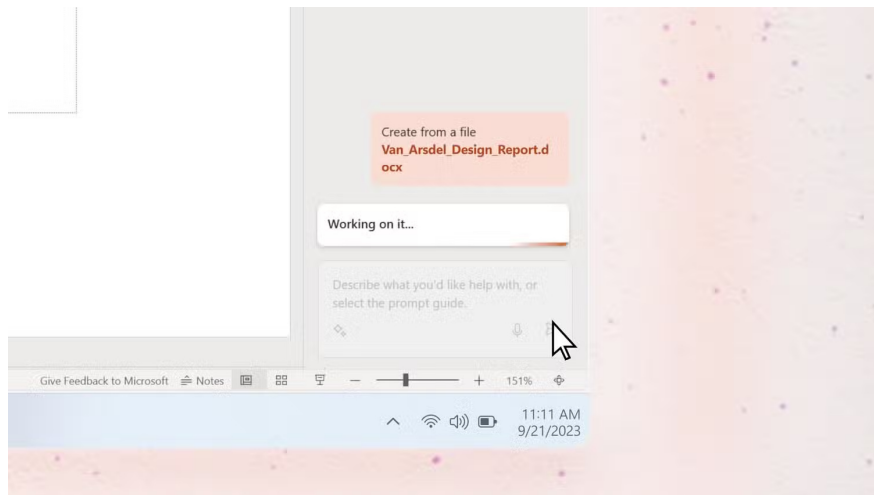
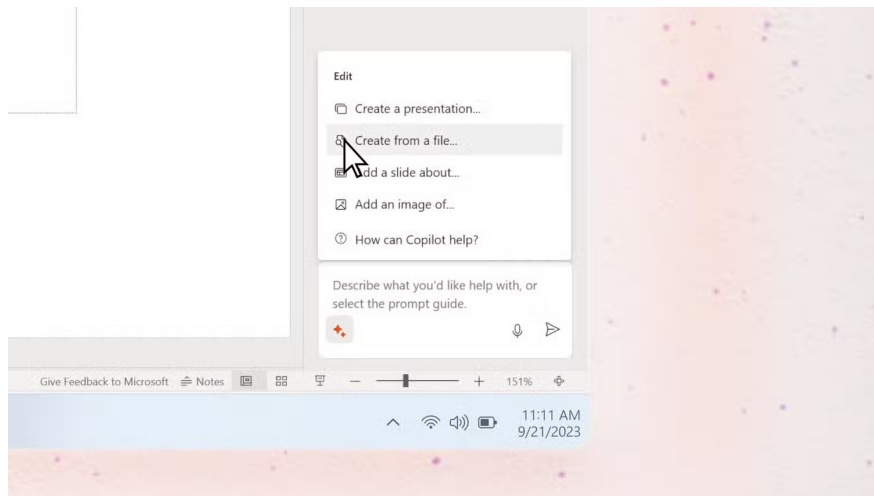
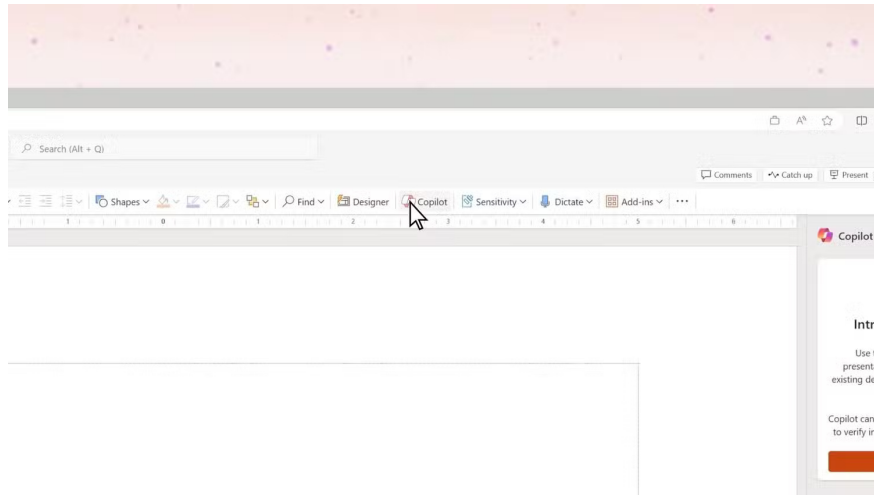
Copilot also comes with some really important features. For example, imagine you log into a Microsoft Teams meeting 15 minutes late. Now, thanks to Copilot, instead of asking everyone what you missed, you just ask Copilot. It acts as your personal meeting assistant.

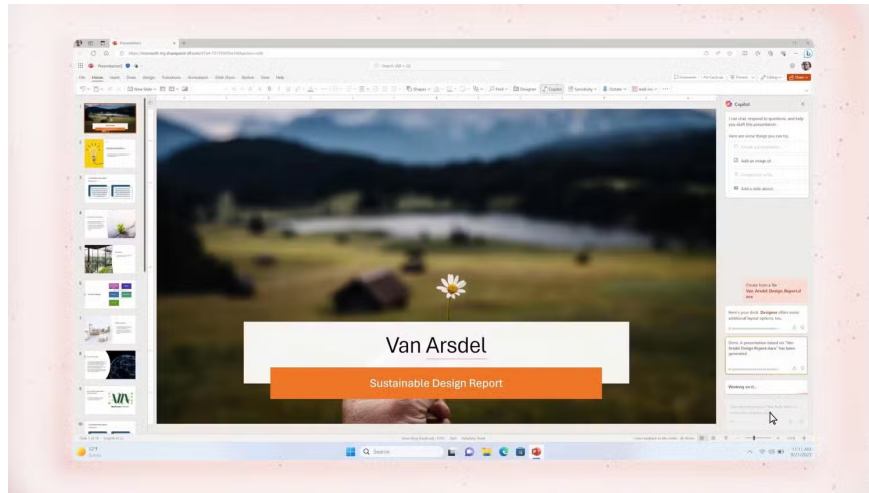
Simply ask, "What have I missed so far?", and it will quietly read the live transcript of the meeting and summarize it as a bulleted list. You can even ask if your name was mentioned in the 15 minutes you missed.

Transform long paragraphs into visual slides.

Build your presentation from scratch.







Building a presentation from scratch isn't something we enjoy doing. Copilot is a real lifesaver if you have a long Word document.

All you need to do is upload your document to OneDrive, open PowerPoint, and simply ask AI Copilot: 'Create presentation from (filename)'. Copilot will do everything from scratch and provide you with a perfect presentation. Instead of lazily copying and pasting text from your document, the assistant will do all the work.

It summarizes the content, designs the slide layout, adds relevant images, and even writes notes for the presenter, so you're ready when you go up to present.

No more Excel formula nightmares!

Copilot acts as your personal math and analysis expert.

ID	Product	Transaction ID	Transaction	Customer feedback	Sentiment	Category	Feedback categories
1	Headlights	7/27/2025	HE2254-62	"Headlights are faulty. Very disappointed."			Like the look
2	Trailhawk frame	7/22/2025	RB3433-14	"The Trailhawk Frame arrived with scratches. Disappointed with the purchase."			Does fit
3	Trailhawk frame	7/12/2025	RB3433-36	"Trailhawk Frame is sturdy and looks great."			Faulty
4	Trailhawk frame	7/10/2025	RB3433-54	"Overall good experience. Frame fits well."			Damaged
5	Pedals	7/9/2025	DO4342-61	"Excellent Pedals and fantastic customer support."			Value
6	Crank	7/9/2025	W9965-37	"Crank was scratched upon arrival. Not happy."			Easy installation
7	Headlights	7/7/2025	HE2254-94	"Excellent product and fast shipping."			
8	Crank	7/7/2025	W9965-55	"Crank is high quality and were easy to install."			
9	Trailhawk frame	6/21/2025	RB3433-71	"Frame looks great and was easy to install."			
10	Tires	6/19/2025	TR1001-46	"Received the wrong size tires. Had to return them."			
11	Crank	6/13/2025	W9965-19	"Crank arrived on time and in excellent condition."			
12	Tires	6/13/2025	TR1001-45	"Tires are of excellent quality. Improved my bike's handling significantly."			
13	Pedals	6/10/2025	DO4342-6	"Fantastic Pedals! They have enhanced the look of my car significantly."			
14	Pedals	6/10/2025	DO4342-78	"Pedals are of poor quality. Not worth the price."			
15	Tires	5/30/2025	TR1001-2	"The tires wore out faster than expected. Not very satisfied."			
16	Headlights	5/25/2025	HE2254-7	"Very pleased with the headlights. Night driving is much safer now."			
17	Crank	5/13/2025	W9965-19	"Crank did not come with installation instructions. Frustrating experience."			
18	Crank	5/9/2025	W9965-66	"Crank arrived late but quality is good."			
19	Headlights	5/5/2025	HE2254-26	"Very impressed with the brightness of these headlights."			
20	Headlights	5/4/2025	HE2254-16	"Bright and efficient headlights. Great value for money."			
21	Headlights	5/3/2025	HE2254-69	"Not happy with the product. Headlights stopped working after a month."			
22	Crank	4/24/2025	W9965-72	"Horrible crank, broke it the first time!"			
23	Side fender	4/14/2025	944364-76	"Great value for the price. Very satisfied."			
24	Trailhawk frame	4/6/2025	RB3433-18	"Satisfied with the Trailhawk Frame. Matches my bike perfectly."			
25	Pedals	4/5/2025	DO4342-60	"Pedals arrived earlier than expected and fit perfectly."			
26	Pedals	4/5/2025	DO4342-55	"Pedals came with missing parts. Not acceptable."			
27	Crank	4/2/2025	W9965-12	"Amazing quality crank. Highly recommend!"			
28	Crank	3/26/2025	W9965-23	"I was amazed by the great price John gave me! Good to have my cousin working here!"			
29	Crank	3/25/2025	W9965-30	"Crank was difficult to install. Could use better instructions."			
30	Tires	3/22/2025	TR1001-64	"Tires didn't meet my expectations. Would not recommend."			

mate Help Acrobat Comments Share

as negative or neutral or positive",H2

H	I	J	K	L	M	N	O
	Sentiment	Category		Feedback categories			
ed."				=COPILOT("Rate the sentiment of this feedback as negative or neutral or positive",H2)			
atches. Disappointed with the purchase."				COPILOT(prompt_part1, [context1], [prompt_part2,...])			
eat."				Faulty			
ell."				Damaged			
ner support."				Value			
ot happy."				Easy installation			
to install."							
stall."							
return them."							
: condition."							
d my bike's handling significantly."							
d the look of my car significantly."							
he price."							
id. Not very satisfied."							
it driving is much safer now."							
structions. Frustrating experience."							
'							
these headlights."							
value for money."							

ge Layout Formulas Data Review View Automate Help Acrobat

OPILLOT("Rate the sentiment of this feedback as negative or neutral or positive",H2)

D	H	I	J	K
Transaction	Customer feedback	Sentiment	Category	
HE2254-62	"Headlights are faulty. Very disappointed."	negative		
RB3433-4	"The Trailhawk Frame arrived with scratches. Disappointed with the purchase."			
RB3433-36	"Trailhawk Frame is sturdy and looks great."			
RB3433-54	"Overall good experience. Frame fits well."			
DO4342-61	"Excellent Pedals and fantastic customer support."			
WI9665-37	"Crank were scratched upon arrival. Not happy."			
HE2254-34	"Excellent product and fast shipping."			
WI9665-55	"Crank are high quality and were easy to install."			
RB3433-71	"Frame looks great and was easy to install."			
TR1001-46	"Received the wrong size tires. Had to return them."			
WI9665-10	"Crank arrived on time and in excellent condition."			
TR1001-45	"Tires are of excellent quality. Improved my bike's handling significantly."			
DO4342-5	"Fantastic Pedals! They have enhanced the look of my car significantly."			
DO4342-70	"Pedals are of poor quality. Not worth the price."			
TR1001-2	"The tires wore out faster than expected. Not very satisfied."			
HE2254-7	"Very pleased with the headlights. Night driving is much safer now."			
WI9665-19	"Crank did not come with installation instructions. Frustrating experience."			
WI9665-66	"Crank arrived late but quality is good."			
HE2254-26	"Very impressed with the brightness of these headlights."			
HE2254-16	"Bright and efficient headlights. Great value for money."			

mate Help Acrobat Comments Share

with the best matching option from only from these feedback categories",L\$2:L\$7)

H	I	J	K	L	M	N	O
	Sentiment	Category		Feedback categories			
ed."				=COPILOT("Categorize this feedback from",H2,"with the best matching			
atches. Disappointed with the purchase."	negative	option from only from these feedback categories",L\$2:L\$7)					
eat."	positive			Faulty			
ell."	positive			Damaged			
ner support."	positive			Value			
ot happy."	negative			Easy installation			
to install."	positive						
all."	negative						
return them."							
: condition."							
d my bike's handling significantly."							
d the look of my car significantly."							
he price."							
id. Not very satisfied."							
it driving is much safer now."							
structions. Frustrating experience."							
'							
these headlights."							
value for money."							

mate Help Acrobat Comments Share

with the best matching option from only from these feedback categories",L\$2:L\$7)

H	I	J	K	L	M	N	O
	Sentiment	Category		Feedback categories			
ed."	negative	=COPILOT("Categorize this feedback from",H2,"with the best matching					
itches. Disappointed with the purchase."	negative	option from only from these feedback categories",L\$2:L\$7)					
reat."	positive			Faulty			
ell."	positive			Damaged			
ner support."	positive			Value			
ot happy."	negative			Easy installation			
to install."	positive						
all."	positive						
return them."	negative						
: condition."							
d my bike's handling significantly."							
d the look of my car significantly."							
he price."							
d. Not very satisfied."							
it driving is much safer now."							
structions. Frustrating experience."							
'							
these headlights."							
value for money."							

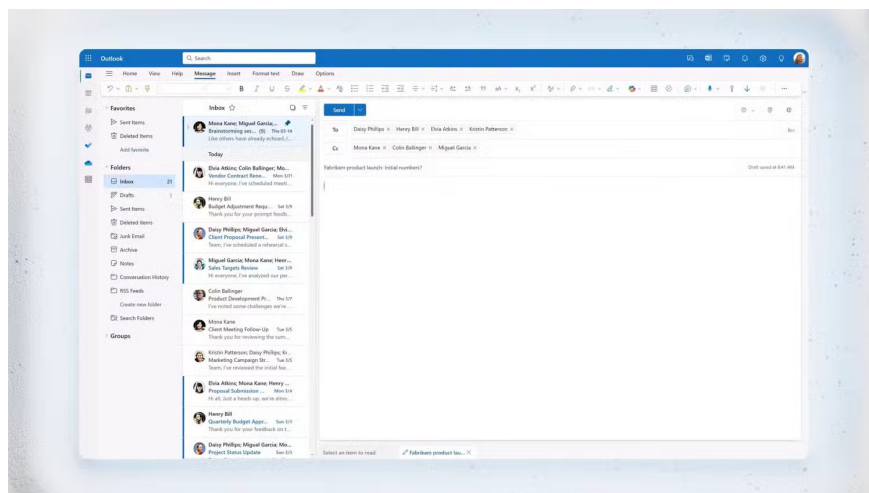
Honestly, finding the right Excel formula for your data can be like learning a foreign language. If you have a spreadsheet full of data and want to extract insights from it, but don't know how, let Copilot help you.

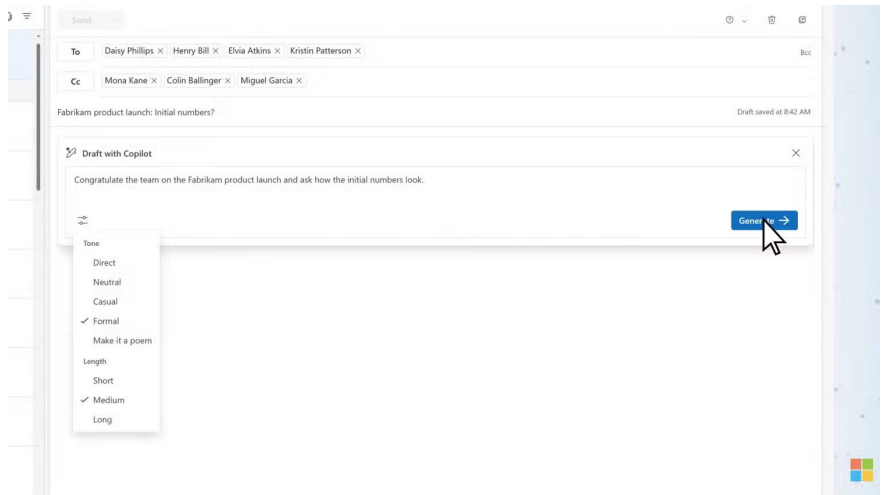
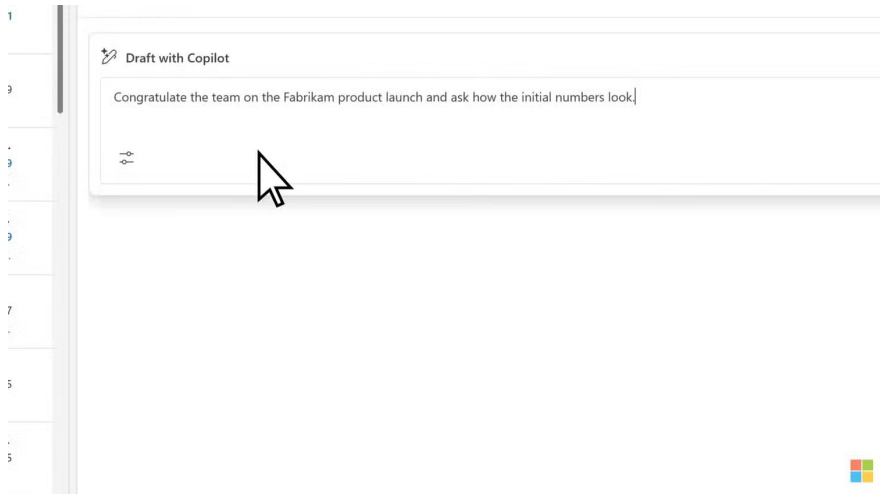
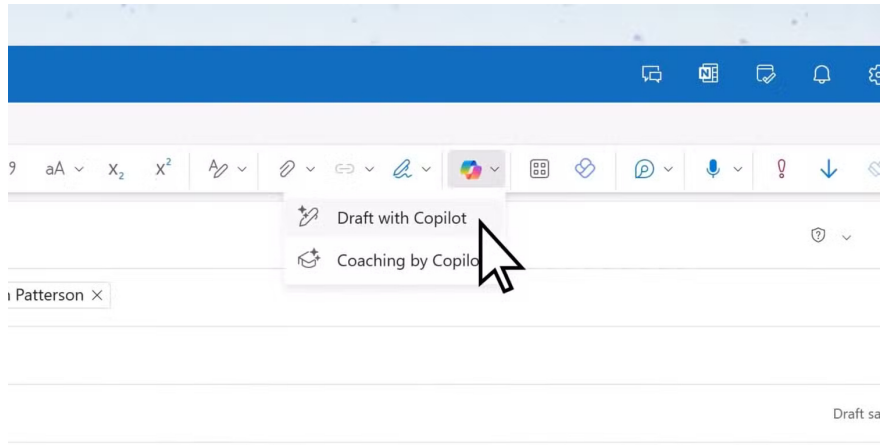
Microsoft Copilot comes with a handy "Create Formula" prompt. When you use this prompt, it will examine your data, analyze it, and automatically suggest formulas that are appropriate for your data. Instead of having to search for formulas through menus, all you have to do is type a simple, natural-sounding command in English, such as "Calculate annual revenue growth in column D," and Copilot will do the hard work.

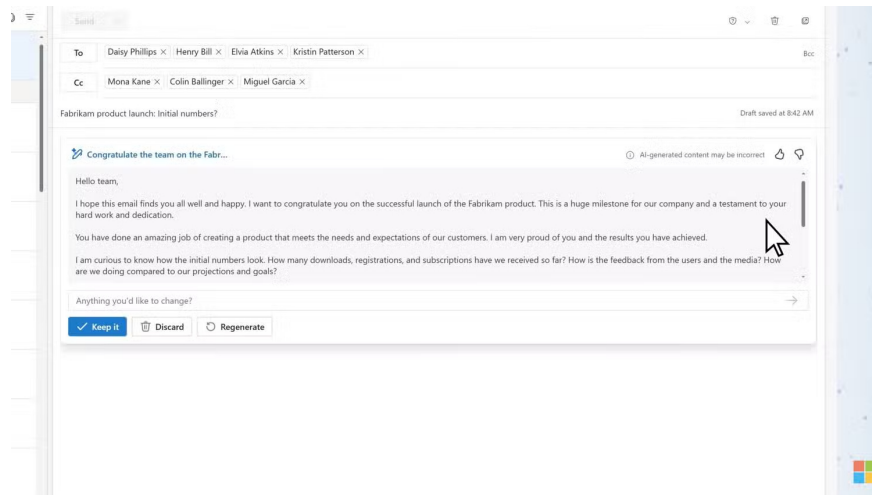
The best part is that it even explains how the formulas work, so you not only use the formulas but also learn along the way. Besides requesting formulas, you can also use Copilot to help clean up messy and duplicate data, etc.

Help you become more professional.

Copilot drafts the perfect reply, with the most appropriate tone for that email.







If you receive a lot of emails every day, you might feel overwhelmed trying to reply to most of them. Your emails could be work-related, personal, or promotional. To save time, you start letting Copilot draft your replies and find that it really does a great job. Copilot understands your tone and gives you high-quality results.

If you use Outlook, you can use Copilot's Coaching by Copilot feature. There are many times when writing emails, you have to rewrite the same sentence up to five times just to make sure it sounds perfect.

Copilot reads your email draft and provides helpful advice focusing on three aspects: tone, reader feel, and clarity. It highlights precisely which words need to be replaced so your message is perfectly conveyed. If a sentence isn't to your liking, it suggests alternative sentences to use. Essentially, you have an efficient editor reviewing your draft before hitting the send button.

Simplify your reading.

Copilot summarizes complex files in just seconds.

Whether you're researching a topic or browsing your favorite website for the latest information, with Copilot by your side, you don't need to read the entire content to know if it's actually useful. That's because Copilot is integrated right into the Microsoft Edge browser .

For example, you check technology websites daily to stay updated. Whenever you come across a long article, call Copilot and ask it to summarize the article for you. In just seconds, you'll have a summary of the website. Additionally, you can ask specific questions about the article, all without opening any other tabs.

It also works with PDF files . You can drag and drop PDF files into Copilot and ask questions about the document to summarize conclusions, search for specific data points, etc.

You finished reading the article "**The truly useful features make Copilot irresistible to users.**" 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.