

Smart Document Analysis Using Copilot

Snapshot

Duration: 90 Minutes

Audience: For anyone who works with data, documents, or decisions and desire to bring clarity to complexity

Requirements: Participants will need access to Copilot Chat. A paid Copilot subscription is recommended to unlock Copilot premium features in Word.

Course Outline

1. Session Overview

- Introduction to the session goals
- What is document analysis?
- How Copilot enhances document understanding

2. Copilot Basics for Document Analysis

- Summarisation, Q&A, tagging, and insights
- Identify key points
- Extract action items
- Highlight risks or ambiguities

3. Advanced Techniques

- Comparing multiple documents
- Detecting tone, bias, and clarity issues
- Using Copilot to rewrite or improve sections

4. Real-World Scenarios

- Case studies: contracts, policies, reports
- How Copilot supports decision-making

5. Wrap-Up & Q&A