



THE COMPREHENSIVE USER'S GUIDE TO MICROSOFT COPILOT & COPILOT PRO

Produced by ONE Diagnostics & Logistics

Happy Pages Edition

Version 1.0 — August 2026

Preface

This guide is designed to help new and experienced users understand Microsoft Copilot and Copilot Pro across Microsoft 365, Windows, Edge, and the web. It provides clear,

modern, actionable explanations of how Copilot works, how to invoke it, how to use its features, and how to integrate it into daily workflows.

This manual is written for all users — no prior technical knowledge required.

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Section 1 — What Copilot Is

1.1 Overview

Microsoft Copilot is your AI companion built directly into Microsoft 365, Windows, and Edge. It helps you write, summarize, analyze, design, and reason across documents, emails, spreadsheets, and web pages — all while keeping your data secure within your Microsoft account.

Copilot Pro extends these capabilities with advanced creative and productivity features, including priority access to newer models and deeper integration with Microsoft 365 apps.

1.2 Core Principles

Copilot operates on three simple principles:

1. **Visibility Before Action** — It works only with the information you choose to share.
2. **Interpretation Before Execution** — It analyzes your request to understand intent before producing results.
3. **Clarity Before Complexity** — It aims for clear, actionable output rather than technical jargon.

These principles make Copilot a trustworthy assistant for both everyday tasks and professional work.

1.3 Where Copilot Lives

Copilot appears in several places across Microsoft 365:

Platform	How Copilot Helps
Word	Drafts, rewrites, summarizes, and formats documents.
Excel	Analyzes data, creates formulas, and builds charts.
PowerPoint	Designs slides, generates speaker notes, and visualizes ideas.
Outlook	Composes, summarizes, and organizes email threads.
Edge and Web	Answers questions, summarizes pages, and assists with research.
Windows Copilot	Provides system-level assistance, settings control, and quick answers.

1.4 Copilot vs Copilot Pro

Feature	Copilot (Free)	Copilot Pro (Paid)
Access to Microsoft 365 apps	Basic integration	Full integration with Word, Excel, PowerPoint, Outlook
Model priority	Standard access	Priority access to newer AI models
Creative tools	Limited	Enhanced image and text generation
Performance	Shared resources	Faster response and higher capacity
Availability	Included with Microsoft account	Monthly subscription through Microsoft 365 portal

1.5 Why Copilot Matters

Copilot represents a new way to interact with technology — not by clicking through menus, but by expressing intent in natural language. It transforms productivity into conversation, turning complex tasks into simple requests.

1.6 Quick Start

To begin using Copilot:

1. Sign in to your Microsoft account.

2. Open Word, Excel, PowerPoint, Outlook, or Edge.
3. Look for the Copilot icon ✨ in the top right corner.
4. Click it and type a prompt like: *“Summarize this document.”*
“Create a chart from this data.” *“Draft a friendly email to my team.”*

Copilot will interpret your request and respond instantly.

Section 2 — Copilot vs Copilot Pro

2.1 Purpose of This Section

This section explains the difference between Microsoft Copilot (included with most Microsoft accounts) and Copilot Pro (the premium subscription). It helps users decide which version best fits their workflow, creativity, and productivity needs.

2.2 Copilot (Free Version)

Copilot Free is built into Microsoft 365 Online, Windows 11, and Edge. It provides conversational assistance for writing, summarizing, and reasoning tasks. You can ask questions, draft text, or analyze information directly within supported apps.

Key Capabilities

- Available in Word, Excel, PowerPoint, Outlook, and Edge.
- Uses Microsoft’s secure cloud environment.
- Responds to natural-language prompts.
- Helps with writing, summarizing, and formatting.
- Works automatically when you sign in with your Microsoft account.

Ideal For

- Everyday users who need quick help with writing or organization.
- Students, small businesses, and individuals who want basic AI assistance.

2.3 Copilot Pro (Premium Version)

Copilot Pro builds on the free version with advanced creative and professional features. It offers faster performance, priority access to newer AI models, and deeper integration with Microsoft 365 apps.

Key Enhancements

- Priority access to the latest AI models for faster, more accurate responses.
- Full integration with desktop versions of Word, Excel, PowerPoint, and Outlook.
- Enhanced creative tools for generating images and advanced formatting.
- Expanded capacity for large documents and complex data analysis.
- Consistent performance even during high-traffic periods.

Ideal For

- Professionals, writers, designers, and analysts who need advanced AI support.
- Users who want premium speed, creativity, and integration across all Microsoft apps.

2.4 Feature Comparison Table

Feature	Copilot (Free)	Copilot Pro (Paid)
Access to Microsoft 365 apps	Basic integration in web versions	Full integration with desktop apps
Model priority	Standard access	Priority access to new AI models
Creative tools	Limited image and text generation	Advanced creative features and design support
Performance	Shared resources	Faster response and higher capacity
Availability	Included with Microsoft account	Monthly subscription through Microsoft 365 portal
Ideal for	Everyday users	Professionals and creators

2.5 Choosing the Right Version

If you use Copilot mainly for writing, summarizing, or quick answers, the free version is sufficient. If you rely on Copilot for creative production, data analysis, or professional document design, Copilot Pro provides the depth and speed you’ll appreciate.

2.6 Upgrade Path

To upgrade:

1. Sign in to your Microsoft account.
2. Visit the Microsoft 365 Copilot Pro page.

3. Select “Subscribe to Copilot Pro.”
4. Follow the on-screen instructions to complete payment.
5. Restart your Microsoft apps to activate Pro features.

Section 3 — Copilot in Word

3.1 Purpose

Copilot in Word helps you draft, edit, summarize, and format documents using natural language. It transforms writing from a manual process into a guided collaboration — you describe what you want, and Copilot builds it for you.

3.2 Where to Find Copilot

When you open Word (desktop or online), look at the **top-right corner** of the ribbon. You’ll see the **Copilot sparkle icon** ✨. Click it to open the Copilot sidebar. This is your workspace for prompts, suggestions, and document actions.

3.3 Starting a Session

To begin, click the Copilot icon and type a prompt such as:

- “Draft a one-page summary of this report.”
- “Rewrite this paragraph to sound more professional.”
- “Create a formatted title page for my proposal.”

Copilot interprets your request, generates text, and inserts it directly into your document. You can accept, edit, or regenerate the output.

3.4 Core Capabilities

Function	What It Does
Drafting	Creates new text from your description or outline.
Rewriting	Improves tone, clarity, or structure of existing text.
Summarizing	Condenses long sections into concise summaries.

Formatting	Applies consistent headings, spacing, and styles.
Explaining	Clarifies complex language or technical terms.
Brainstorming	Generates ideas, lists, or outlines for new projects.

3.5 Prompt Examples

Task	Example Prompt
Write a letter	“Write a friendly thank-you letter to a client.”
Summarize a report	“Summarize this document in three bullet points.”
Improve tone	“Make this paragraph sound more confident.”
Format text	“Apply consistent heading styles throughout this document.”
Create structure	“Generate a table of contents for this manual.”

3.6 Editing with Copilot

You can highlight any section of text and click **Copilot → Rewrite**. Choose from options like *Professional*, *Concise*, or *Creative*. Copilot will instantly rewrite the selected text while preserving meaning.

3.7 Summarizing Documents

To summarize an entire document:

1. Click the Copilot icon.
2. Type: “Summarize this document.”
3. Copilot will produce a short overview of key points.
4. You can insert the summary at the top or bottom of your file.

3.8 Formatting and Design

Copilot can apply consistent formatting across your document:

- Headings, subheadings, and body text alignment.
- Bullet and numbered lists.
- Page breaks and spacing.
- Automatic title page generation.

This ensures your document looks polished and professional.

3.9 Best Practices

- Use clear, specific prompts.
- Review Copilot's output before finalizing.
- Combine Copilot's suggestions with your own expertise.
- Save versions as you go — Word automatically stores them in OneDrive.

3.10 Copilot Pro Enhancements in Word

If you have Copilot Pro, you'll notice:

- Faster response times.
- Priority access to advanced language models.
- Enhanced creative formatting and design suggestions.
- Better integration with large documents and templates.

3.11 Quick Tip

If Copilot's response isn't quite right, click **Regenerate** or refine your prompt. For example: Instead of "Write a summary," try "Write a 150-word summary highlighting key recommendations."

Section 4 — Copilot in Excel

4.1 Purpose

Copilot in Excel helps you analyze data, create formulas, and visualize trends using natural language. Instead of memorizing functions or building complex charts manually, you can describe what you want — and Copilot will do the heavy lifting.

4.2 Where to Find Copilot

When you open Excel (desktop or online), look at the **top-right corner** of the ribbon. You'll see the **Copilot sparkle icon** ✨. Click it to open the Copilot sidebar. This is where you can ask questions about your data or request new visualizations.

4.3 Starting a Session

To begin, click the Copilot icon and type a prompt such as:

- “Analyze this data and show me the top five trends.”
- “Create a chart comparing monthly sales.”
- “Explain what this formula does.”
- “Summarize this table in plain language.”

Copilot interprets your request, analyzes the data, and generates results directly in your worksheet.

4.4 Core Capabilities

Function	What It Does
Data Analysis	Identifies patterns, correlations, and outliers in your dataset.
Formula Generation	Writes formulas based on your description (e.g., “calculate total revenue”).
Chart Creation	Builds charts and graphs automatically from selected data.
Summarization	Converts numeric data into readable insights.
Explanation	Describes formulas or calculations in plain language.
Formatting	Applies consistent styles, colors, and table formatting.

4.5 Prompt Examples

Task	Example Prompt
Analyze trends	“Find the top three months for sales growth.”
Create a chart	“Make a bar chart comparing revenue by region.”
Write a formula	“Calculate the average order value.”
Explain data	“Explain what this table shows.”
Format sheet	“Apply consistent formatting to this table.”

4.6 Working with Tables

Copilot can automatically detect structured tables in your worksheet. To use this feature effectively:

1. Select your data range.
2. Click **Insert** → **Table**.
3. Then ask Copilot: “Summarize this table” or “Show trends in this data.” Copilot will analyze the table and generate insights.

4.7 Formula Assistance

You can ask Copilot to create or explain formulas:

- “Write a formula to calculate profit margin.”
- “Explain what this SUMIFS formula does.” Copilot will either insert the formula or provide a clear explanation.

4.8 Chart Creation

To visualize your data:

1. Select the relevant cells.
2. Ask Copilot: “Create a line chart showing monthly growth.”
3. Copilot will generate the chart and label it automatically. You can adjust colors, titles, and styles afterward.

4.9 Best Practices

- Keep your data clean and organized.
- Use clear column headers.
- Ask specific questions for precise results.
- Review Copilot’s output before finalizing.
- Save your workbook regularly — Excel stores versions in OneDrive.

4.10 Copilot Pro Enhancements in Excel

If you have Copilot Pro, you’ll notice:

- Faster data analysis and chart generation.
- Priority access to advanced AI models for complex datasets.
- Enhanced formula suggestions and predictive analytics.
- Better integration with large workbooks and pivot tables.

4.11 Quick Tip

If Copilot's analysis feels too broad, refine your prompt. For example: Instead of "Analyze this data," try "Analyze quarterly revenue and highlight the top-performing region."

Section 5 — Copilot in PowerPoint

5.1 Purpose

Copilot in PowerPoint helps you design, write, and refine presentations using natural language. It transforms ideas into slides, organizes content, and applies professional formatting — all without needing design expertise.

5.2 Where to Find Copilot

When you open PowerPoint (desktop or online), look at the **top-right corner** of the ribbon. You'll see the **Copilot sparkle icon** ✨. Click it to open the Copilot sidebar. This is where you can describe what you want your presentation to look like.

5.3 Starting a Session

To begin, click the Copilot icon and type a prompt such as:

- "Create a 5-slide presentation about sustainable design."
- "Summarize this Word document into slides."
- "Add speaker notes explaining each slide."
- "Make this presentation more visual."

Copilot will generate slides, text, and layout suggestions automatically.

5.4 Core Capabilities

Function	What It Does
Presentation Creation	Builds complete slide decks from text or documents.
Summarization	Converts long documents into concise slide content.
Design Enhancement	Suggests layouts, color schemes, and imagery.
Speaker Notes	Generates talking points for each slide.
Rewriting	Adjusts tone, clarity, and emphasis of slide text.
Formatting	Applies consistent fonts, spacing, and transitions.

5.5 Prompt Examples

Task	Example Prompt
Create slides	“Make a 7-slide presentation about Copilot features.”
Summarize content	“Turn this report into a presentation.”
Add visuals	“Add relevant images to each slide.”
Improve tone	“Make this presentation sound more persuasive.”
Generate notes	“Add speaker notes explaining each slide.”

5.6 Working with Existing Documents

You can upload or open a Word document and ask Copilot to convert it into slides:

1. Open PowerPoint.
2. Click the Copilot icon.
3. Type: “Create slides from this document.” Copilot will extract key points and design a presentation automatically.

5.7 Design and Formatting

Copilot can apply professional design elements:

- Choose color themes that match your brand.
- Adjust font hierarchy for readability.

- Add transitions and animations.
- Suggest image placement and alignment.

You can refine or regenerate designs until they match your vision.

5.8 Speaker Notes and Narration

Copilot can generate speaker notes to help you present confidently:

- “Add speaker notes explaining each slide.”
- “Summarize key talking points for this presentation.” These notes appear below each slide and can be edited manually.

5.9 Best Practices

- Keep prompts specific (e.g., “Create a 10-slide presentation for a product launch”).
- Review generated slides for accuracy.
- Use Copilot’s design suggestions to maintain visual consistency.
- Save versions as you refine — PowerPoint stores them in OneDrive.

5.10 Copilot Pro Enhancements in PowerPoint

If you have Copilot Pro, you’ll notice:

- Faster slide generation and design rendering.
- Priority access to advanced creative models.
- Enhanced image generation and layout suggestions.
- Better integration with large presentations and templates.

5.11 Quick Tip

If Copilot’s slides feel too dense, refine your prompt. For example: Instead of “Create slides from this document,” try “Create a 6-slide summary focusing on key recommendations.”

Section 6 — Copilot in Outlook

6.1 Purpose

Copilot in Outlook helps you write, summarize, and manage emails efficiently. It transforms communication from a manual task into a guided process — helping you express ideas clearly, respond faster, and stay organized.

6.2 Where to Find Copilot

When you open Outlook (desktop or web), look at the **top-right corner** of the message window. You'll see the **Copilot sparkle icon** ✨. Click it to open the Copilot sidebar. This is where you can ask Copilot to draft, summarize, or refine your messages.

6.3 Starting a Session

To begin, click the Copilot icon and type a prompt such as:

- “Draft a polite reply thanking the client for their feedback.”
- “Summarize this long email thread.”
- “Write a follow-up message confirming tomorrow’s meeting.”
- “Make this email sound more professional.”

Copilot will generate or refine your message instantly. You can edit, approve, or regenerate the text before sending.

6.4 Core Capabilities

Function	What It Does
Drafting	Creates new emails from short descriptions or bullet points.
Summarizing	Condenses long threads into concise overviews.
Rewriting	Adjusts tone, clarity, and structure of existing messages.
Formatting	Applies consistent spacing, greetings, and signatures.
Follow-Up Suggestions	Recommends next steps or reminders based on email content.
Tone Adjustment	Makes messages sound more formal, friendly, or persuasive.

6.5 Prompt Examples

Task	Example Prompt
Write a reply	“Write a friendly reply confirming receipt of the report.”
Summarize thread	“Summarize this conversation in three bullet points.”
Improve tone	“Make this email sound more confident.”
Create follow-up	“Draft a follow-up email asking for project updates.”
Format message	“Apply consistent formatting and add my signature.”

6.6 Summarizing Email Threads

Copilot can read long conversations and produce a short summary:

1. Open the thread.
2. Click the Copilot icon.
3. Type: “Summarize this conversation.” Copilot will highlight key points, decisions, and next actions.

6.7 Drafting New Emails

You can start from scratch by describing your intent:

- “Write an email introducing our new product.”
- “Draft a thank-you note to the team.” Copilot will create a complete message with greeting, body, and closing.

6.8 Rewriting and Tone Control

Highlight any section of text and click **Copilot → Rewrite**. Choose from tone options like *Professional*, *Friendly*, or *Concise*. Copilot will adjust the message while keeping your meaning intact.

6.9 Best Practices

- Keep prompts short and clear.
- Review Copilot’s output before sending.
- Personalize messages with your own voice.

- Use Copilot summaries to stay organized in busy inboxes.
- Save drafts automatically — Outlook stores them in your account.

6.10 Copilot Pro Enhancements in Outlook

If you have Copilot Pro, you'll notice:

- Faster drafting and summarization.
- Priority access to advanced tone-control models.
- Enhanced context awareness for long email threads.
- Better integration with calendar and task suggestions.

6.11 Quick Tip

If Copilot's draft feels too formal or too brief, refine your prompt. For example: Instead of "Write a reply," try "Write a warm, appreciative reply confirming receipt of the client's feedback."

Section 7 — Copilot in Edge

7.1 Purpose

Copilot in Microsoft Edge helps you research, summarize, and interact with web content in real time. It acts as your browsing companion — analyzing pages, answering questions, and helping you create or refine content without leaving the site you're viewing.

7.2 Where to Find Copilot

When you open Microsoft Edge, look at the **top-right corner** of the browser window. You'll see the **Copilot sparkle icon** ✨. Click it to open the Copilot sidebar. This sidebar stays visible as you browse, allowing you to ask questions or perform tasks related to the page you're viewing.

7.3 Starting a Session

To begin, click the Copilot icon and type a prompt such as:

- “Summarize this article.”
- “Explain the main idea of this page.”
- “Compare these two products.”
- “Write a short post based on this content.”

Copilot will analyze the page and respond directly in the sidebar, referencing the content you’re viewing.

7.4 Core Capabilities

Function	What It Does
Summarization	Condenses long articles or reports into key points.
Explanation	Clarifies technical or complex language found on web pages.
Comparison	Compares products, articles, or data across multiple tabs.
Content Creation	Helps draft posts, summaries, or notes based on what you’re reading.
Research Assistance	Finds related information or definitions without leaving the page.
Integration with Microsoft 365	Allows you to copy insights directly into Word, Excel, or OneNote.

7.5 Prompt Examples

Task	Example Prompt
Summarize page	“Summarize this article in three bullet points.”
Explain concept	“Explain what this term means.”
Compare tabs	“Compare the features of these two laptops.”
Create content	“Write a short paragraph inspired by this page.”
Research	“Find related articles about this topic.”

7.6 Working Across Tabs

Copilot can analyze multiple open tabs at once. To use this feature effectively:

1. Open the pages you want to compare.
2. Click the Copilot icon.
3. Type: “Compare these pages.” Copilot will summarize and contrast the content side by side.

7.7 Summarizing and Explaining Pages

You can ask Copilot to summarize or explain any web page:

- “Summarize this news article.”
- “Explain the main idea of this research paper.” Copilot will provide a concise, readable summary in the sidebar.

7.8 Content Creation and Export

Copilot can help you create content directly from web research:

- Draft blog posts, summaries, or outlines.
- Copy results into Word or OneNote with one click.
- Use insights to build reports or manuals.

7.9 Best Practices

- Keep prompts specific and contextual.
- Review Copilot’s summaries for accuracy.
- Use Copilot to cross-check sources before citing.
- Save insights to OneNote or Word for later reference.
- Keep the sidebar open while browsing for continuous assistance.

7.10 Copilot Pro Enhancements in Edge

If you have Copilot Pro, you’ll notice:

- Faster summarization and comparison across tabs.
- Priority access to advanced reasoning models.
- Enhanced creative writing and content generation.
- Better integration with Microsoft 365 apps.

7.11 Quick Tip

If Copilot’s summary feels too general, refine your prompt. For example: Instead of “Summarize this page,” try “Summarize this article focusing on privacy features.”

Section 8 — Copilot on the Web and Online Integration

8.1 Purpose

Copilot on the web extends Microsoft’s AI assistance beyond desktop applications. It integrates with Microsoft 365 Online, Bing, and Edge to help users research, write, and organize information directly in the browser — no installation required.

8.2 Where Copilot Appears Online

Copilot is available across several web environments:

Platform	How Copilot Helps
Microsoft 365 Online	Assists in Word, Excel, PowerPoint, and Outlook web apps.
Bing Copilot	Answers questions, summarizes pages, and generates creative content.
Edge Sidebar	Provides real-time assistance while browsing.
Windows Copilot Web Access	Offers system-level help and quick answers directly from the taskbar.

8.3 Using Copilot in Microsoft 365 Online

When you sign in to office.com, Copilot is available in each app:

- **Word Online:** Drafts and formats documents.
- **Excel Online:** Analyzes data and builds charts.
- **PowerPoint Online:** Designs slides and adds visuals.
- **Outlook Online:** Summarizes and writes emails.

You can switch between apps seamlessly — Copilot keeps context across your Microsoft account.

8.4 Using Copilot in Bing

Copilot in Bing helps you search and create simultaneously:

- Ask natural-language questions.
- Request summaries of search results.
- Generate creative text, outlines, or explanations.
- Refine queries for more precise answers.

It's ideal for quick research or inspiration while working online.

8.5 Integration with Edge

Copilot in Edge connects browsing and productivity:

- Summarizes articles and documents.
- Compares products or data across tabs.
- Helps draft posts, notes, or reports.
- Copies insights directly into Word or OneNote.

This integration makes Copilot a continuous companion across your workflow.

8.6 Cross-App Continuity

Copilot maintains continuity between apps and web sessions:

- You can start a draft in Word Online, refine it in Edge, and finalize it in Outlook.
- Copilot recognizes context from your Microsoft account, ensuring smooth transitions.
- Files are automatically saved to OneDrive for easy access and collaboration.

8.7 Security and Privacy

Copilot operates within Microsoft's secure cloud environment. Your data stays protected under Microsoft 365 privacy standards. Copilot only uses the information you provide — it does not access private files or messages without your consent.

8.8 Copilot Pro Enhancements Online

If you have Copilot Pro, you'll notice:

- Faster performance across web apps.
- Priority access to advanced AI models.
- Enhanced creative and formatting tools.
- Seamless integration between desktop and web versions.

8.9 Best Practices

- Sign in with your Microsoft 365 account for full access.
- Keep your browser updated for optimal performance.
- Use clear prompts for precise results.
- Review Copilot's output before publishing or sharing.
- Save your work regularly — OneDrive handles version history automatically.

8.10 Quick Tip

If Copilot's web response feels too broad, refine your prompt. For example: Instead of "Summarize this page," try "Summarize this article focusing on accessibility features in Microsoft 365."

Section 9 — Tips, Best Practices, and Troubleshooting

9.1 Purpose

This section provides practical advice for getting the most out of Microsoft Copilot and Copilot Pro. It covers prompt writing, workflow optimization, and solutions for common issues.

9.2 Prompt Writing Tips

Copilot responds best to clear, specific instructions. Use these guidelines to improve results:

Tip	Example
Be specific	Instead of “Write something,” say “Write a 200-word summary of this report.”
Provide context	Mention what you’re working on: “Summarize this for a client presentation.”
Use action verbs	“Create,” “Explain,” “Compare,” “Summarize,” “Design.”
Set tone or style	“Make this sound professional and concise.”
Iterate	If the result isn’t perfect, refine your prompt and try again.

9.3 Workflow Best Practices

- Keep Copilot open while working — it adapts to your context.
- Save drafts frequently; Word, Excel, and PowerPoint store versions automatically in OneDrive.
- Use Copilot to start ideas, then refine manually for your personal touch.
- Combine Copilot’s summaries with your own insights for balanced results.
- Review all generated content before publishing or sharing.

9.4 Collaboration and Continuity

Copilot works seamlessly across Microsoft 365 apps. You can start a draft in Word, analyze data in Excel, design slides in PowerPoint, and send a summary in Outlook — all within the same account. This continuity ensures your workflow stays connected and efficient.

9.5 Troubleshooting Common Issues

Issue	Possible Cause	Solution
Copilot icon not visible	App or account not updated	Sign out and back in; update Microsoft 365 apps. Wait a moment or refresh the app;
Slow response time	Network latency or high traffic	Copilot Pro offers priority access.
Inaccurate results	Prompt too vague or missing context	Refine your prompt with specific details.

Formatting issues in Word or PowerPoint	Style conflicts between manual and Copilot formatting	Apply consistent styles after Copilot finishes.
Data not recognized in Excel	Unstructured table or missing headers	Convert data to a table and retry the prompt.

9.6 Security and Privacy Reminders

- Copilot operates within Microsoft’s secure cloud environment.
- Your data stays private and protected under Microsoft 365 policies.
- Copilot only uses the information you provide — it does not access private files or messages without permission.
- For detailed privacy information, visit Microsoft Privacy Statement (privacy.microsoft.com in Bing).

9.7 Copilot Pro Support

If you’re using Copilot Pro and encounter issues:

1. Go to **Microsoft 365 Support → Copilot Pro Help**.
2. Check for updates or service notices.
3. Contact support through your Microsoft account portal.

9.8 Quick Tip

If Copilot’s output feels off, try this sequence:

1. Refine your prompt.
2. Regenerate the response.
3. Adjust tone or length.
4. Review and finalize manually.

Small refinements often produce major improvements.

Section 10 — Glossary and Final Notes

10.1 Purpose

This section defines key terms used throughout the manual and provides closing notes for readers who want to continue exploring Microsoft Copilot and Copilot Pro.

10.2 Glossary of Terms

Term	Definition
Copilot	Microsoft's built-in AI assistant that helps users write, summarize, analyze, and create across Microsoft 365 apps.
Copilot Pro	The premium version of Copilot offering faster performance, priority access to newer models, and advanced creative tools.
Prompt	A natural-language instruction or question you type to tell Copilot what you want it to do.
Microsoft 365	The suite of productivity apps including Word, Excel, PowerPoint, Outlook, and OneNote.
Edge Copilot	The version of Copilot integrated into the Microsoft Edge browser, designed for web research and summarization.
OneDrive	Microsoft's secure cloud storage service that automatically saves your documents and versions.
Sidebar	The panel in Edge or Office apps where Copilot displays responses and suggestions.
Regenerate	A Copilot option that refreshes or rewrites its previous response using the same prompt.
Tone Control	A feature that adjusts the style of writing — professional, friendly, concise, or creative.
Continuity	The seamless connection between Copilot experiences across Microsoft apps and devices.

10.3 Final Notes

Microsoft Copilot represents a new era of productivity — one where technology listens, interprets, and collaborates. Whether you use Copilot Free or Copilot Pro, the goal is the same: to make work clearer, faster, and more creative.

This manual was produced by **ONE Diagnostics & Logistics** as part of the **Happy Pages Edition**, designed to help users understand and enjoy Copilot's capabilities with clarity and confidence.

10.4 Version Information

- **Version:** 1.0
- **Release Date:** August 2026

- **Publisher:** ONE Diagnostics & Logistics
- **Edition:** Happy Pages Comprehensive Guide

10.5 Acknowledgments

Special thanks to the Microsoft Copilot team for developing the technology that inspired this manual, and to the Happy Pages community for promoting clarity, creativity, and joyful learning.

10.6 Closing Message

“Technology becomes humane when it helps us see clearly.” — Happy Pages Edition, 2026

Note from the Authors

This guide was created through a collaboration between **Kelly Richardson**, **Microsoft Copilot**, and **ONE Diagnostics & Logistics**, blending human clarity with AI precision and structural intelligence. It was produced as part of the **Happy Pages Edition**, designed to bring accessible understanding and luminous design to modern technology.

If you have questions, feedback, or would like to request future manuals, reach out anytime: support@happypages.site

