



Use Copilot to Summarise a Lengthy Document

Quick Reference Guide



Use Copilot to Summarise a Lengthy Document

Quick Reference Guide

Summarising lengthy documents can be time-consuming and challenging, but with Microsoft Copilot, you can quickly generate concise summaries that highlight the most important points. Whether you're working with business reports, or project documentation, Copilot leverages AI to provide insightful summaries, helping you save time and stay organised.

Ensure Your Document is Ready

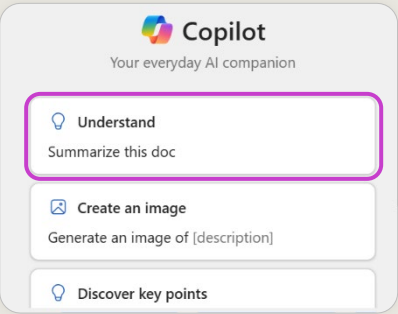
- Open your document in Microsoft Word.
- Save the file to OneDrive or SharePoint to enable Copilot functionality.
- Ensure your document is well-structured with clear headings and sections for the best summarisation results.

Steps to Summarise the Document

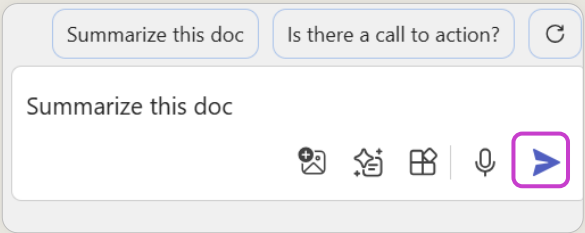
1. Open your document and click the **Copilot icon in the Word toolbar.**



2. In the Copilot sidebar select
 - **"Summarise this document"**



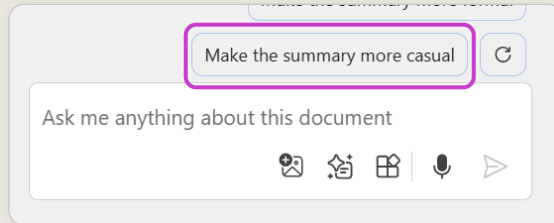
3. Select the send button. Copilot will generate a concise summary based on the document content.



Use Copilot to Summarise a Lengthy Document

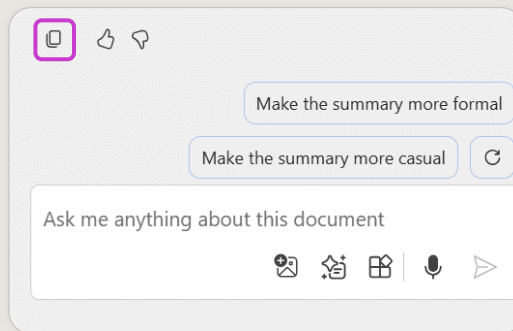
Quick Reference Guide

Copilot can tweak and improve the summary to make it clearer and more impactful, for example "***Make the summary more casual***".



Inserting the Summary into Your Document

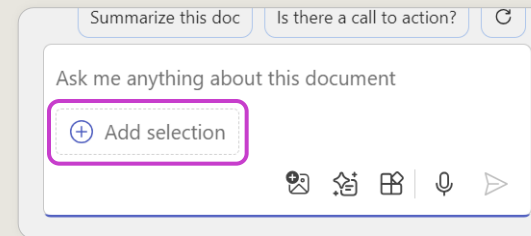
1. Click **copy button** to add into your document.



2. Paste into your document, a new document, or email the summary.

Summarising Specific Sections

1. Highlight the section you want summarised.
2. Click the **Copilot icon** and select "**Add Selection**".



3. Use focused prompts like "***provide a brief summary***"
4. Copilot will provide a section-specific summary.