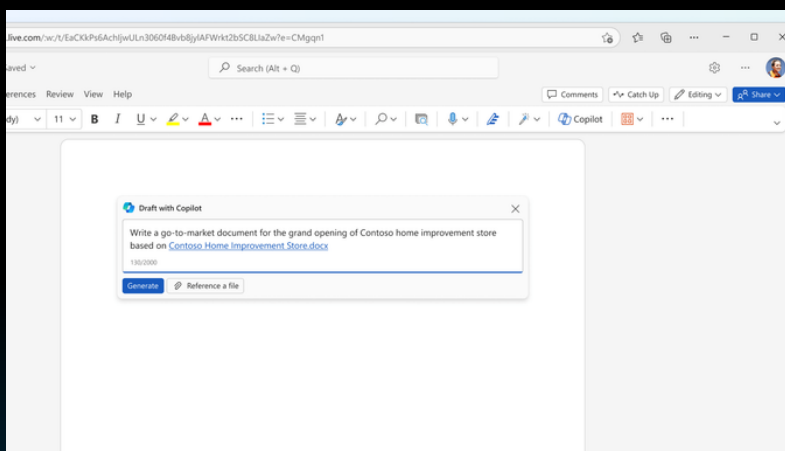# GHOST
ENTERPRISES

Copilot in Word
Explore how you can use the power of AI in Word

Copilot in word allows you to draft, transform and enhance documents in a few short, simple steps.

The chat function allows you to issue commands such as "rewrite this paragraph" or "summarise this document."

If you prefer Copilot to generate a new document based on an existing file, you can instruct it accordingly. In the "Draft with Copilot" dialog, opt to "Reference a file" and choose up to three files. Copilot will then consider these selected files while creating your new document.

For more information on Copilot for Microsoft 365, or on our range of AI Services, please contact us on 01245 208080 info@ghostenterprises.co.uk