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Mastering Microsoft 365 Copilot: Tools for CPAs



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WORD



- Drafts Documents
- Summarizes lengthy documents
- Generates Ideas and outlines
- Edits and Improves writing style
- Create and formats tables and lists
- Ask questions about your documents



EXCEL

- Analyzes data and generates insights
- Create multiple complex functions at one time
- Create charts
- Automates repetitive tasks
- Fix inconsistent data
- Generates summaries and reports



POWERPOINT

- Create presentations from Word document
- Use sections in your presentation
- Add slides
- Creates speaker notes
- Summarizes key points
- Generates visual elements like charts and images



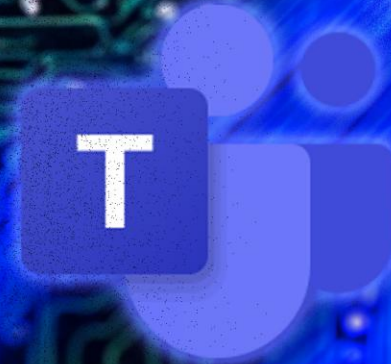
OUTLOOK

- Summarizes long email threads
- Drafts email responses
- Schedules meetings and appointments
- Organizes and prioritizes emails
- Provides reminders and follow-ups



TEAMS

- Summarizes meeting discussions
- Generates action items
- Transcribes meeting notes
- Provides insights and analytics on team collaboration





Stay in Touch with Chris

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