

COURSE GLOSSARY

Introduction to Microsoft Copilot

AutoSave: An Office feature that automatically saves files to OneDrive or SharePoint so Copilot can interact with the most current version of a document

Citations (in Copilot responses): Explicit references or links included in Copilot outputs that point to the source documents, emails, or messages used to generate the response

Coaching by Copilot (Coaching feature): A Copilot capability that analyzes tone, clarity, and style in written text (such as email drafts) and provides suggestions to improve communication before sending.

Context: Background information about data, authorship, projects, or interactions that helps Copilot interpret content correctly and produce relevant responses

Copilot chat: The conversational interface within Microsoft 365 apps where users can ask Copilot questions, receive responses, and follow up while preserving context across messages

Copilot Prompt Gallery: A curated collection of example prompts and templates accessible via the Copilot chat or web page that helps users learn effective prompts for common tasks

Copilot System: Microsoft's orchestration layer that connects Microsoft 365 apps, Microsoft Graph, and Large Language Models to process requests, gather context, and generate responses

Fine-tuning: The process of further training a pre-trained model on task-specific labeled data to adapt its weights and improve performance on a particular downstream task

Hypothesis: A declarative statement about a population parameter that can be tested with data to decide whether it is consistent with observed evidence

Excel formulas: Built-in functions and expressions (e.g., SUM, AVERAGE, VLOOKUP) used to calculate and retrieve values in spreadsheets, which Copilot can suggest and insert

Large Language Model (LLM): A machine learning model trained on large text datasets to understand and generate human-like language, which Copilot uses to draft, summarize, and answer questions

Microsoft 365 Copilot: The version of Copilot integrated into Microsoft 365 apps (Word, Excel, PowerPoint, Outlook, Teams) that uses enterprise data and app-specific capabilities to boost productivity

Microsoft Copilot: A web-based digital assistant from Microsoft that performs web searches, generates content, and supports conversational, generative tasks outside of Microsoft 365 apps

Microsoft Graph: A service that maps and connects an organization's data (emails, documents, calendars, permissions) to provide context and relevant content for Copilot to use

OneDrive/SharePoint: Microsoft cloud storage platforms where files should be saved and shared so Copilot can access up-to-date documents and work with them in real time

Prompt structure (what/why/which/how): A recommended format for writing effective prompts that specifies what you want, why it matters, which details to focus on, and how to deliver the answer to get more accurate Copilot results

Prompt: A user input or instruction given to Copilot that describes what to do, including the task, context, focus areas, and desired output format

Responsible AI (RAI) framework: Microsoft's set of principles and practices guiding the ethical development and deployment of AI systems, emphasizing fairness, privacy, reliability, accountability, inclusion, and transparency

Tabular format: Organizing data into rows and columns (a table) in Excel to make analysis, formulas, and Copilot insights more accurate and efficient

Visual Creator: A tool for generating or selecting images and visuals that can be inserted into presentations or documents to enhance design and storytelling