



WHAT'S NEW FOR 365?

Here are all of 365 updates for August from OneNote to Copilot.

Draft with Copilot in Word on a selection of text, a list, or a table

If you are a document creator, you know how challenging it can be to produce high-quality, engaging, and informative content. You must research, write, edit, format, and proofread your work while keeping your audience and purpose in mind. Sometimes, you may need to generate new content from existing sources, update your content to suit different contexts, organise your content more clearly, or transform your content into different formats or languages.

To support these workflows, it's often easier to reference or build upon existing content. That's why Microsoft have added the ability to draft with Copilot based on a specific selection in your Word doc. This will help to:

- Refine, rewrite, or paraphrase an existing selection.
- Elaborate on, expand upon, or explain your selected content in more detail.
- Enhance your content with statistics and additional information.

Here are some use case examples of how Draft on Selection can help you as a document creator. All you need to do is select the content you want to work with and choose the "Make changes" option that appears.

1. Transform content into different formats or languages

Sometimes, you may need to transform your content into different formats or languages, such as converting a paragraph into a bullet list, or translating a paragraph into another language. For example, you may need to take a list and expand it to a paragraph with some added context or take notes and turn them into well-formed thoughts with references and statistics. To do this, simply select the content you want to transform, and type in the prompt that describes the nature of the proposed change. Draft will use natural language generation to transform your content accordingly.

2. Update content to suit different contexts

Sometimes, you may need to update your content to suit different contexts, such as different audiences, regions, or purposes. For example, you may need to update your content to reflect a US audience's needs, such as changing the currency, spelling, or cultural references. Instead of manually editing your content or using a generic find-and-replace tool, you can use Draft to update your content contextually.

To do this, simply select the content you want to update, and type "update this selection to reflect a US audience" in the prompt. Draft will use natural language understanding and cultural awareness to update your content accordingly. For example, if you select the text "The programme costs £50 per month and includes access to a variety of online resources. You can cancel anytime without any hassle. Please note that this offer is only valid for UK residents."



Draft with Copilot may update it to: “The program costs \$65 per month and includes access to a variety of online resources. You can cancel anytime without any hassle. Please note that this offer is only valid for US residents.”

3. Organise content more clearly

Sometimes, you may need to organise your content more clearly, such as adding headings, bullet points, or paragraphs. For example, you may need to take the text in a table and turn it into sections of content with section headers. Instead of rearranging and formatting your content manually, you can use Draft to organise your content automatically.

To do this, simply select the content you want to organise, and type “take the text in this selected table and turn it into sections of content with section headers” in the prompt. Draft will use natural language processing and document structure analysis to organise your content logically and coherently.

OneNote Copilot now supports inked notes

Microsoft released OneNote Copilot in November 2023, and initially this feature could only read and analyse typed text. But now Copilot can analyse both typed text and handwritten (inked) notes in OneNote, both via the ribbon and from the canvas. Here is how it works.

To access OneNote Copilot via the ribbon:

- Open OneNote and navigate to a section of handwritten ink.
- Select the Copilot icon on the ribbon to open the Copilot pane.
- Ask Copilot a question about your handwritten ink notes.

To access OneNote Copilot via the canvas:

- Select a group of ink strokes with touch, pen, or mouse.
- Click on the Copilot icon to open the dropdown menu.
- Select one of the Copilot menu prompts and let Copilot do its magic — summarise, rewrite, or even generate a To-Do list!

Scenarios to try:

- Ask Copilot a question about your OneNote notebook that contains handwritten and text notes to get an answer instantly.
- Prompt Copilot to summarise your inked notes in preparation for a meeting or an exam.
- Select To-Do from the Copilot menu on the canvas to create a task list based on the content of your handwritten notes.

Introducing Checkboxes in Excel

Microsoft have released Checkboxes to production in Excel. They are great for checklists, managing tasks and visualising your data immediately. With just a few clicks, you can insert Checkboxes into any cell, making your spreadsheets more dynamic and user-friendly.

To insert Checkboxes:

- Select the range where you want checkboxes.
- Select Insert > Checkbox.

To check or uncheck a Checkbox:

- Click on the checkbox.
- Select one or more checkboxes and press Space.

To remove Checkboxes:

- Press the Delete key.
- If any of the checkboxes were checked, Delete will uncheck them. Press Delete again to remove them.