

What Is Microsoft Copilot?

Microsoft Copilot is a type of artificial intelligence, or **AI**, that helps people use computers more easily. Instead of doing every task by hand, users can type or speak requests to Copilot. For example, someone might say, "Write an email to my teacher," or "Summarize this article." Copilot then uses AI to create or organize information based on what the user asks.

Copilot is built into familiar Microsoft tools like **Word, PowerPoint, Excel, and Teams**. That means students, teachers, and professionals can use it to write essays, create slides, organize data, or even plan projects - all in one place.

Even though Copilot is smart, it is **not always perfect**. Sometimes it might make mistakes or misunderstand what someone wants. That's why users should **review everything Copilot creates** before turning it in or sharing it. The best way to use Copilot is to treat it like a helpful partner - one that can give ideas, save time, and make work easier, while still letting humans make the final decisions.

1. What is the main purpose of Microsoft Copilot?

- A. To replace all human work with robots
- B. To help people complete digital tasks more easily
- C. To create computer games
- D. To take control of Microsoft programs

2. In which Microsoft tools can Copilot be used?

- A. Google Docs and Sheets
- B. Only the internet browser
- C. Social media apps
- D. Word, PowerPoint, Excel, and Teams

3. What should users always do after Copilot helps them?

- A. Copy everything without checking
- B. Delete the work and start over
- C. Review what Copilot created for mistakes
- D. Let Copilot share it automatically

4. Which sentence best describes how Copilot and humans should work together?

- A. Copilot does everything while humans relax.
- B. Humans tell Copilot what to do and then check the results.
- C. Copilot replaces teachers and students.
- D. Humans must follow whatever Copilot says exactly.

5. According to the passage, what is the *best way* to think about Microsoft Copilot?

- A. As a helpful partner that supports human ideas
- B. As a tool that never makes errors
- C. As a robot that can do homework alone
- D. As a game for practicing computer coding

