Word Up, Copilot!

Welcome to your first Copilot challenge inside Microsoft Word! Today you'll learn how to *talk to your document* - literally. You'll use Copilot to rewrite, improve, and reflect on text while staying in control of your ideas.

Your goal: learn how to make Copilot your writing helper, not your ghostwriter. You'll start with a sample paragraph, ask Copilot to improve it in different ways, and then decide which version works best - and why.

Step 1: Start Your Document - Open a new Word document and **title it "Word Up, Copilot!"**
Then, copy and paste this paragraph into your document:

I think school projects are okay, but they take a lot of time. Sometimes it's hard to know what teachers want. When I work in a group, some people do everything while others just watch. I like when projects are about real things, though, because it feels more useful.

Step 2: Talk to Copilot - Now type the following prompts into Copilot, one at a time. Watch what it gives you after each one, and keep the versions in your document.

Prompt 1: "Rewrite this paragraph to sound more formal and academic."
Prompt 2: "Now rewrite it to sound more conversational, like I'm talking to a friend."
Prompt 3: "Rewrite it to be persuasive - convince teachers that group projects can be better."
Prompt 4: "Rewrite it to be more detailed and descriptive."

Each time Copilot gives you a new version, read it carefully and type a short note below it in your document:

My Note: What tone does this version have? What words made it sound that way? Do I like it better or not? Why?

Repeat this for all four versions so your Word document becomes a little "writing lab" with multiple styles of the same idea.

Step 3: Compare and Reflect - When you've tried all the prompts, scroll through your document and look at how the tone changes. Then answer these reflection questions directly in Word beneath your final version.

1. Which version sounds most natural for your own voice?

2. Which version would work best for a school essay or presentation?

3. What did you notice about how Copilot changes tone and vocabulary?