Exercise

# Draft Documents

## Create a New Document

* Create a new blank Word document.

## Create a Draft with Copilot

* Create a draft document using Copilot.
* The draft should be an introduction for a children's book about friendly monsters that live at the bottom of the garden.

## Amend the Draft

* Make the introduction longer.
* Make the tone more appropriate for young children.

## The Copilot Pane

* Summarize the draft document.
* Copy and paste the summary into the top of the Word document.

# Hints & tips

* Use the keyboard shortcut **ALT+I** to open the Draft with Copilot box.

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