Solution

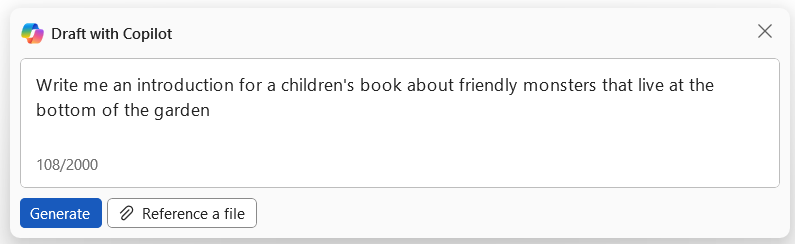
# Draft Documents

## Create a New Document

* Open Word.
* From the **File** tab, click **New**.
* Click **Blank Presentation**.

## Create a Draft with Copilot

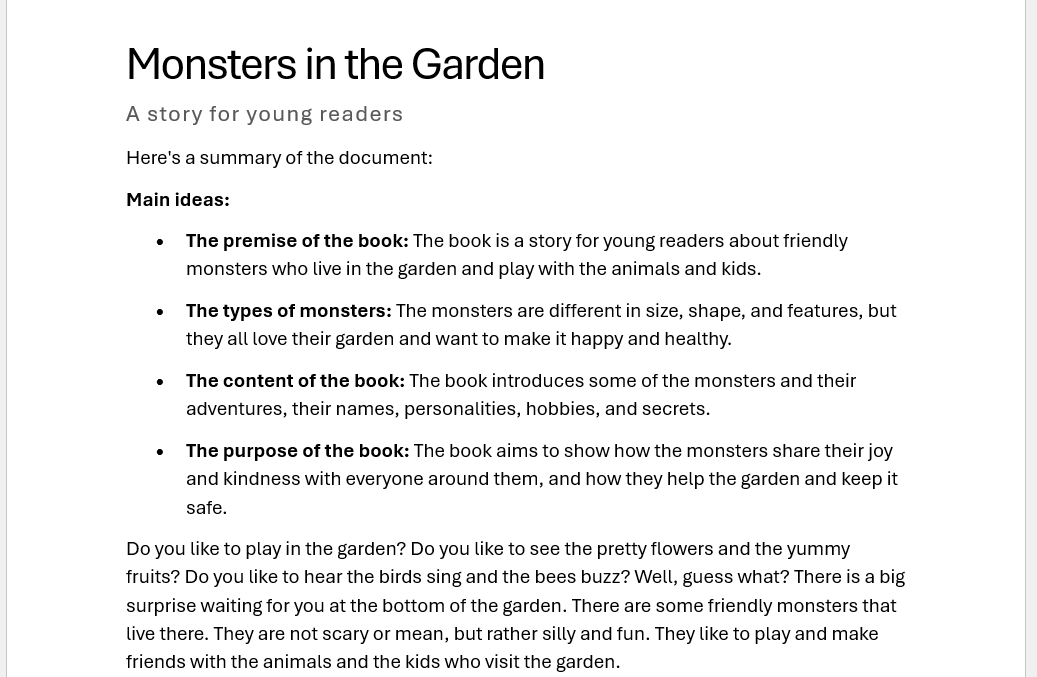
* Click the Copilot tag on the page or press **Alt+I**.
* The Draft with Copilot box will open.
* Type the prompt: ‘*Write me an introduction for a children's book about friendly monsters that live at the bottom of the garden*’.



* Click **Generate**.
* Type ‘*Make the introduction longer*’ into the prompt box.
* Click the arrow to regenerate.
* Type *‘Make the tone more appropriate for young children’*’ into the prompt box.
* Click the arrow to regenerate.
* Click **Keep it**.

## The Copilot Pane

* Open the Copilot Pane.
* Type the prompt: ‘*Summarize this document*’.
* **Copy** (CTRL+C) the summary and **paste** (CTRL+V) it into the top of the document.



# Hints & tips

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

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