



Prifysgol Cymru
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University of Wales
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Essential Skills: **Digi-Skills**

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

www.uwtsd.ac.uk

Session Objectives

During this session you will be:

- Explain what Microsoft Copilot is and identify appropriate academic uses.
- Use Copilot to create and improve lecture notes.
- Developing our use of prompts.
- Identify additional support available through UWTSD Digi-Centre and LinkedIn Learning.

This session will help you understand a key AI tool that may be used in future workplaces.

Session Schedule

Activity	Time
Introduction to Copilot	20mins
Use Copilot	20mins
Develop prompts	20mins
Break	10mins
Evaluate copilot output	20mins
Explore further training resources	20mins
Reflection	10 mins

Understanding Co-Pilot



Microsoft Copilot is Microsoft's Generative AI assistant integrated into Microsoft 365 applications such as Word, PowerPoint, Outlook, Teams and the web-based Copilot chat interface.

It uses Large Language Models (LLMs) to generate responses based on prompts entered by users.

Students **can use** Copilot to:

- Summarise information
- Generate study notes
- Create revision materials
- Organise tasks
- Plan study schedules
- Draft ideas for assignments



Students **should NOT** use Copilot to:

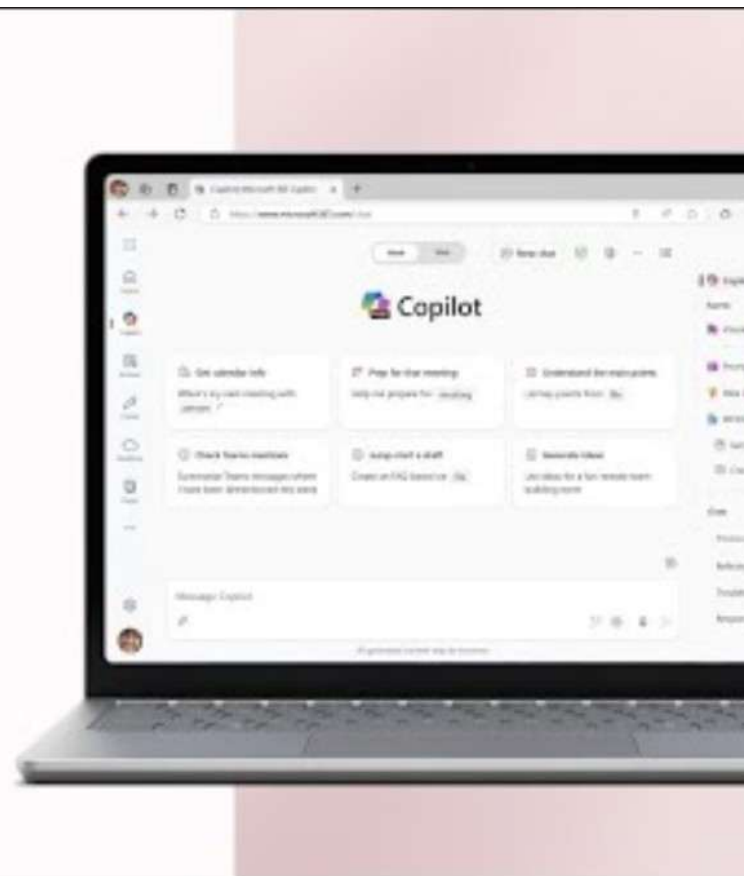
- Generate and submit assessed work as their own
- Produce references without checking them
- Replace reading academic sources
- Make decisions without verification



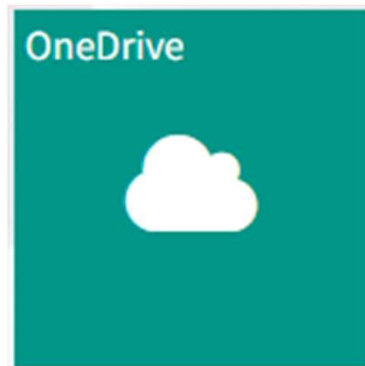
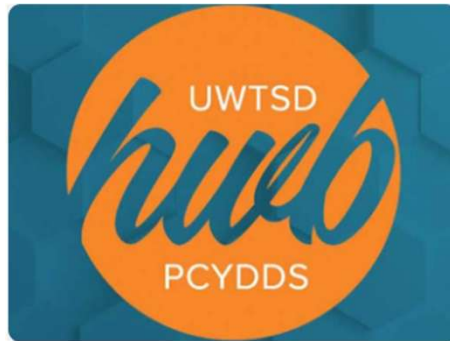
Microsoft 365 Copilot

What is M365 Copilot?

 Microsoft Support



Locating Co-Pilot at UWTSD



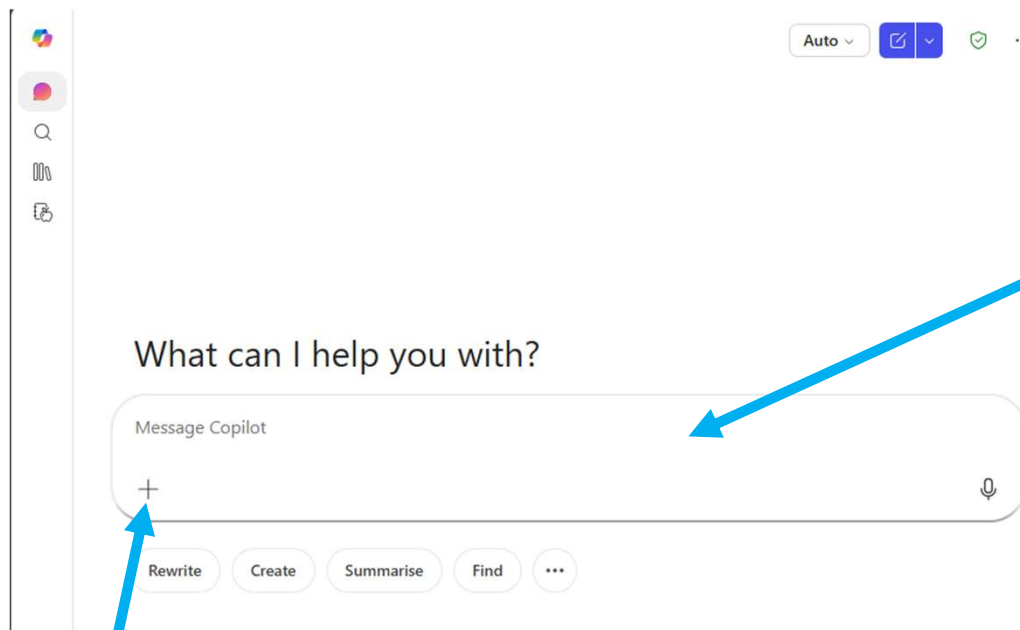
3. Select the app launcher icon
4. Select MS365 Copilot



Microsoft 365
Copilot

1. Go to the UWTSD HWB app.
2. Select the OneDrive

Your Copilot Dashboard



The text box allows you to type or say your prompts and instructions.

The + button allows you to attach documents for summary or development.

Locate your Microsoft 365 Copilot



Use your device to access your UWTSD Microsoft 365 CoPilot tool.

Ask your tutor for support if you are unable to find the tool.

Share with peers if you have a better way to access your Copilot.

Using Copilot for Note Taking

Students often struggle to:

- Identify key information
- Organise notes
- Revise effectively

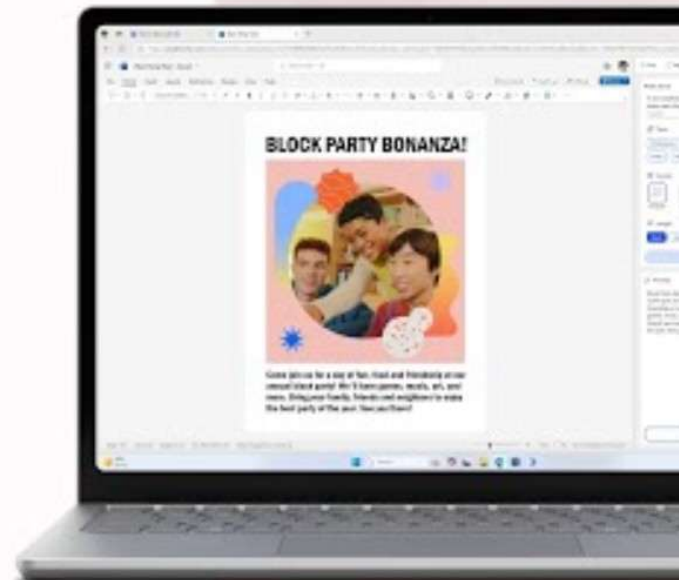
Copilot can help structure information.



Microsoft 365 Copilot

Summarize a Word document

 Microsoft Support



Task – Turning a transcript into notes

Download the example lecture transcript on Moodle Week 7
– Use Copilot to **create** a set of summarized notes.

Prompt Example 1

- Create concise lecture notes from this transcript using headings and bullet points.

This prompt gives:

- A task
- A format
- A clear output expectation
- Highlight that good prompts are specific.

Task 2 - Transcript to notes

Lecture Transcript: Introduction to Leadership Styles

Module: Principles of Management and Leadership

Duration: Approximately 5–7 minutes of spoken content

Good morning everyone. Today we're going to explore four common leadership styles that are widely discussed in management and organisational behaviour: autocratic leadership, democratic leadership, laissez-faire leadership, and situational leadership.

Understanding these styles is important because leadership is a key skill in many professions. Effective leaders influence, motivate and guide others to achieve their goals. Different situations often require different approaches, and



Developing Prompts

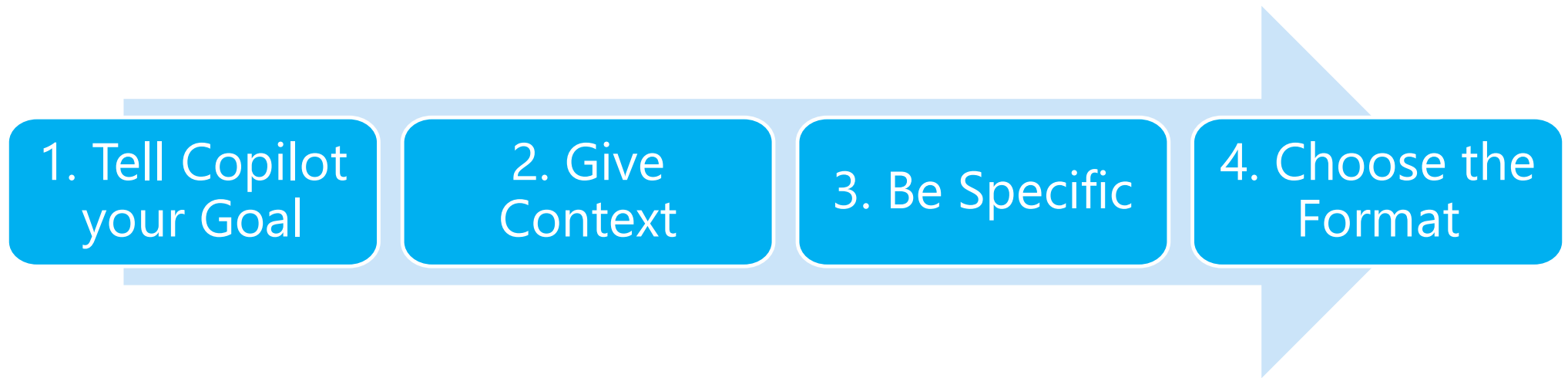
Turning a problem into a prompt

It is important to think about what the challenge or problem is that you are facing, turn that into an **instruction prompt** for Copilot.

See the examples in the table below.

Student Problem	Prompt
I missed a lecture	Turn these notes into a structured revision guide
I don't understand this reading	Explain this article in plain English
I have an essay due	Create a research plan for this assignment
I keep procrastinating	Create a weekly study schedule based on these commitments
I need to revise	Generate 20 quiz questions from these notes
I don't know if my notes are good	Identify gaps in these notes

The 4-Step Copilot Prompt Formula



Goal → Context → Detail → Format

1. Tell Copilot your Goal



What do you want it to do?

Examples:

- Summarise
- Explain
- Compare
- Create
- Plan

Goal → Context → Detail → Format

2. Give Context

What is it about?

Examples:



- This article
- My lecture notes
- Level 5 Business module
- Assessment specification

Goal → Context → Detail → Format

3. Be Specific



What should it focus on?

Examples:

- Key arguments
- Main theories
- Revision questions
- Assignment deadlines

Goal → Context → Detail → Format

4. Choose the Format



How should the answer look?

Examples:

- Bullet points
- Table
- Revision guide
- Study plan

Goal → Context → Detail → Format

Evaluate Output

Developing your prompts

A **weak** prompt:

- "Summarise this article."

A **stronger** prompt using the 4 step formula:

- "Summarise this article for a Level 5 student. Focus on the main arguments and limitations. Present the summary in bullet points."

Use a GCDF style prompt

- Select:
 - A journal article
 - Lecture transcript
 - Set of lecture slides
- Give Co-pilot a prompt to produce either a set of notes or summary for you.
- Use **Goal** → **Context** → **Detail** → **Format**



Share and compare

- What output did you gain from Copilot?
- Did you need to give follow up prompts?
- Did you improve your prompt and ask again?
- Were the summaries produced accurate?

Share and discuss as a group.

Explore further training resources

Further training resources



[DigiCentre](#)



MICROSOFT
COPILOT:
THE ART OF
PROMPT WRITING

[in Learning](#)



CanolfanDigidol
DigiCentre

CoPilot for productivity



There are a range of further training materials available on the UWTSD DigiCentre and LinkedIn Learning.

Visit these resources and **explore** what else is available.

Personal Progress Padlet

There are **no formal assessments** within 'Essential Skills' classes but you are encouraged to keep your Personal Progress Padlet.

Note down in your Personal Progress Padlet:

- What have you learnt today?
- How will you use this new skill?

Traffic Light *it*



	<i>Where is your learning at ?</i>
Red	I have misunderstood some of the topics. (write down 2 questions that you need help with)
Amber	I have understood most of the topics so far (write down 1 question and 1 key theme you have understood)
Green	I have understood the topics so far (write down 2 key themes from the lesson to show your understanding)