Tired of wasting time on documents?

Reports · Contracts · Research · Proposals — and more

Summarize and understand documents in minutes

You don’t need a new tool
AI is already inside Microsoft Word.

Using Microsoft Copilot

Mastering AI
Make AI Work for You

www,masteringai.ai

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Summarize and understand documents in minutes

Step 1:
Open your document in Word

- Reports
- Contracts
- Research papers
- Meeting notes

Summarize and understand documents in minutes

Step 2:
Ask Copilot for a summary

You can ask Copilot something like:

- 👉 “Summarize this document”
- 👉 “Give me the key points”
- 👉 “Create a section-by-section overview”

Summarize and understand documents in minutes

Step 3:
Go deeper with your prompts

👉 What's the main argument?

👉 Any risks or assumptions?

👉 What should I focus on?

🧪 Simplify what's unclear
Rephrase · explain · reduce complexity

Summarize and understand documents in minutes

Use Copilot to understand documents for work and everyday life

- ✅ Reports & presentations
- ✅ Legal or academic documents
- ✅ Complex instructions
- ✅ Documents you didn’t write

Summarize and understand documents in minutes

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Ready to make AI work for you?

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