WEBINAR • MICROSOFT COPILOT

Copilot Pages & Notebooks

Working smarter with AI-powered collaboration
and knowledge tools

James Earl • Heliocentrix

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What we'll cover

01	Why AI collaboration matters now	2 min
02	What is Copilot Pages?	4 min
03	What are Copilot Notebooks?	4 min
04	Live Demonstration	12 min
05	Training & next steps	2 min
06	Q&A	open

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Why AI collaboration matters right now

Information is everywhere.
Insight is hard to find.

57%

of working time is spent on communication & coordination

Source: Microsoft Work Trend Index

2.5h

lost daily searching for information across apps and documents

Source: International Data Corporation

>60%

of employees say they struggle to keep up with information overload

Source: Microsoft Work Trend Index

Microsoft Copilot — and specifically Pages and Notebooks — is built to solve exactly these problems.
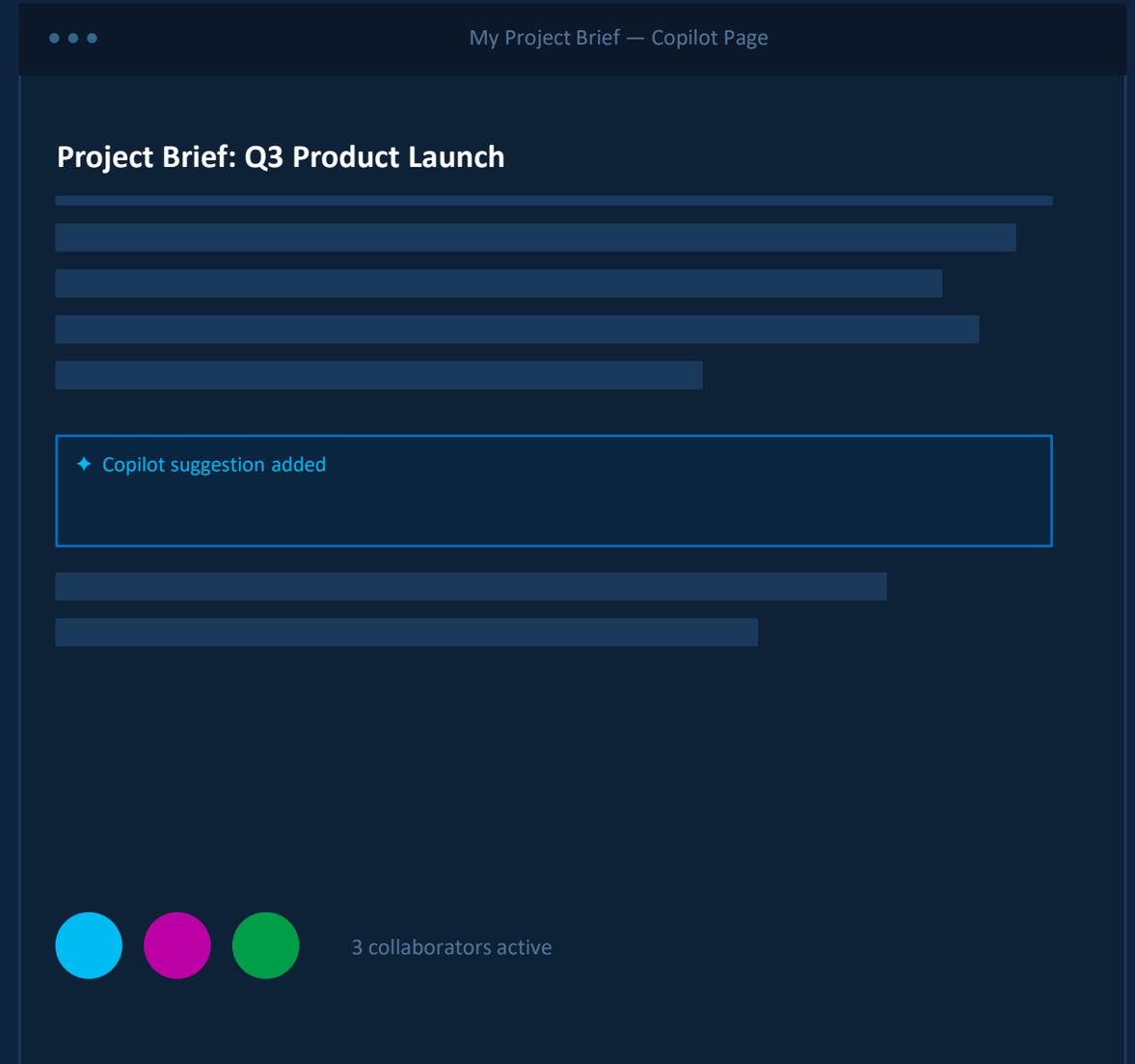
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Copilot Pages

Collaborative AI-powered documents

A persistent, shareable canvas for AI-generated content

Copilot Pages turns AI responses from one-off outputs into living, editable documents — shared in real time with your team.

- Send Copilot responses directly to a Page
- Edit, expand and annotate AI content alongside colleagues
- Pages live in Microsoft Loop — accessible anywhere
- Reference and iterate on earlier AI conversations
- Share with anyone inside your organisation instantly

My Project Brief — Copilot Page

Project Brief: Q3 Product Launch

✦ Copilot suggestion added

3 collaborators active

6

Real-world use cases

Meeting Prep

Generate a briefing doc from Copilot, share it to a Page, let your team annotate before the call.

Brainstorming

Use Copilot to generate ideas, then collaboratively refine and prioritise them on a shared Page.

Content Drafting

Draft reports, proposals or comms with Copilot, iterate with colleagues in a single live document.

Project Updates

Keep a running Page per project — Copilot populates status summaries, the team keeps it current.

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Copilot Notebooks

Deep research, organised by Copilot

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Your AI-powered research and knowledge base

Copilot Notebooks let you gather information, ask deep questions, and build a structured knowledge base — all within a single, persistent AI workspace.

- Upload documents, paste content, add web links as sources
- Ask Copilot questions grounded in your specific content
- Organise findings into structured sections automatically
- Revisit and extend research over days or weeks
- Use as a single source of truth for complex projects

NOTEBOOKS

Market Research

Competitor Intel

Tech Landscape

Market Research / AI in Enterprise

3 sources attached • 12 pages analysed

✦ Copilot answer

Choosing the right tool

Copilot Pages

VS

Copilot Notebooks

✓ Real-time team collaboration
✓ Shared AI content canvas
✓ Built into Microsoft Loop
✓ Best for: output & co-creation
✓ Multiple editors simultaneously

✓ Deep research & analysis
✓ Source-grounded AI answers
✓ Persistent knowledge base
✓ Best for: individual research
✓ Complex multi-source queries

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Copilot Pages & Notebooks in action

What to remember from today

01

Pages = Team Collaboration

Turn AI responses into shared, editable documents your whole team works on together — in real time.

02

Notebooks = Deep Research

Build a persistent AI workspace grounded in your own documents and sources — revisit and extend over time.

03

Use them together

Research in a Notebook, then share findings via a Page. Copilot becomes embedded in how your team thinks.

04

Start small, scale fast

Both tools require no technical setup. Start with one use case this week and build from there.

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Take your Copilot skills further with Heliocentrix

Copilot Training Day

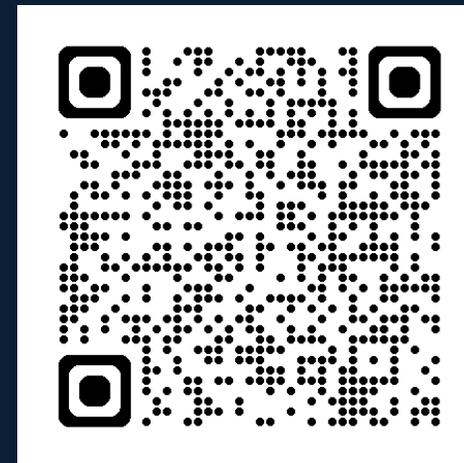Available to all — individuals & teams welcome

- Full-day structured Copilot training
- Hands-on exercises with Pages, Notebooks & more
- Open to delegates from any organisation
- Multiple dates available throughout the year

Bespoke In-House Training

Tailored to your organisation's needs

- Delivered at your premises or virtually
- Content customised to your workflows & use cases
- Available for teams of any size

Questions?

We'd love to hear from you

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