RAJ SINGH | BADA SKILLS *presents*

HERO SERIES · BOOK 2

COPILOT HERO

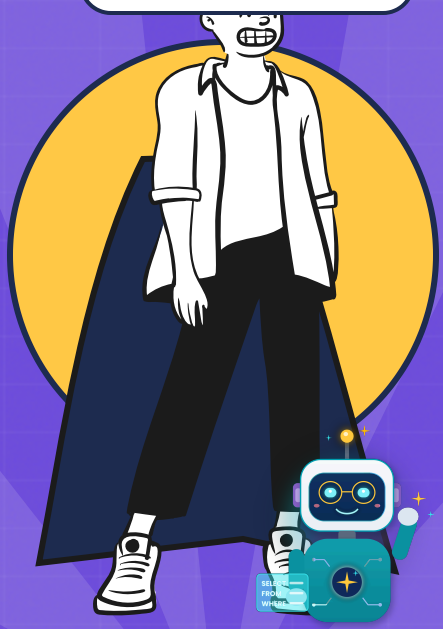
U
USEFUL FOR EVERY OFFICE

Ab main email nahi, prompt likhta hoon!
Now I write prompts, not emails!

Ek Prompt. Ek Hero. Poora Office.

Microsoft Copilot from zero to hero, for every office job





STARRING **RAHUL · RAJ SIR · PRIYA** WITH **MR. DEADLINE** AND **BUG BAHADUR**
INTRODUCING **PROMPT PANDIT** AS COPILOT AND **YOU** AS THE HERO



WRITTEN AND DIRECTED BY

RAJ SINGH

Microsoft Certified Trainer (MCT) · 19+ years
11 lakh+ professionals trained · 500+ companies

6	3	1	FREE
Office apps	Copilot levels	AI agent you build	Practice files

INDEX

Your road from Zero to Copilot Hero, one stop at a time

BADGE
W Work account only
No badge: every Copilot

START: ZERO

PART A MEET AI AND COPILOT

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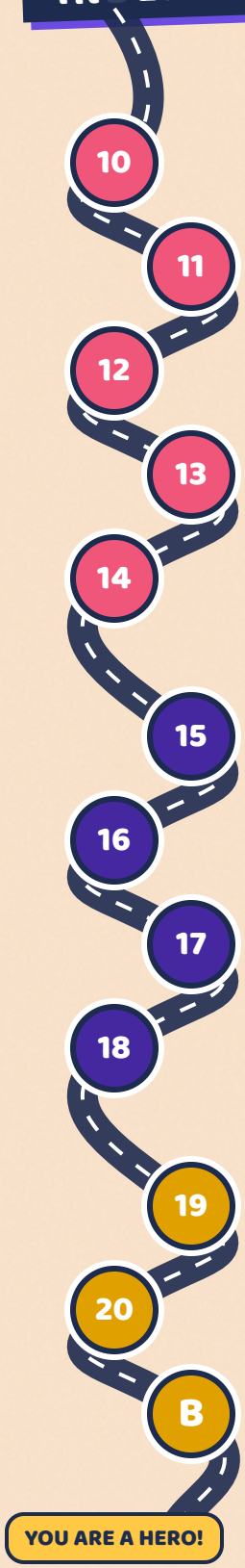
INTERVAL *samosa break + mid-book quiz* 147

Interval ke baad: Copilot app ke superpowers →

After the interval: the Copilot app superpowers. Turn the page.

INDEX PART 2

Ab asli superpowers shuru! (Now the real superpowers begin!)



PART C COPILOT APP SUPERPOWERS

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End Credits: Hero Toolkit Help Book · Cheat sheets · Certificate · Glossary

Page numbers are a draft. Final numbers come after the full book is built.

BEFORE VS AFTER GCSE IN ACTION

Turn weak prompts into strong ones

Each colour is one letter of GCSE. Copy these and change the names and numbers.

G Goal **C Context** **S Source** **E Expectation**

HR WEAK ~~"Write a leave policy."~~

STRONG G Write a one-page leave policy summary C for new joiners at Bada Bazaar, S using the attached HR policy file. E Simple English, 8 bullet points.

SALES WEAK ~~"Email to customer."~~

STRONG G Write a thank-you email C to Mehta Electronics after their first big order of Rs 6 lakh. S Use only these details. E Warm tone, under 80 words, add a subject line.

FINANCE WEAK ~~"Explain this."~~

STRONG G Explain why North region sales fell C for my manager who has 2 minutes, S from the attached Excel sheet. E 3 bullet points with numbers.

Weak prompt

A long general answer about any company. You fix it for 15 minutes.

VS

GCSE prompt

Short, about **your** company, in **your** format. Ready to send.



Matlab prompt lamba nahi, poora hona chahiye!

So a prompt should be complete, not long!



Bilkul! 4 cheezein, 2-3 lines. Bas.

Exactly! 4 things, 2-3 lines. That is all.

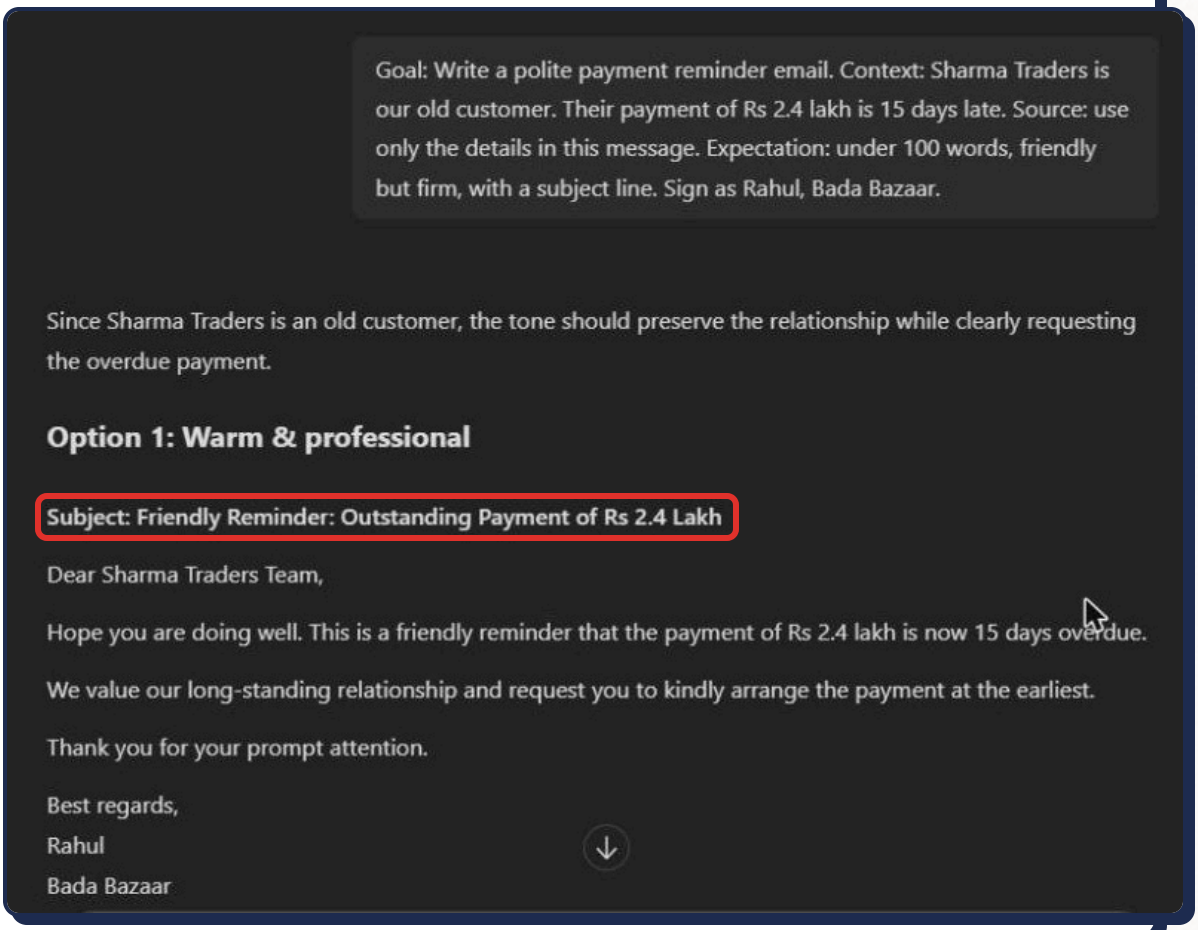
RAJ SIR KA DEMO STEP 3

Read the answer like a manager

Copilot wrote two options with subject lines in seconds. Now your job starts.

STEP 3 **Read, then check 3 things**

Your prompt shows at the top right. The answer comes below it. Copilot even explained its tone choice.



Names
Customer and your name right?

Numbers
Rs 2.4 lakh, 15 days: same as your prompt?

Tone
Polite enough for an old customer?

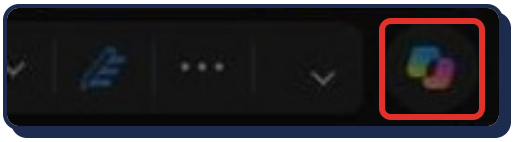
YOU SHOULD SEE: your prompt in a grey bubble on the right, the answer below it, and the chat name in the left menu (Copilot names it for you).

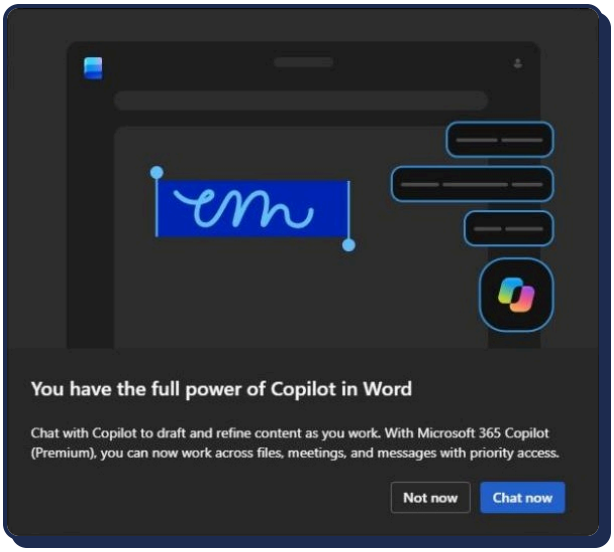
RAJ SIR KA DEMO STEP 1

Open the Copilot pane

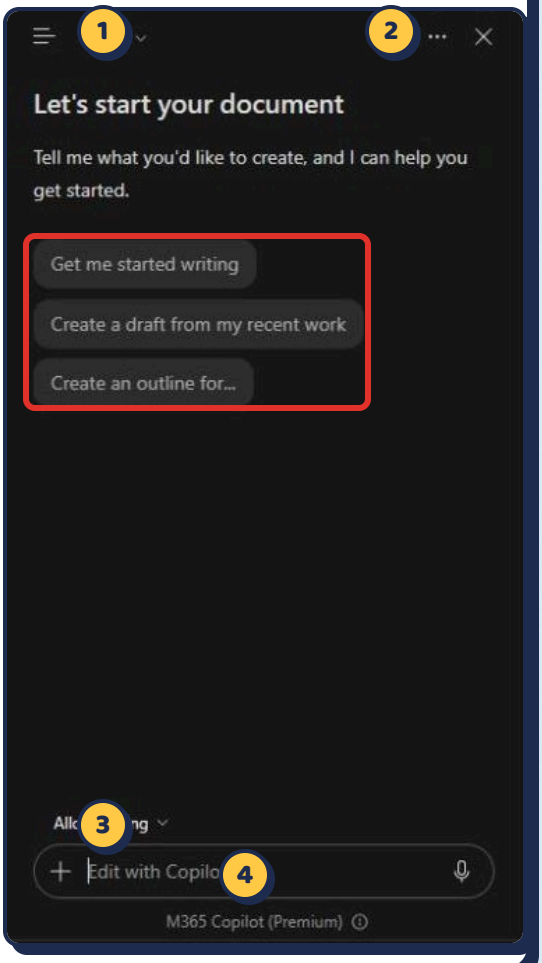
Open any document in Word (desktop or web). Find the Copilot button.

STEP 1 Click Copilot at the right end of the ribbon





*First time? A welcome card may appear. Click **Chat now**.*



1. **Auto:** the model picker, same as Chapter 3.
2. **Shield:** green shield = your work data is protected.
3. **Mode:** Allow editing or Chat only.
4. **Box:** type your prompt here and click Send.

YOU SHOULD SEE: a pane that says **"Let's start your document"** with 3 starter chips, like "Get me started writing".

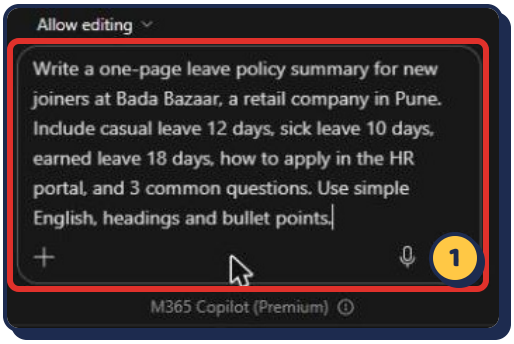
RAJ SIR KA DEMO STEPS 2-3

Draft a full document from one prompt

Use the GCSE formula from Chapter 3. Copilot writes straight into the page.

STEP 2 Type your prompt, then click Send

Mode: Allow editing. Give the goal, who it is for, the facts, and the format.

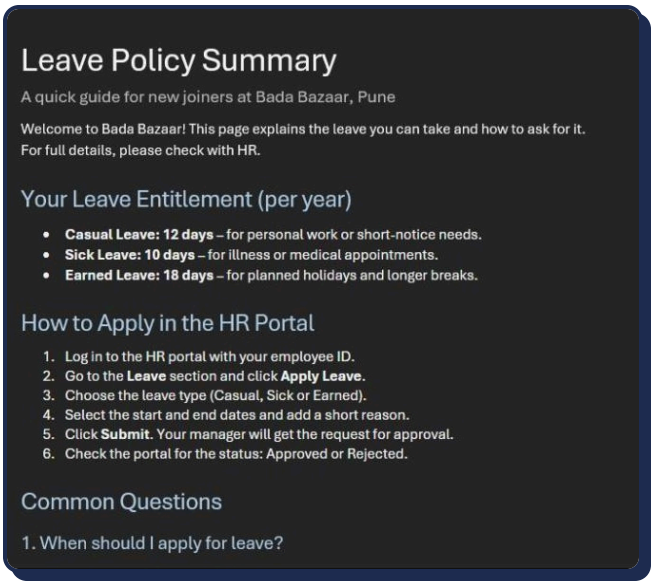


READY PROMPT · COPY AND TRY

Write a one-page leave policy summary for new joiners at Bada Bazaar, a retail company in Pune. Include casual leave 12 days, sick leave 10 days, earned leave 18 days, how to apply in the HR portal, and 3 common questions. Use simple English, headings and bullet points.

STEP 3 Watch Copilot plan, then write

The red box shows its plan. The page fills up in seconds: title, headings, bullets, steps.



Leave Policy Summary

A quick guide for new joiners at Bada Bazaar, Pune

Welcome to Bada Bazaar! This page explains the leave you can take and how to ask for it. For full details, please check with HR.

Your Leave Entitlement (per year)

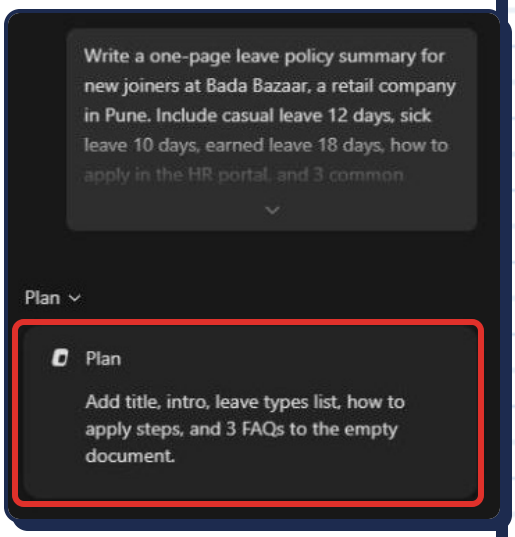
- **Casual Leave: 12 days** – for personal work or short-notice needs.
- **Sick Leave: 10 days** – for illness or medical appointments.
- **Earned Leave: 18 days** – for planned holidays and longer breaks.

How to Apply in the HR Portal

1. Log in to the HR portal with your employee ID.
2. Go to the **Leave** section and click **Apply Leave.**
3. Choose the leave type (Casual, Sick or Earned).
4. Select the start and end dates and add a short reason.
5. Click **Submit.** Your manager will get the request for approval.
6. Check the portal for the status: Approved or Rejected.

Common Questions

1. When should I apply for leave?



CHEAT SHEET

Copilot in Word in one page

Photo lo, WhatsApp pe bhejo. (Take a photo, share it.)

Copilot button
Right end of the ribbon

Draft
One GCSE prompt, full page

Done / Undo
Keep it or remove it

One-line edits
"Make this a table"

Select and ask
Fix one paragraph only

Chat only
Ask without changing the file

Summarise
Key points in seconds

Plus button
Write from your files (W)

RAJ SIR'S GOLDEN FLOW

Prompt → Read → Done or Undo → One-line edit → Check facts → Share

3 THINGS TO REMEMBER

- **Allow editing** writes. **Chat only** answers.
- **Done** keeps, **Undo** removes
- Copilot drafts. **You check.**

NEXT CHAPTER

Chapter 6: Copilot in Excel

Formulas, charts and insights from your sales data, without the headache.



CHAPTER 5 COMPLETE

No more blank pages for you!

Part B progress: 1 of 5 chapters done

WORD WIZARD

RAJ SIR KA DEMO STEPS 11-12

Add Target, Achievement % and colour flags

One prompt adds 2 columns, a live formula and red-green colours.

STEP 11 Paste the target prompt, click Send

Add a column Target (Rs): 12,00,000 for Laptop rows and 5,00,000 for Printer rows. Add a column Achievement % = Sales / Target. Highlight Achievement below 90% in light red and above 110% in light green.

PROMPT 3 · TARGET AND ACHIEVEMENT

Add a column Target (Rs): 12,00,000 for Laptop rows and 5,00,000 for Printer rows. Add a column Achievement % = Sales divided by Target. Highlight Achievement below 90% in light red and above 110% in light green.

STEP 12 See the new columns and the colours

Month	Region	Product	Salesperson	Units	Price (Rs)	Sales (Rs)	Target (Rs)	Achievement %
Apr-2026	North	Laptop	Aarav Sharma	18	Rs 55,000.00	Rs 990,000.00	Rs 1,200,000.00	82.5%
Apr-2026	North	Printer	Aarav Sharma	27	Rs 14,500.00	Rs 391,500.00	Rs 500,000.00	78.3%
Apr-2026	South	Laptop	Priya Nair	21	Rs 55,000.00	Rs 1,155,000.00	Rs 1,200,000.00	96.3%
Apr-2026	South	Printer	Priya Nair	30	Rs 14,500.00	Rs 435,000.00	Rs 500,000.00	87.0%
Apr-2026	East	Laptop	Ananya Das	24	Rs 55,000.00	Rs 1,320,000.00	Rs 1,200,000.00	110.0%
Apr-2026	East	Printer	Ananya Das	33	Rs 14,500.00	Rs 478,500.00	Rs 500,000.00	95.7%
Apr-2026	West	Laptop	Rohan Patel	27	Rs 55,000.00	Rs 1,485,000.00	Rs 1,200,000.00	123.8%
Apr-2026	West	Printer	Rohan Patel	36	Rs 14,500.00	Rs 522,000.00	Rs 500,000.00	104.4%
May-2026	North	Laptop	Aarav Sharma	22	Rs 55,000.00	Rs 1,210,000.00	Rs 1,200,000.00	100.8%
May-2026	North	Printer	Aarav Sharma	31	Rs 14,500.00	Rs 449,500.00	Rs 500,000.00	89.9%
May-2026	South	Laptop	Priya Nair	25	Rs 55,000.00	Rs 1,375,000.00	Rs 1,200,000.00	114.6%
May-2026	South	Printer	Priya Nair	34	Rs 14,500.00	Rs 493,000.00	Rs 500,000.00	98.6%
May-2026	East	Laptop	Ananya Das	28	Rs 55,000.00	Rs 1,540,000.00	Rs 1,200,000.00	128.3%
May-2026	East	Printer	Ananya Das	37	Rs 14,500.00	Rs 536,500.00	Rs 500,000.00	107.3%
May-2026	West	Laptop	Rohan Patel	31	Rs 55,000.00	Rs 1,705,000.00	Rs 1,200,000.00	142.1%
May-2026	West	Printer	Rohan Patel	40	Rs 14,500.00	Rs 580,000.00	Rs 500,000.00	116.0%
Jun-2026	North	Laptop	Aarav Sharma	26	Rs 55,000.00	Rs 1,430,000.00	Rs 1,200,000.00	119.2%
Jun-2026	North	Printer	Aarav Sharma	35	Rs 14,500.00	Rs 507,500.00	Rs 500,000.00	101.5%
Jun-2026	South	Laptop	Priya Nair	29	Rs 55,000.00	Rs 1,595,000.00	Rs 1,200,000.00	132.9%
Jun-2026	South	Printer	Priya Nair	38	Rs 14,500.00	Rs 551,000.00	Rs 500,000.00	110.2%

Added **Target (Rs)** and **Achievement %** to `SalesData`, covering all 48 rows.

- **Laptop target:** Rs 12,00,000
- **Printer target:** Rs 5,00,000
- **Light red:** Achievement below 90% — 4 rows
- **Light green:** Achievement above 110% — 36 rows

Achievement uses a live formula and is displayed as a percentage:

Copilot explains what it did: the targets, the live formula, and how many rows turned red or green. It used **IFERROR**, so a zero target never shows an error.

4	36	1 min
red rows (below 90%)	green rows (above 110%)	instead of 20 by hand

RAJ SIR KA DEMO STEP 13

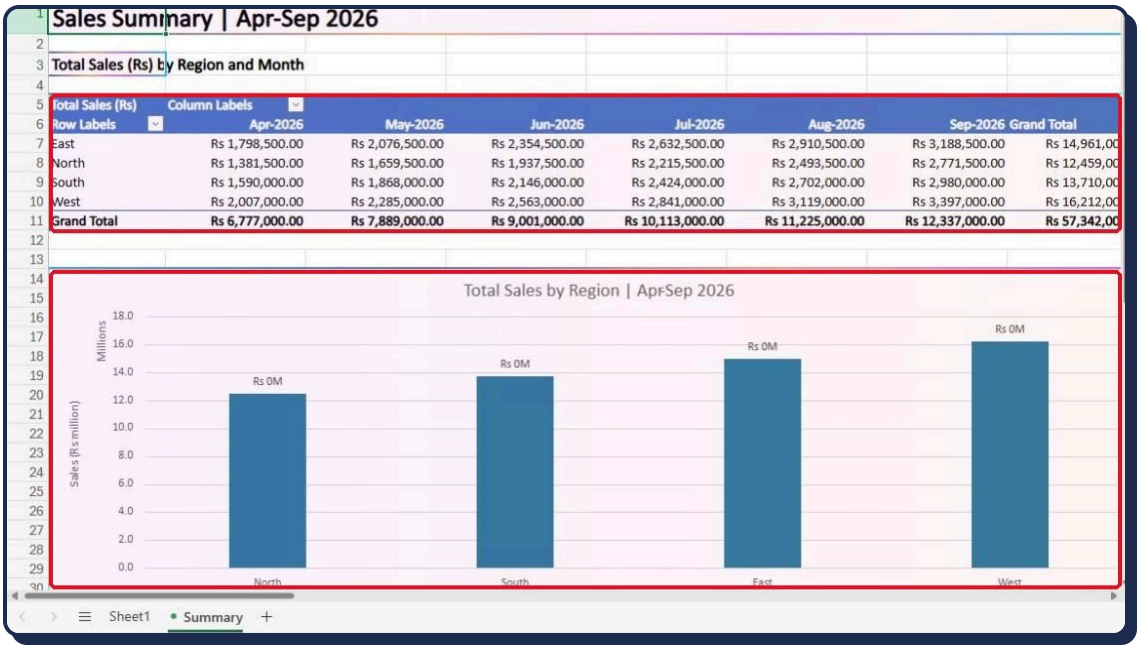
PivotTable and chart in one prompt

This used to be 20 minutes of clicks. Now it is one sentence.

PROMPT 4 · SUMMARY SHEET

Create a new sheet called Summary. Add a PivotTable of total Sales (Rs) with Region in rows and Month in columns, and a clustered column chart of total Sales by Region with a clear title.

STEP 13 A new Summary sheet appears with a PivotTable and a chart



Total Sales (Rs)	Column Labels						
Row Labels	Apr-2026	May-2026	Jun-2026	Jul-2026	Aug-2026	Sep-2026	Grand Total
East	Rs 1,798,500.00	Rs 2,076,500.00	Rs 2,354,500.00	Rs 2,632,500.00	Rs 2,910,500.00	Rs 3,188,500.00	Rs 14,961,00
North	Rs 1,381,500.00	Rs 1,659,500.00	Rs 1,937,500.00	Rs 2,215,500.00	Rs 2,493,500.00	Rs 2,771,500.00	Rs 12,459,00
South	Rs 1,590,000.00	Rs 1,868,000.00	Rs 2,146,000.00	Rs 2,424,000.00	Rs 2,702,000.00	Rs 2,980,000.00	Rs 13,710,00
West	Rs 2,007,000.00	Rs 2,285,000.00	Rs 2,563,000.00	Rs 2,841,000.00	Rs 3,119,000.00	Rs 3,397,000.00	Rs 16,212,00
Grand Total	Rs 6,777,000.00	Rs 7,889,000.00	Rs 9,001,000.00	Rs 10,113,000.00	Rs 11,225,000.00	Rs 12,337,000.00	Rs 57,342,00

WHAT COPILOT MADE

- PivotTable: **Region x Month** with grand totals
- Column chart: **Sales by Region**
- Total: **Rs 573.42 lakh**, West highest

CHECK THIS!

The chart labels say **"Rs 0M"**. Wrong! Ask: *"Change the chart data labels to show values in Rs lakh with one decimal."*

READY FOR THE MIS MAIL

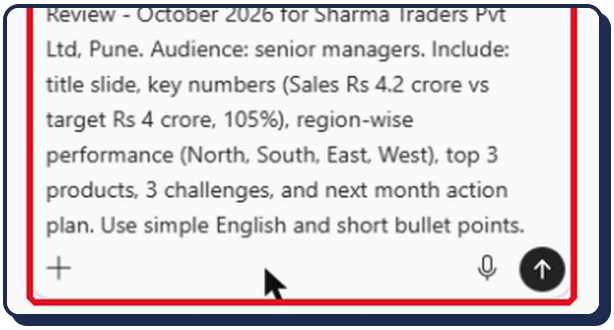
Click the chart, press **Ctrl + C**, and paste it into your Outlook mail. Your boss sees the picture, you keep the live file.

RAJ SIR KA DEMO STEPS 4-6

One prompt, six slides

Give the topic, audience, numbers and slide list. Vague prompt = vague deck.

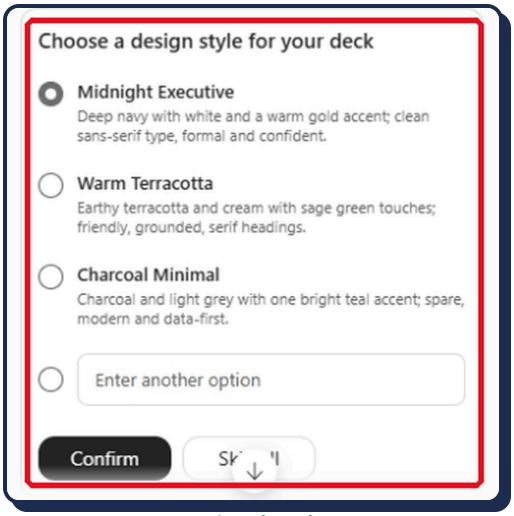
STEP 4 Paste the deck prompt, click Send



PROMPT 1 · THE FULL DECK

Create a 6-slide presentation: Monthly Sales Review for Sharma Traders Pvt Ltd, Pune. Audience: senior managers. Include: title slide, key numbers (Sales Rs 4.2 crore vs target Rs 4 crore, 105%), region-wise performance (North, South, East, West), top 3 products, 3 challenges, and next month action plan. Use simple English and short bullet points.

STEP 5 Pick a design style



Copilot now **asks before it builds**. We chose **Midnight Executive**, then **Confirm**.

STEP 6 Slides appear in 1-2 minutes



Do not click the slides while Copilot works.

YOU SHOULD SEE: 6 slides on the left: title, key numbers, regions, products, challenges and action plan, all in one design.



3 ghante ka kaam 2 minute mein? Ye toh jaadu hai!

Three hours of work in 2 minutes? This is magic!



Jaadu nahi, draft hai. Ab check karo!

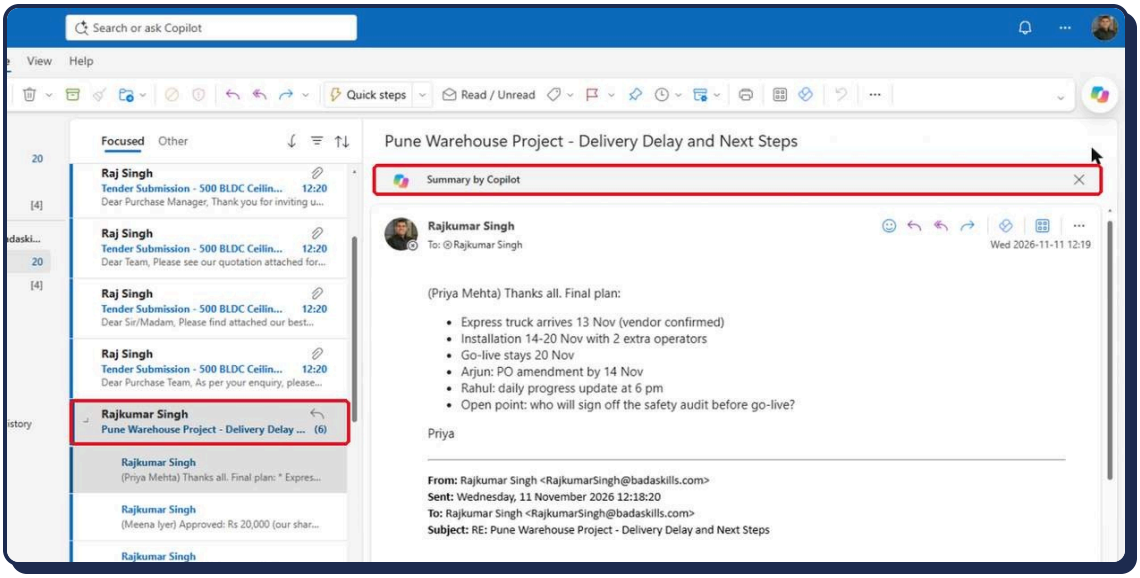
Not magic, a draft. Now check it!

RAJ SIR KA DEMO STEP 9

Long thread? One click: Summary by Copilot

Back from leave with 50 replies? Copilot reads all of them in about 10 seconds.

STEP 9 Open the thread, click Summary by Copilot at the top



RESULT 6 replies, read in 10 seconds



Problem	Options	Decision	Open point
Racking stuck in Nashik	Rs 40,000 vs Rs 65,000	Express truck	Safety sign-off owner



20 minute ki padhai, 10 second mein. Ab poochta hoon: Meena ne kya approve kiya?

20 minutes of reading in 10 seconds. Now I ask: what did Meena approve?

ANALYST DATA AGENT

Analyst: your data expert who writes code

Give it a file and a question. It writes Python, runs it, and explains the result.



DRAWN ILLUSTRATION. Your screen may look a little different.

1 **Open Analyst**
Plugins, Built by Microsoft

2 **Attach data**
+ Upload or cloud file

3 **Ask a question**
Trend, why, forecast

4 **Read and check**
Code, chart, answer

ANALYST PROMPTS · USE WITH THE PRACTICE EXCEL

1) Which region and product drove the growth? Show a chart. 2) Find any unusual months and explain why they stand out. 3) Forecast the next 2 months and tell me how sure you are. 4) Give me 3 actions for the sales manager, in Rs lakh.

GOOD DATA FOR ANALYST

- **One header row** with clear names (Month, Region, Sales)
- **No merged cells**, no blank rows in the middle
- Excel or CSV, saved in **OneDrive** or uploaded

WHY IT IS DIFFERENT

Normal chat **estimates**. Analyst **calculates** with real code, so totals match your file. You can open the code to see how.

CHECK THIS

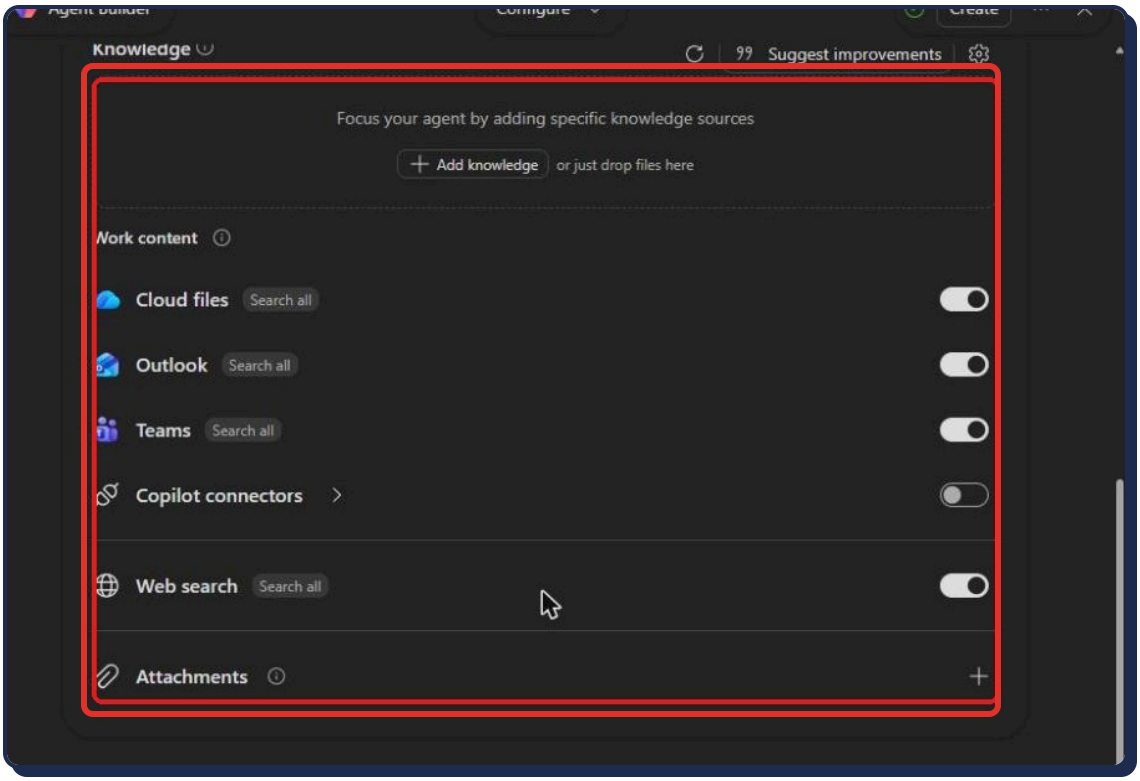
A forecast is a **guess based on the past**. Festivals, new products or price changes can break it. Say so in your report.

RAJ SIR KA DEMO STEP 10 W

Add knowledge: the agent's reading material

Without knowledge, the agent only knows what it was told. With it, it reads your policy.

STEP 10 Knowledge: add files or turn sources on



1. **Add knowledge:** or drop files here.
2. **Work content:** Cloud files, Outlook, Teams toggles.
3. **Copilot connectors:** other company systems (set up by IT).
4. **Web search:** on or off.
5. **Attachments:** files you upload for this agent.

WHICH KNOWLEDGE FOR WHICH AGENT?

Leave Policy Helper	Leave policy, holiday list
Onboarding Buddy	Onboarding guide, IT setup steps
Proposal Writer	Brochure, price list
Quiz Maker	The training file

FOR A POLICY AGENT

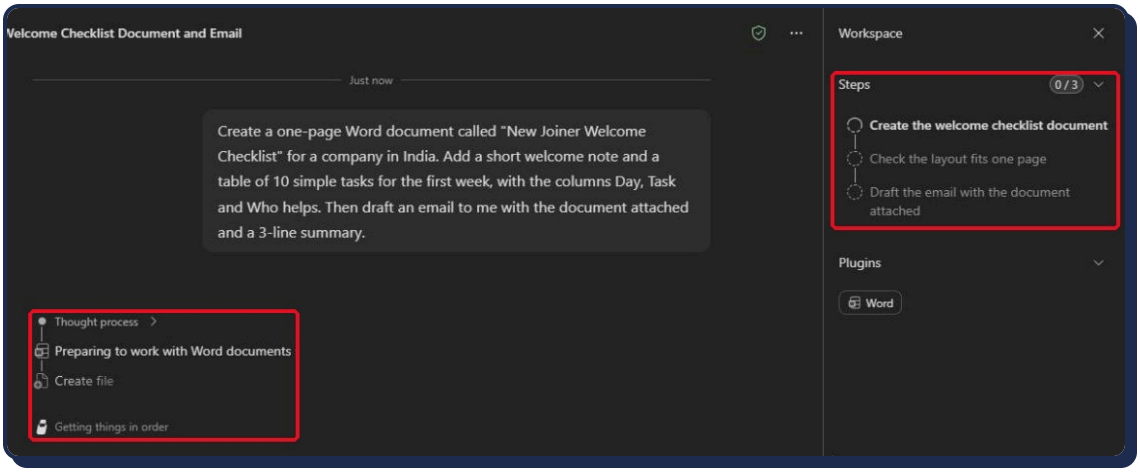
Add the **leave policy** and **holiday list**. Turn **web search off**, so it answers only from your policy.

RAJ SIR KA DEMO STEPS 6-8

Watch it plan, read the result, find the files

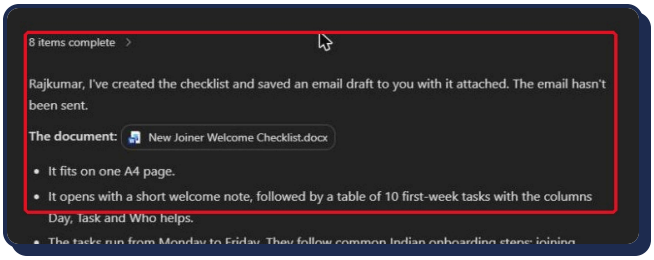
About 1 minute. You can keep typing while it works.

STEP 6 Cowork makes a plan and starts work



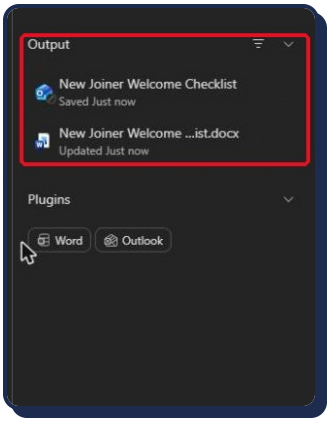
Steps 0/3 in the side panel | Live: "Preparing to work with Word documents" | Skill used: **Word**

STEP 7 Read what Cowork did



- **8 items complete**: click to see every step
- It made the file and **saved the email as a draft**
- "The email hasn't been sent." A draft is safe

STEP 8 Find your files in Output



- Cards: **Word document** and **Saved to drafts**
- Side panel **Output**: the .docx and the email
- **Steps 3/3** = all done
- Also saved in your OneDrive **Cowork** folder

PLAYBOOK HR

HR: 6 prompts for your week

Copy. Change the names and numbers. Check the answer.



JD, interview, policy FAQ: sab 10 minute mein!
JD, interview, policy FAQ: all in 10 minutes!

1 Job description WORD Ch 5

Write a job description for an "HR Executive - Payroll" in Pune with 2-4 years of experience. Include a role summary, 8 duties, must-have skills, good-to-have skills and a CTC range of Rs 4-6 lakh. Simple English.

2 Interview questions CHAT Ch 3

Give me 10 interview questions for a fresher Sales Executive in Indore: 4 on attitude, 3 on selling and 3 on Excel basics. Add what a good answer sounds like.

3 Policy FAQ CHAT Ch 3

From the attached leave policy, make 10 FAQs that employees ask most, with short answers. Quote the policy section for each answer.

4 Welcome mail OUTLOOK Ch 8

Draft a warm welcome mail to Ananya Rao, who joins the Finance team on Monday. Include reporting time 9:30 AM, documents to bring (PAN, Aadhaar, bank details) and her buddy Rohit.

5 Appraisal summary WORD Ch 5

Summarise /Sales Team Self Appraisals into a one-page table: name, top 2 achievements, 1 growth area and the rating the manager suggested.

6 Attrition insights EXCEL Ch 6

In this attrition sheet, show attrition % by department and month in a PivotTable. Highlight departments above 15% and write 3 insights in simple English.

WATCH OUT

Never paste **salary, Aadhaar or medical details** of a real employee into a prompt you do not need. Check every policy answer with the policy.

TIME BACK EVERY WEEK

3-4 hrs

Illustrative. Measure your own.

AUDITION ROUND ROUND 1 OF 5

AI and Copilot basics

Read the question. Cover the answer. Say yours out loud. Then compare.

Q1 **What is generative AI?**

Sample answer: AI that creates new text, images or code from a prompt. It learned patterns from a huge amount of data.

Q2 **What is an LLM?**

Sample answer: A large language model: AI trained on huge text to understand and write language. Copilot uses LLMs.

Q3 **What is Microsoft Copilot?**

Sample answer: Microsoft's AI assistant in the Copilot app and in Word, Excel, PowerPoint, Outlook and Teams.

Q4 **Copilot Chat vs the paid Copilot licence?**

Sample answer: Copilot Chat answers from the web and files I add. The paid licence adds my work data (mail, meetings, files), agents and more.

Q5 **What does "grounding" mean?**

Sample answer: Giving the AI real sources, like my files or the web, so the answer is based on facts, not guesses.

Q6 **What is a hallucination?**

Sample answer: A confident but wrong answer. That is why I always check facts, numbers and names.

Q7 **What are the 3 levels of Copilot?**

Sample answer: Free (personal account), paid for individuals and families, and organisation (work account).

Q8 **How do you know you are in the work version?**

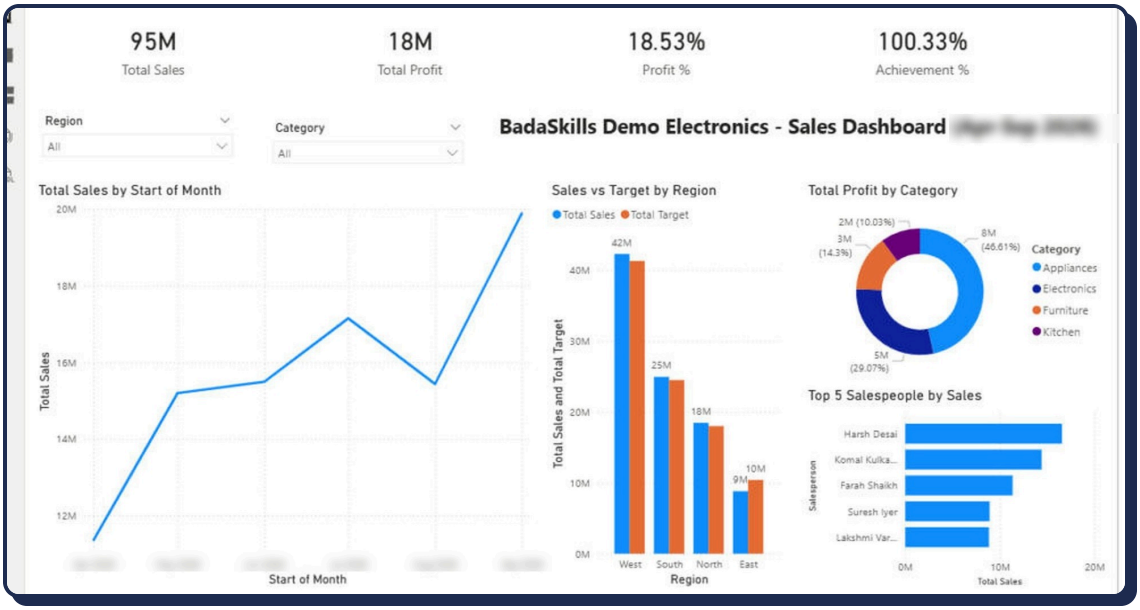
Sample answer: I sign in with my work account and see the Work label and the green shield.

BONUS 2 OF 2 POWER BI

Power BI: see the story inside your numbers

Rows of data become live charts. Click a filter and every chart changes.

A REAL DASHBOARD FROM RAJ SIR'S CLASS (PRACTICE DATA)



EVERY REPORT IS BUILT IN 4 STAGES

1. Get data
Excel, SQL, SharePoint

→

2. Clean
Power Query: fix types

→

3. Model
Link tables, write measures

→

4. Visualise
Cards, charts, slicers

IN DAILY LIFE

A **car dashboard**: you do not read engine data. You see speed, fuel and warning lights at one glance.

=

IN POWER BI

Power BI: you do not read 10,000 rows. You see sales, profit and target vs actual at one glance, and press **Refresh** next month.