

# Cranborne.

## What Microsoft Copilot Can Deliver for SMEs

Microsoft Copilot is the AI-powered assistant built into Microsoft 365. It's designed to help your team work smarter—not harder. For SMEs, it's a game-changer.



Microsoft Copilot is more than automation—it's a productivity partner. With Copilot, SMEs can save time, boost quality, and stay ahead in a world that demands more, faster. Cranborne helps you integrate and optimise Copilot for real results.

### 1. Smarter Emails and Documents

Copilot drafts emails, rewrites reports, and turns bullet points into polished Word documents—all in seconds.

### 2. Time-Saving Excel Insights

Need to analyse data fast? Copilot can summarise spreadsheets, spot trends, and suggest formulas—without needing an advanced Excel course.

### 3. Faster Meeting Prep and Follow-Up

Copilot helps summarise Teams meetings, create agendas, and generate action items. No more scrambling to take notes.

### 4. Streamlined Project Workflows

From task lists to timelines, Copilot assists in creating and managing project plans directly in tools like Planner, Excel, and Teams.

### 5. Built-In Compliance and Security

Unlike third-party AI tools, Copilot works within Microsoft's trusted, compliant environment. Your data stays secure.

### 6. Built-In Compliance and Security

Forget manual installs and downtime. Microsoft 365 updates automatically, so you're always using the latest tools—with 99.9% uptime guaranteed.