

QSGWord: Draft a Clear First Version with Copilot

Purpose: This SOP explains how to use Microsoft Copilot in Word to draft a clear first version of a document from a blank page while maintaining intent and control.

When to Use This SOP

Use this SOP when:

You are starting from a blank page	You know what you want to say but not how to begin
You need a structured starting point	Speed matters more than polish

Step-by-Step

Step 1. Open a new Word document.	Step 2. Open Copilot.
Step 3. Use prompt below to ask Copilot to draft an initial version.	Step 4. Review structure and clarity.
Step 5. Edit and proceed.	

Example CRAFT Prompt

[CONTEXT] I need a clear first draft to get my thoughts out of my head and onto the page. [ROLE] Business Owner.
[AUDIENCE] Internal team. [FORMAT] One-page document. [TOPIC] Purpose, key points, and next steps.

Common Decisions After Reviewing

Decide what to keep or remove	Adjust structure
Continue refining or share internally	

Common Mistakes to Avoid

Expecting a final draft	Skipping review
Over-editing too early	