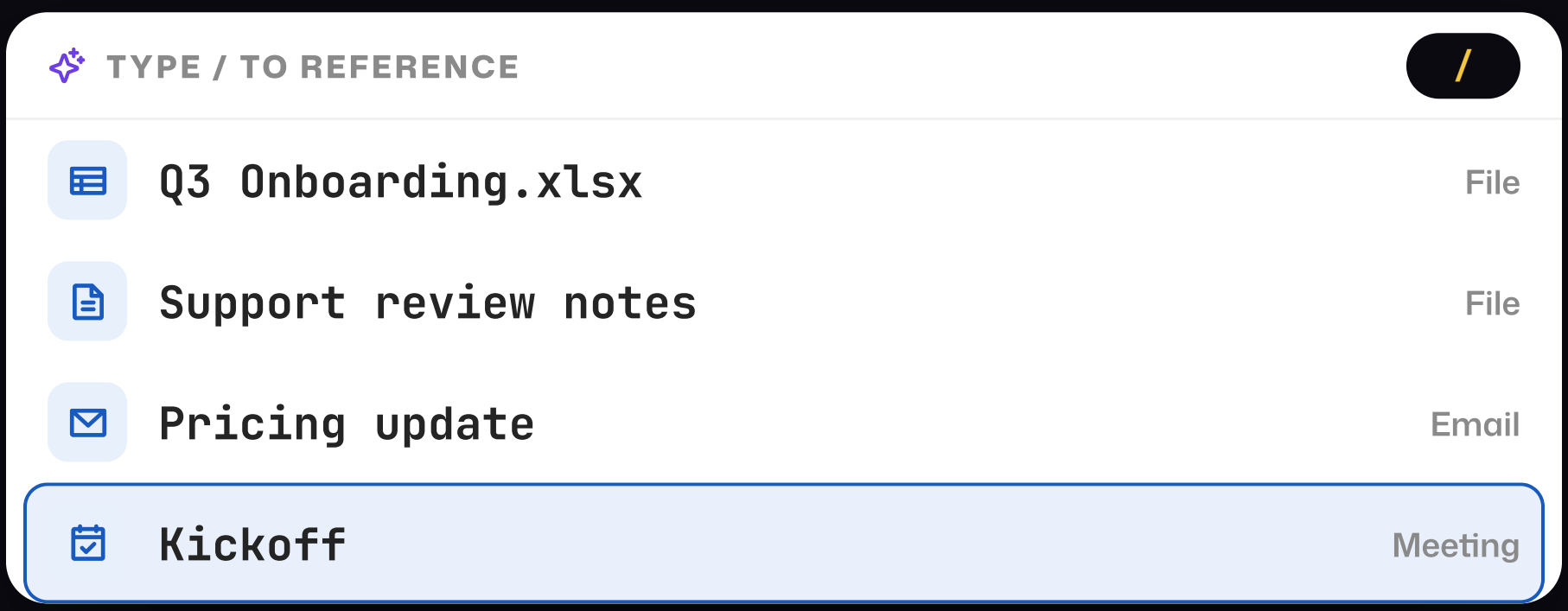
ZERO TO HERO

Word + Copilot

7 AI moves in Word, one page.

Most people never use them. Here's every move, where to find it, and a prompt to paste.



01 Draft, edit, review

02 Legal AI skills

03 Predictions are off

04 The fine print

Full walkthrough: Book 3, Chapter 4 in the Inner Circle. 7 days free. 1 / 5

Four moves for every document.

1 Ground it with /

Type / in the prompt and pick a file, an email or a meeting, so the draft starts from your facts, not a guess.

```
Draft a one page Q3 update for leadership from
/Q3 Onboarding.xlsx and /Kickoff. Three risks at the end.
```

2 Tools › Edit with Copilot

It rewrites, restructures and formats the open document itself. It can't add comments or create new files.

```
Restructure this into summary, problem, approach, timeline,
pricing. Turn the pricing paragraphs into a table.
```

3 Track Changes first

Turn on Review › Track Changes, then edit with Copilot. Every edit lands as a change you accept or reject. Copilot can't accept or reject them for you.

```
Shorten every section to under 150 words without losing any
numbers.
```

4 Ask the document

Summarize it, list the open decisions, or pull every date into a table.

```
Summarize this document in five bullets.
List the open decisions and who owns each one.
Pull every date and deadline into a table.
```

ZERO TO HERO

Word + Copilot

5. Legal teams get 20+ AI skills.

Copilot for legal, generally available since October 15, 2026. On by default in Word desktop with a Microsoft 365 Copilot commercial licence.

`Review contract`

Checks a contract against your playbook, saved as a .docx, and proposes redlines as tracked changes.

```
Review this contract using a playbook.
```

`@Draft-new-contract`

Turns an attached precedent into a template with placeholders, fills it, and drafts the final.

```
@Draft-new-contract draft a new agreement using this precedent.
```

What the legal AI skills cover 20+

Draft and prepare
Contracts, memos, minutes and resolutions

Review and negotiate
Playbook reviews, key terms, redlines

Track obligations
Extract obligations and deadlines

Turn research into guidance
Compare jurisdictions, explain legal concepts

Move matters forward
Kick off workflows, use third party plugins

Outputs are advisory
The skill proposes, the lawyer decides

6 Find them, or turn them off

… › Manage plugins & skills › Legal

A playbook review, step by step: Chapter 4 in the Inner Circle. 3 / 5

7. Predictions are now off.

Your typing suggestions didn't break. Text predictions are now off by default, and the grey ghost text is one setting away.

1 **Word for Windows**

`File` › `Options` › `Advanced` › `Show text predictions while typing`

2 **Everywhere else**

`Settings` › `Text predictions` turn it back on

Off by default in Word

Word for Windows
Version 2609 and later

Word for the web
Plus Word for Android and iOS

And in Outlook

Classic Outlook
Version 2608 and later

Outlook for Mac
Also off by default

The fine print.

- **Legal AI skills** need a Microsoft 365 Copilot commercial licence.
- **Edit with Copilot** can't accept or reject tracked changes, add comments or create files.
- **/** references files, emails and meetings you can then check.
- Word's only built-in **AI skills** are the legal ones.

This was the what. The book is the how.



CHAPTER 4 · WORD

The full Word playbook.

- Ground every draft in your own files with /
- Edit with Copilot, with tracked changes you control
- Copilot for legal: playbook reviews and drafting from a precedent
- A prompt pattern and a review checklist for every document

Start the book free fromzerotoheroes.com/books

Read it all in the Inner Circle 7 days free

Source: Microsoft Support, "Get started with Copilot for legal" and Microsoft 365 Copilot documentation (checked October 24, 2026). Features roll out over time; some may not be in your tenant yet.

Questions? Bring them to the Inner Circle live build calls.