

AUTOMATE **Beginner** 10 MIN · UPDATED 2026-10-01

Edit a Word, Excel, or PowerPoint file with Copilot on mobile.

Make a real content edit to an Office file from your phone with Copilot instead of waiting until you're back at a laptop.

MICROSOFT 365

Word

WORKS WITH

Copilot

Business Outcome

Time-sensitive document edits made from wherever you are, instead of delayed until you're at a desk.

Workflow Steps

Step 1: Open the actual file, not a copy

Word

Confirm you're editing the live, shared document from your phone — editing a cached or forwarded copy means your change won't reach anyone else.

Step 2: Describe the edit to Copilot

Copilot

Open the Copilot icon in the mobile app's toolbar and describe the change precisely — "update the Q3 revenue figure in the second paragraph to \$2.4M" rather than "fix the numbers".

A specific instruction is what lets Copilot make the one change you mean instead of guessing at several possible edits on a document it can't ask you to clarify against easily on a small screen.

Step 3: Review the change on-screen before confirming

Word

Mobile screens make it easy to miss a formatting side-effect — scroll through the affected section before accepting the edit.

Step 4: Confirm the change synced for other viewers

Word

If others are working in the same file, check that your edit shows up for them, not just locally on your device.

✓ Check the work

- The edit was made to the live shared file, not a disconnected copy.
- No unintended formatting change came along with the requested edit.
- The change is visible to other people working in the same document.

Expected Outcome

A completed edit to the live document, made and verified entirely from a mobile device.

Want help rolling this out across your team? **Go to Liminals.Tech** 📄