

AUTOMATE **Advanced** 60 MIN · UPDATED 2026-09-30

# Teach Copilot Cowork to safely batch-edit structured tables.

Train Copilot Cowork to make repeatable, controlled edits to a structured table — like a batch-job schedule — and generate a dependency diagram after every change.

MICROSOFT 365

Excel

WORKS WITH

Copilot Cowork

## Business Outcome

Safer, faster edits to structured operational data, with a visual dependency check built into every change instead of a manual review each time.

## Workflow Steps

### Step 1: Document the edit rules precisely

Excel

Write out exactly what a valid edit looks like — which columns can change, what values are allowed, what dependency relationships must be preserved (job B can't run before job A finishes) — since Cowork will follow this literally, not infer your team's tribal knowledge.

## Step 2: Teach Cowork the task with a worked example

Copilot Cowork

Walk it through one real edit end-to-end, showing the before and after state and explaining why the dependency diagram changed the way it did, so it has a concrete pattern to generalize from.

### PROMPT

Update the batch-job table to move Job "Invoice-Sync" from the 2am slot to the 4am slot. Check that this doesn't break any downstream job that depends on Invoice-Sync completing first, apply the change, and generate an updated dependency diagram showing the new schedule.

## Step 3: Run it on a copy first

Copilot Cowork

Duplicate the production table (a straight copy to a new sheet or file) and point Cowork at that copy for the first several runs – review both the resulting edit and the generated dependency diagram against what you expected before ever letting it touch the live schedule.

## Step 4: Require the dependency diagram on every run

Copilot Cowork

Never accept a batch-table edit without its accompanying dependency diagram – that diagram is your check that the edit didn't silently break a downstream dependency.

### ✓ Check the work

- Compare the generated dependency diagram against the actual table relationships by hand on the first several runs.
- Confirm no downstream job's timing dependency was violated by the edit.
- Keep a version history of the table so any bad edit can be rolled back quickly.

## Expected Outcome

A repeatable Cowork task that edits the table per your rules and produces an updated dependency diagram for review after each run.



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