

CREATE **Beginner** 15 MIN · UPDATED 2026-10-01

Let a Copilot Notebook suggest the Word, Excel, or PowerPoint doc you actually need

Have your OneNote Copilot Notebook suggest and build the right Office document from its content, instead of starting a blank document and re-explaining the context.

MICROSOFT 365

OneNote

WORKS WITH

Copilot

Business Outcome

Notebook content turned directly into a usable document, skipping the blank-page restart.

Workflow Steps

Step 1: Make sure the notebook actually has what the document needs

OneNote

Skim the notebook section you're working from and confirm the actual decisions, numbers, or content you need are written down there, not just referenced in passing — a notebook that says "see the budget we discussed" without the actual figures produces a document with the same gap.

Step 2: Ask what document the notebook's content suggests

Copilot

Rather than deciding the output format yourself first, ask what Word doc, spreadsheet, or deck this content naturally becomes — the suggestion engine may spot a useful format you didn't consider.

Step 3: Generate the suggested document and review it

Copilot

Have it build the draft, then check that it actually reflects the notebook accurately rather than a generic restructuring.

Step 4: Finish the document in its native app

Word

Excel

PowerPoint

Use the generated draft as a starting point and finish formatting and polish in the actual app, not inside the notebook.

✓ Check the work

- The generated document accurately reflects the notebook's actual content.
- Nothing material from the notebook was dropped in the conversion.
- The output format genuinely fits the content, not a mismatched default.

Expected Outcome

A Word, Excel, or PowerPoint draft generated directly from notebook content, ready for refinement.

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