Storyboard

Version 1.1 | August 25, 2026 | Eight screens, ten interactions | Companion to Design Doc v1.1 and Assembly Guide v1.1

Course shell (applies to every screen)

Element	Spec
Top bar	Wordmark left, current module name center, percent pill right. Mobile: hamburger.
Module rail	Intro, Module 2 Where Copilot Lives (3 min), Module 3 The Rules (3 min), Module 4 Your First Three Prompts (4 min), Module 5 Trust But Verify (2 min), Module 6 Day One Ready (3 min), Close. Status icons: locked / current / done.
Action bar	Back (text link) left. Dot stepper center for multi-screen modules. Continue (primary) right, disabled with a helper line until the gate is met.
Module opener	Inline card at the top of each module's first screen: 'Module 3 of 6', title, 'By the end you'll be able to...', minutes.
Module close	Interstitial after each module's last screen: check animation, one feedback line from state, 'Next: Module N, Title' Continue.
Resume	On reload with saved state: 'Welcome back' card replaces Screen 1 with Resume / Start over.

Conventions: OST = on-screen text. Narration is optional and marked as such; the module is designed to work silently. State changes are listed as variable names from the design doc. Every screen shows the Northwind wordmark, progress bar, and footer unless noted.

Screen 0: Legal Notice

Screen 0: Before you begin

Element	Content
Layout	Centered card, max 640px, on --paper. No rail, no progress bar (shell chrome hidden on this screen and Screen 7). Small Northwind wordmark above the card.
OST headline	Before you begin
OST body	This course is a portfolio demonstration created by Martine Brown. Northwind Logistics, its employees, customers, documents, and data are fictional. Microsoft, Microsoft 365, Copilot, Word, Excel, Outlook, and Teams are trademarks of Microsoft Corporation. Screenshots are used for educational and illustrative purposes only. This course is not affiliated with, sponsored by, or endorsed by Microsoft. Copilot responses shown are recorded examples captured in August 2026

Element	Content
	and may not reflect current product behavior.
OST detail	Link: 'Full notice and credits' (jumps to Screen 7, returns here).
Interaction	Continue button disabled for 3 seconds with a thin progress line under it, then enables. This mirrors the Canva course's legal gate.
Navigation	Continue -> 1. No Back.
State	legalSeen = true. On resume with legalSeen true, skip to the Welcome back card.

Screen 1: Welcome

Screen 1: Your First Week with Copilot

Element	Content
Layout	Full-bleed hero. Left: headline and body. Right: looping 8-second clip of the Copilot pane opening in Word (device frame).
OST headline	Copilot at Northwind: Your First Week
OST body	You've got Copilot in Word, Excel, Outlook, and Teams starting today. In the next 12 minutes you'll learn where it lives, what Northwind allows, how to ask it for what you need, and how to check what it gives you. Then you'll put it to work on your first real request.
OST detail	Badge: 12 min | Badge: 5 skills | Note: Copilot responses in this module are recorded examples, captured August 2026.
Narration (optional)	Welcome to Northwind. Copilot is already on your machine. Let's make sure you know how to use it, and how not to.
Interaction	Start button. Progress bar shows 0%.
Navigation	Start -> 2A. No Prev.
State	currentScreen = '2A'

Screen 2: Where Copilot Lives

Screen 2A: App tour

Element	Content
Layout	Four tabs across the top: Word, Excel, Outlook, Teams. Selected tab shows a real screenshot in a device frame with one pulsing amber hotspot over the Copilot button. Right panel: callout card.
OST headline	Same button, four jobs
OST intro	Copilot shows up in the same spot in every app. Click the glowing spot in each one to see what it does there.
Callout: Word	Drafts and rewrites. Give it a document and it summarizes, expands, or changes the tone. Best for: reports, memos, first drafts.
Callout: Excel	Analyzes and charts. Ask a question about a table and it answers with formulas, pivots, or a chart. Best for: finding patterns in data. Note: the file has to be saved to OneDrive.
Callout: Outlook	Summarizes and drafts email. Catch up on a long thread in one paragraph, or draft a reply in your tone. Best for: threads you missed.
Callout: Teams	Meeting recap and chat catch-up. Summarizes meetings you attended and long channel threads. Best for: the meeting you couldn't make.
Interaction	Click each hotspot -> tab turns green with a check, callout appears. Tabs can be visited in any order.
Feedback	After fourth visit: toast 'You've found all four. Next up: the rules.' Next button activates.
Navigation	Next disabled until visitedWord && visitedExcel && visitedOutlook && visitedTeams. Prev -> 1.
State	visitedWord / visitedExcel / visitedOutlook / visitedTeams = true on click
Media	word-copilot.png, excel-copilot.png, outlook-copilot.png, teams-copilot.png (1440x900, same window size)

Screen 2B: Which app? (Phase 2.5)

Element	Content
Layout	Six task cards in a tray at the bottom. Four app drop zones across the top with icons.
OST headline	Which app would you open?
Cards	1. Summarize the 40-message thread from Facilities (Outlook) 2. Turn these bullet notes into a five-slide status deck (PowerPoint, trick card: not in the tour, accept Word as also correct with a note)

Element	Content
	3. Find which hub has the most late deliveries (Excel) 4. Rewrite this supplier email to sound less annoyed (Word or Outlook, both accepted) 5. Recap Tuesday's dispatch meeting you missed (Teams) 6. Draft a memo from the Q2 report (Word)
Interaction	Drag to zone or click card then click zone. Correct: card locks with green edge. Incorrect: card bounces back with one-line hint.
Feedback	All six placed: 'Right tool, right job. That's half the battle.'
Navigation	Next -> 3A. Prev -> 2A.
State	none required (optional sorterComplete)

Screen 3: The Rules

Screen 3A: Green light, red light

Element	Content
Layout	Center: one card at a time with the data description. Below: two large buttons, 'Okay to use' (green) and 'Keep it out' (red). Swipe gesture on touch. Counter top right: 1 of 10.
OST headline	What can you put into Copilot?
OST intro	Northwind's AI policy (NW-IS-014) is short. Here are ten things you might be tempted to paste in. Sort them.
Cards	See Content Pack Guide, Screen 3 table. Ten cards, five green, five red, shuffled each session.
Interaction	Button or swipe. Card flips to reveal verdict and one-line policy reason. Auto-advance after 2 seconds or on tap.
Feedback	Per card: correct = green flash and reason. Incorrect = red flash, reason, and the policy section number. End: score 'You got 8 of 10. The two you missed are the two that get people in trouble.' (copy varies by score band: 10, 8-9, 5-7, under 5)
Navigation	Next appears after card 10 -> 3B. Prev -> 2A (or 2B if built).
State	swipeScore incremented on correct

Screen 3B: Acknowledgment

Element	Content
Layout	Policy summary in a scrollable panel (sections 3 and 4 of the policy). Below: checkbox and a two-character initials field.
OST headline	One more thing before you start prompting
OST body	Read the two lists. Then check the box and type your initials. This is the same acknowledgment that's in your HR onboarding packet, so you'll recognize it.
Interaction	Checkbox + initials (2 letters minimum) unlock Next. Link: 'Open full policy' opens the PDF in a new tab.
Navigation	Next -> 4A when policyAcknowledged. Prev -> 3A.
State	policyAcknowledged = true

Screen 4: Your First Three Prompts

Screen 4A: Guided prompt builder

Element	Content
Layout	Split screen. Left: task card at top, four labeled input fields (Goal, Context, Source, Expectations) with placeholder hints. Right: mock Copilot pane showing the assembled prompt as it's typed, and a Send button that reveals the scripted reply. Task stepper 1 of 3 at top.
OST headline	A prompt has four parts
OST intro	Copilot works best when you tell it what you want, why, where to look, and what good looks like. Fill in the four boxes and watch the prompt build itself.
Task 1	Word: Dana needs a summary of the Q2 report before a leadership call. Suggested: Goal = summarize the report; Context = five minutes before a leadership call; Source = Q2 Late Deliveries Report; Expectations = three bullets, include the on-time rate and the top late reason. Scripted reply: three bullets with 64.4%, address errors, Oklahoma City.
Task 2	Excel: find which hub has the most late shipments. Scripted reply: a small table, Oklahoma City 17 at the top, then Fort Worth 13, Little Rock 13, Dallas 12, Houston 9.
Task 3	Outlook: summarize the Dock 3 thread. Scripted reply: decided to repair not rent, cost $4,200 (pump), Brightline moved to Dock 4, Dock 3 reopened Wednesday 2pm, no open items.
Interaction	Typing in any field updates the assembled prompt live with the four parts color-coded (Goal navy, Context amber, Source green, Expectations coral). Send reveals the reply. 'Use suggested' button fills the fields if the learner is stuck.
Feedback	After Send: 'Notice the reply gave you exactly the format you asked for. That's the Expectations box doing its job.'
Navigation	Next task after Send. After task 3 -> 4B. Prev -> 3B.
State	prompt1, prompt2, prompt3 saved as objects (used on 6B)

Screen 4B: Fix the bad prompt

Element	Content
Layout	Top: the lazy prompt in a mock Copilot pane with its generic reply (real screenshot). Below: text area 'Rewrite it.' Right: three indicator pills: Names a source, States a format, Gives context.
OST headline	Now fix this one
OST body	Someone on your team typed 'make this better' with the Q2 report open. Copilot did its best. Rewrite the prompt so it doesn't have to guess.

Element	Content
Interaction	As the learner types, a keyword check lights each pill: source (report, spreadsheet, thread, email, document), format (bullets, table, summary, paragraph, one-pager, list), context (for, before, because, so that, meeting, call). Submit enabled when all three light.
Feedback	Submit: 'Three for three. Copilot can't read minds, but it can read instructions.' Show a scripted improved reply.
Navigation	Next -> 5A. Prev -> 4A.
State	badPromptFixed = true

Screen 5: Trust But Verify

Screen 5A: Spot the error

Element	Content
Layout	Two panes. Left: the real report, scrollable. Right: a 'Copilot summary' with four sentences. Each sentence is clickable.
OST headline	Copilot sounds confident. Is it right?
OST body	This summary came back from Copilot. Two things in it are wrong. Click the sentences you'd want to double-check before sending it to Dana.
Summary text	See Content Pack Guide, Screen 5. Errors: 74.4% (should be 64.4%) and vehicle breakdowns (should be address errors).
Interaction	Click a sentence to flag it (amber outline). Click again to unflag. Check button enabled when two are flagged.
Feedback	Both right: 'Both errors looked reasonable. That's the point. Copilot's tone is always confident. Yours should be verified.' One right: 'You caught one. The other is subtler: [reveal].' None: 'Neither of those is wrong. Compare the on-time rate and the top reason against the report.' Allow retry.
Navigation	Next -> 5B (or 6A if 5B not built). Prev -> 4B.
State	errorsFound = count of correct flags on first attempt

Screen 5B: Confidence slider (Phase 2.5)

Element	Content
Layout	The corrected summary. Below: slider 'Would you send this to Dana as-is?' from Not yet to Send it.
OST body	You fixed both errors. How confident are you now?
Interaction	Slider. On release, a second marker appears showing the recommended position (near Send it) with a note: 'Once you've checked the numbers against the source, send. Don't over-check either.'
Navigation	Next -> 6A. Prev -> 5A.

Screen 6: Day One Ready

Screen 6A: The 4:40 request

Element	Content
Layout	Top bar: large digital clock starting 4:40 PM. Left: Teams-style chat bubble from Dana. Center: three choice cards. Right: a small consequence log that fills in as choices are made.
OST headline	It's 4:40. Dana needs a one-pager by 5.
Dana's message	Can you get me a one-pager on the Q2 late deliveries before 5? Leadership moved the call up.
Decision 1	A. Open Word, type 'write a one pager about late deliveries' (+8, log: Copilot wrote generic filler; you'll have to redo it) B. Open the Q2 report in Word, ask Copilot to summarize it into a one-pager for leadership (+3, log: solid draft in hand) C. Paste the customer delivery list into Copilot chat for context (+2, then POLICY FLAG: full-screen red panel, 'That list has customer addresses. Policy NW-IS-014, section 4.' Button: Start over.)
Decision 2	Copilot's draft says the on-time rate is 74.4%. A. Send it, Dana's waiting (+1, log: wrong number went to leadership; final outcome fails) B. Open the report, confirm, correct to 64.4% (+3, log: caught it) C. Ask Copilot 'are you sure?' (+2, log: Copilot changed it, but you still didn't check the source. Half credit.)
Decision 3	Dana asks for a chart. A. Screenshot the table from Word (+2, log: works, looks flat) B. Open the spreadsheet, ask Copilot for a bar chart of late shipments by hub (+4, log: clean chart, pasted in) C. Ask Copilot in Word to make a chart from the text (+5, log: Word can't chart from prose; time lost)
Outcomes	Best path B-B-B = 4:50, 'Day One Ready' badge. Any path over 5:00 = 'Dana went in without it. Here's what cost you time:' with the log. Path 2A = 'It arrived on time, and it was wrong. Here's what leadership saw.' Retry available on all outcomes.
Navigation	Next -> 6B after any completed outcome. Prev disabled during scenario; Restart available.
State	clockMinutes, path[], policyFlag

Screen 6B: Your prompt pack (then Module 6 close interstitial: 'Course complete. Next: Legal and credits')

Element	Content
Layout	Badge top center. Three stat tiles: Policy score (swipeScore/10), Errors caught (errorsFound/2), Finish time. Below: the learner's three prompts from 4A in a printable card with the four parts color-

Element	Content
	coded.
OST headline	Day One Ready
OST body	Here are the three prompts you built, in your words. Copy them or print them. Tomorrow, when Dana asks for something, you already have a head start.
Interaction	Copy all (clipboard), Print (window.print with a print stylesheet), Open policy (link).
Navigation	Continue -> Module 6 close -> 7. 'Start over' clears state. Progress bar 100%.
State	completed = true

Screen 7: Legal and Credits

Screen 7: Legal notice and credits

Element	Content
Layout	Same centered card as Screen 0, slightly taller. Shell chrome hidden. Two sections separated by a hairline: Notice, Credits.
OST headline	Legal notice and credits
OST body: Notice	This course is a portfolio demonstration created by Martine Brown. Northwind Logistics, its employees, customers, documents, and data are fictional. Microsoft, Microsoft 365, Copilot, Word, Excel, Outlook, and Teams are trademarks of Microsoft Corporation. Screenshots are used for educational and illustrative purposes only. This course is not affiliated with, sponsored by, or endorsed by Microsoft. Copilot responses shown are recorded examples captured in August 2026 and may not reflect current product behavior. No part of this course may be reproduced for commercial use without permission. The AI Tools Acceptable Use Policy shown is a fictional sample and should not be used as an actual company policy without legal review. Design, instructional content, and code: Martine Brown, The Paid Creative. Built with Claude Code. Copyright 2026 Martine Brown. All rights reserved.
OST body: Credits	Instructional design, storyboard, and build: Martine Brown. Built with Claude Code, Vite, and React. Fonts: Fraunces and Inter (Google Fonts, OFL). Icons: Lucide (ISC). Screenshots captured on a personal Microsoft 365 account, August 2026.
OST detail	Links: View the design documents (opens a page listing the design doc, storyboard, assembly guide, content pack as PDFs). View the source on GitHub. Visit the portfolio.
Interaction	Links only. 'Back to course' returns to 6B if reached from there, or to 0 if reached from the Screen 0 link.
Navigation	Terminal screen. No Continue.
State	none