

The art of prompting

Prompts are how you ask Copilot for Microsoft 365 to do something for you.

1. Tell Copilot what you need

There are many types of prompts you can use depending on what task you want done.

- ✓ **Learn about projects and concepts:**
"What is [Project X] and who are the key stakeholders working on it?"
- ✓ **Summarise information:**
"Write a session abstract of this [presentation]."
- ✓ **Edit text:**
"Check this product launch rationale for inconsistencies."
- ✓ **Create engaging content:**
"Create a value proposition for [Product X]."
- ✓ **Transform documents:**
"Transform this FAQ doc into a 10-slide onboarding guide."
- ✓ **Catch-up on missed items:**
"Provide a summary of the updates and action items on [Project X]."

2. Include the right prompt ingredients

To get the best response, it's important to focus on some of the key elements below

Goal

What response do you want from Copilot?

Context

Why do you need it and who is involved?

Generate 3-5 bullet points to prepare me for a meeting with Client X to discuss their "Phase 3+" brand campaign. Focus on Email and Teams chats since June. Please use simple language so I can get up to speed quickly.

Which information sources or samples should Copilot use?

Source

How should Copilot respond to best meet your expectations?

Expectations



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We can help you ready your IT environment for Copilot for Microsoft 365 adoption, configure security and compliance, and deploy Copilot to meet your organisation needs.

3. Keep the conversation going

Following up on your prompts help you collaborate with Copilot to gain more useful, tailored responses.



Generating content ideas

Lead with broader requests, then give specific details about the content.



Gaining insights

Ask for a summary of a specific file, then ask relevant questions to gain deeper insights.



Enabling insightful meetings

Request a meeting recap, then ask for more information about what you should know.



Translating languages

Ask Copilot to translate a sentence to one of the supported languages, then ask for more context or a regional dialect.



Storytelling assistance

Ask Copilot to write a story, then guide it by giving more specific, relevant details.



Solving technical problems

Present a technical problem, then narrow it down, or ask for step-by-step guidance.

Helpful hints to keep in mind

Know Copilot's limitations

Copilot is limited to your current conversation, so give lots of details.

Be professional

Using polite language improves Copilot's response.

Communicate clearly

Pay attention to punctuation, grammar, and capitalisation.

Use quotation marks

This helps Copilot know what to write, modify, or replace for you.

Start fresh

Avoid interrupting and type "new topic" when switching tasks.

Contact us today to learn more about how **we can help you leverage Microsoft 365 Copilot to achieve your business goals.**

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