Microsoft 365 Copilot: The art and science of prompting

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?”

- **Summarize** 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 when phrasing your Copilot prompts.

- **Goal:** What response do you want from Copilot?

- **Context:** Why do you need it and who is involved?

- **Source:** Which information sources or samples should Copilot use?

- **Expectations:** How should Copilot respond to best meet your expectations?

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.

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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.

- **Enabling insightful meetings**
  Request a meeting recap, then ask for more information about what you should know.

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

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

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

- **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.

- **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.

- **Be professional.**
  Using polite language improves Copilot’s response.

- **Communicate clearly.**
  Pay attention to punctuation, grammar, and capitalization.

Learn more about Microsoft 365 Copilot on our support page.

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