



# Copilot can help you discover new possibilities

Work smarter, boost your productivity, unleash your creativity, and stay connected to the people and things in life with Copilot – an AI companion that works everywhere and intelligently to cater to your needs.

## Microsoft 365 Copilot:

### The Art and Science of Prompts

The first thing you need to know is that “prompts” are instructions used to ask Microsoft 365 Copilot to do something for you.

## 01 Tell Copilot what you need

There are many types of prompts you can use depending on the task you want to perform.

Think of prompts as a conversation, using simple, yet clear language, and providing context (as you would with an assistant).

You can ask a question, create or summarize a document, edit texts or transform your ideas.

## 02 Include the right ingredients

To get the best answer, it is important to focus on some of the key elements below when writing Copilot prompts.

- Goal** What kind of answer do you want from Copilot?
- Context** What do you need it for? Who is involved?
- Source** What samples or sources of information should Copilot use?
- Expectations** How should Copilot respond to better meet your expectations?

### Example

Create 3-5 bullet points for a Power Point presentation for the "Phase 5" campaign. Create a summary to talk to client X about their campaign. Focus on the team emails and chats since May.

Please use simple language so I can get up to speed quickly.

## 03 Keep the conversation going

### Generate content ideas

Start with broader requests and concrete details about the content.

### Effective meetings

Request a summary for a meeting and further information about what you should

### Support for story-writing

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

### Get information

Ask Copilot for a summary of a specific case, and then ask the relevant questions.

### Translate to different languages

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

### Resolve technical issues

Present a technical problem, then ask for step-by-step guidance.