

# Copilot for Microsoft 365:

## The art and science of prompting

**Prompts** are how you ask Copilot for Microsoft 365 to do something for you — like creating, summarizing, editing, or transforming. Think about prompting like having a conversation, using plain but clear language and providing context like you would with an assistant.

### 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?"
- ✓ **Edit text:**  
"Check this product launch rationale for inconsistencies."
- ✓ **Transform documents:**  
"Transform this FAQ doc into a 10-slide onboarding guide."
- ✓ **Summarize information:**  
"Write a session abstract of this [presentation]."
- ✓ **Create engaging content:**  
"Create a value proposition for [Product X]."
- ✓ **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?

**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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### 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 capitalization.

#### 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.



Learn more about Copilot on our [Microsoft 365 page](#)