



Microsoft Copilot Prompting

Getting the most out of your AI Companions



Agenda

- M365 Copilot Overview
- Prompting Best Practices
- Interactive Prompting Session
 - A tour through M365 Apps Copilot
- Q&A



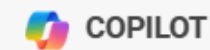
Microsoft 365 Copilot

Embedded across multiple Microsoft 365 apps



With even more apps & features on the way!

Understanding your AI options



Copilot
(Public)

Copilot Chat
(M365 Account)

Microsoft 365
Copilot

GPT Large Language Model (LLM)



Web grounding



AI-Powered web search, answers, & content generation



Enterprise-grade data protection (M365 Purview)



Prompts grounded in Microsoft 365 tenant data



Integrated with your favourite Microsoft 365 apps



Where can you find Graph-grounded chat?

Microsoft 365 Apps

- Teams
- Outlook
- Word
- PowerPoint
- OneNote

On the web

- microsoft365.com/chat
- m365.cloud.microsoft
- copilot.microsoft.com



Copilot

A whole new way to work

The art and science of prompting

2. Include the right prompt ingredients

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

The art and science of prompting

To get the best response, it's important to focus on some of the **key elements** when phrasing your Copilot prompts.

2. Include the right prompt ingredients

Goal

What response do you want from Copilot?

Context

Why do you need it and who is involved?

Generate 3-5 bullet points for my upcoming meeting with my manager. Use the following document. 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

Your evolution in M365 Copilot

Starting out

- Prompt uncertainty
- Multiple prompt attempts
- Takes more time

Becoming Proficient

- Prompt refinement
- More useful responses
- Less time and attempts

Expert Level

- Prompt Mastery
- Strategic decision support
- Enhanced productivity and efficiency

The more you use Copilot, the quicker and more efficient your interactions will become





👑 Prompting Best Practices 👑

Iterate and regenerate



Often the first result isn't the final or best response. If you're not satisfied with the results Copilot gave you, **revise your prompt, and try again**. Try out the following prompt iterations:

- *Round 1:* Write about advancements in renewable energy technologies.
- *Round 2:* Write a technical article discussing recent advancements in renewable energy technologies, focusing on solar and wind energy, for an audience of engineers and environmental scientists.
- *Round 3:* Compose a detailed technical article for engineers and environmental scientists, exploring recent advancements and innovations in renewable energy technologies, with a focus on solar and wind energy. Discuss the scientific principles behind these technologies, their efficiency improvements, and real-world applications. Refer to recent research papers, patents, and industry reports for accurate and up-to-date information.

Goal

Context

Source

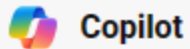
Expectations

Ask Copilot to use your follow-ups to write a single prompt



After you've asked your follow-up questions, ask Copilot to **combine them into a single prompt!**

Prompt: I would like you to be my prompt writer. Review my first 3 prompts to create the best possible prompt for my ask. The prompt you propose should be executable by you, Copilot. The prompt should be in the form of 5-6 sentences.



Copilot

As your prompt writer, I've synthesized your requests into a concise prompt that I can execute. Here it is:

"Provide a technical analysis of the latest advancements in solar and wind energy technologies, focusing on the scientific principles, efficiency improvements, and real-world applications. Reference recent research papers, patents, and industry reports to ensure accuracy and currency. Discuss the photovoltaic effect, aerodynamics in wind turbines, and electrochemistry in batteries as they relate to these advancements. Highlight the impact of these technologies on energy sustainability and their integration into smart grids and infrastructure. Conclude with insights from industry trends and future outlooks for renewable energy technologies."

This prompt captures the essence of your requirements, ensuring a comprehensive and informative response tailored for an audience of engineers and environmental scientists.

Goal

Context

Source

Expectations



Interactive Prompting



Time to get interactive...



Microsoft 365 Copilot + Word

Prompt 1: Briefing notes



"Please create a briefing note on how the newborns of today will benefit from advanced medical technologies that will become available within the next decade. The briefing note should include the main objectives, key points, important dates, and any action items mentioned. Source this information from Canadian publications. Additionally, please highlight any financial implications and stakeholder responsibilities"



Microsoft 365 Copilot + PowerPoint

Prompt 2: Present the facts

(choose a blank presentation or your favourite template)



"Create a presentation from /<**link to file**>"



Microsoft 365 Copilot + Outlook Tour

Tour



1. Schedule Meetings
2. Summarize
3. Coach
4. Write
5. Sidebar
 - a) Ask Copilot how to use Copilot



Microsoft 365 Copilot + Teams

Prompt 4: You can't catch me



"Have I missed any emails or chats from /<**link to person**>?
If I have, please summarize them."



Microsoft 365 Copilot + Teams

Prompt 5: Prepare for Meetings



Create an agenda with 3-5 bullet points to help me prepare for a meeting with **<audience>**. The meeting is to discuss Microsoft 365 Copilot and its upcoming features. Their focus will be on how M365 Copilot can help a health organization prepare for and manage healthcare crises, such as pandemics or natural disasters, to ensure continuity of care. Please use formal language.



Microsoft 365 Copilot + Teams

Prompt 6: Sustainability Research (with the Web Content plugin enabled)



Provide the latest insights on how to incorporate sustainable practices in the aquaculture industry to reduce environmental impact and promote long-term industry health. Focus on initiatives for Atlantic Canada



Microsoft 365 Copilot + Word or M365 Chat

Prompt 7: Exec News Post



"Draft a blog post about Atlantic Canada's commitment to sustainable practices in the tourism industry to reduce environmental impact and promote long-term industry health. Provide some examples that would be attractive to tourists from Europe"



Microsoft 365 Copilot + Microsoft Copilot

Prompt 8: BONUS FUN



"I need a superhero name to identify myself. The name should be reflective of my typical tone in emails and chat messages. Do not use product or role names, and no names that could easily identify my real-life persona. Then, create a prompt for me to use with Microsoft Copilot or Visual Creator to create a realistic cool picture based on the superhero name."

What happens if you use that prompt in Copilot Designer?



ARCHITECT OF INTRIGUE





Questions?
Comments?
Feedback?