# *Microsoft 365 Copilot:* The art and science of prompting

**Prompts** are how you ask Microsoft 365 Copilot 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.



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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.

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# 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.



# Storytelling assistance

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

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# 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-bystep 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.

## Be professional.

Using polite language improves Copilot's response.

# Communicate clearly.

Pay attention to punctuation, grammar, and capitalization.

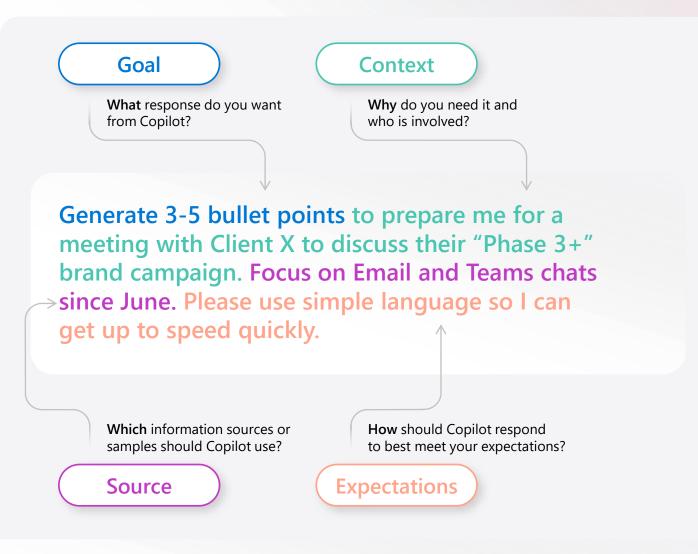
# Start fresh.

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

# Learn more about Microsoft 365 Copilot on our support page.



**Prompts** are how you ask Microsoft 365 Copilot to do something for you like creating, summarizing, editing, or transforming. To get the best response, it's important to **focus on some of the key elements below** when phrasing your Copilot prompts.





### Take note

When creating a prompt, think of it as if you were talking to a helpful coworker – no need to stress over order, formatting, or structure; just keep it conversational.

# 🍫 Microsoft 365 Copilot:

Prompting do's and don'ts

Get the most out of Copilot and avoid common pitfalls by learning what to do and what not to do when writing prompts.

### Do's

### Be clear and specific.

Provide specific instructions to Copilot, such as topic, purpose, tone, and required length.

### Keep it conversational.

Give feedback to Copilot based on the quality of its responses to help the Al learn and match your preferences.

### Give examples.

Use clear and specific keywords or phrases when asking Copilot to write a piece of text for you. This helps it generate more relevant and creative copy.

### Ask for feedback.

Requesting feedback from Copilot helps it to understand your needs and preferences, and to provide you with more relevant, helpful responses.

### Write legibly.

Use correct punctuation, capitalization, and grammar when writing prompts, as this will help the AI produce better quality text and responses.

### Check for accuracy.

Occasionally, Copilot may make mistakes. Always check Copilot's responses for accuracy, grammar, and style, and watch out for irrelevant or inappropriate content.

### Provide details.

Provide Copilot with contextual details to help it generate more accurate, consistent responses. For example, the genre, characters, and plot to a story.

### Be polite.

Using kind and respectful language when chatting with Copilot helps foster collaboration and improves the Al's responsiveness and performance.

### Don'ts

#### Be vague.

When prompting Copilot, avoid using vague language, and be as clear as possible to receive better-quality responses.

### Request inappropriate or unethical content.

Copilot is not responsible for the content or the consequences of your writing. You should respect local laws, rules, and the rights of others.

### **8** Use slang, jargon, or informal language.

This may cause Copilot to give low-quality, inappropriate or unprofessional responses.

### **Over a conflicting instructions.**

Prompting Copilot to perform a task that includes multiple or conflicting pieces of information in the same request can confuse the Al and result in lower quality responses.

### Interrupt or change topics abruptly.

This could disrupt Copilot's writing process. Always close or finish a task before starting a new one. When starting a new task, write "New task."