





Copilot Prompts

 A **prompt** is the question or instruction you use to talk to Copilot. Think about prompting like having a conversation. There are many types of prompts you can use depending on your goal.

 **Write**
 "Write a friendly reply to this customer email."

 **Summarize**
 "Summarize key points of this meeting.."

 **Create**
 "Create a 10-slide deck about destinations in Italy."

Write Effective Prompts

Act as a **[PERSONA]**. **[ACTION]** a reply to this email based on a **[REFERENCE]** in a **[TONE]** tone.

Persona 

+

Action 

+

Reference 

+

Tone 

Who Copilot should be	What you want Copilot to do	What Copilot should use	How you want it to sound
Act as an Instructor Act as an Manager	Write an email or message Generate ideas or brainstorm	Add background information List the points you want	Ask for a friendly tone Ask for a professional tone

Work and Web Mode

With Copilot, you can switch between **Work** or **Web** modes, each serving a different purpose.

Work Mode

VS

Web Mode

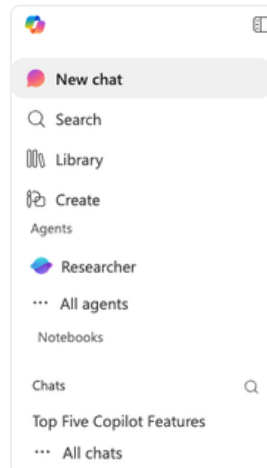
- Uses work data
- Helps complete tasks
- Context-aware responses
- Uses web data
- Supports research
- Real-time information

Customize Copilot

Control tone, format, memory, and what Copilot knows to get more consistent, tailored responses.

Go to **Copilot** → **Click (...)** → **Settings** → **Personalization**, then adjust tone, format, and turn personalization to either on or off.

Manage Copilot Chat



Start a Chat: Click New chat button to begin a new conversation.


Open a Chat: Click All Chats section, type a keyword, and select a result.

Search Chats: Click the three dots menu icon and select Delete to remove it.

Rename a Chat: Click the three dots options menu on a chat and select Rename.

Delete a Chat: Use the Chat list panel view or All Chats to open conversations.

Copilot Notebooks

Copilot Notebooks help you organize content, analyze files, and get focused, context-aware answers in one workspace. 

To use Copilot Notebooks, go to Notebooks → Create a New Notebook → Name it → Add content and set up Copilot instructions.

Copilot with Excel



Excel Copilot Golden Rules

Copilot works best if you:

1. Save your file to OneDrive.
2. Format your data as a table (Ctrl + T).
3. Select anywhere inside your dataset.

Write Formulas with Copilot

Don't know the function? Just describe what you need:

- Click the cell where you want the formula.
- Open Copilot and describe the formula or calculation.
- Review or verify Copilot's work before trusting it.

Sample Prompt: "Create a chart of total sales by agent."

Copilot with Edge



Use Copilot in Edge

Copilot can **see** whatever page you have open:

1. Open the page you need help with.
2. Click Copilot in the upper-right corner.
3. Enter a prompt about the page.

What Edge Copilot Can Do

Because it sees your screen, you can ask it to:

- Explain confusing content or forms.
- Summarize or translate the page.
- Summarize a YouTube video without watching.

Sample Prompt: "Summarize this YouTube video."

Copilot with Word



Create Documents with Copilot

Turn rough notes into a polished draft:

1. Type or paste your notes into Word.
2. Open Copilot and describe what you want.
3. Use follow-up prompts to refine the result.

Improve Your Writing with Copilot

Let Copilot review and improve your writing:

- Select the text you want to edit or improve.
- Open Copilot and tell it what to change.
- Edit the result or prompt for adjustments.

Sample Prompt: "Rewrite this sentence in a casual tone."

Copilot with PowerPoint



Create a Presentation with Copilot

Generate a full draft deck from a prompt:

1. File > New > Create with Copilot.
2. Describe the presentation you want.
3. Upload reference files (optional), then Submit.

More Ways to Use Copilot

Inside any presentation, you can also ask Copilot to:

- Add a new slide on a topic or create speaker notes.
- Turn a document into slides.
- Summarize the presentation content.

Sample Prompt: "Create a 5-slide deck on Antarctica."

Copilot with Teams



Catch Up on a Teams Meeting

Copilot requires the meeting to be recorded or transcribed.

1. Look for the recording banner in the meeting.
2. Click Copilot in the meeting toolbar.
3. Ask "What did I miss?"

More Ways to Use Copilot in Teams

Ask Copilot to:

- Summarize chat threads & meetings.
- Draft a professional reply to a message.
- Save a meeting summary as a Word document.

Sample Prompt: "List action items from this discussion."

Copilot with Outlook



Manage and Respond to Emails

Copilot helps you stay clear, fast, and organized:

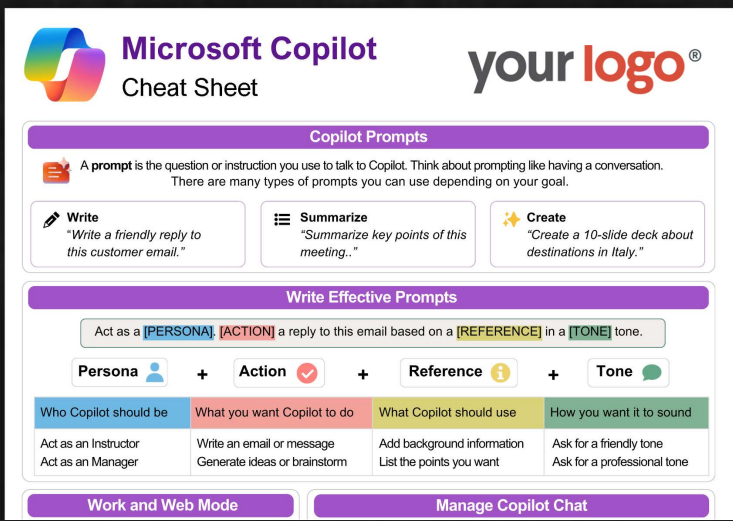
1. Open an email or create message.
2. Click Copilot in the toolbar.
3. Ask for help drafting, summarizing, or improving your message.

What Outlook Copilot Can Do

You can also ask Copilot to:

- Draft professional email replies.
- Adjust tone (formal, casual, concise).
- Highlight key points or action items.

Sample Prompt: "Draft a professional reply to this email."



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- Excel
- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

Wellness

- Mental Health
- Personal Growth
- Well-Being
- Work/Life Balance

Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

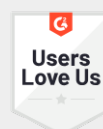
Includes	Free	Paid Plans		Compare To
		Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
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