

# Unlock the Power of Microsoft Copilot



#### Overview

Small and medium-sized businesses are constantly seeking smarter, faster ways to get work done. Microsoft Copilot brings the power of Al directly into the tools your team already uses - like Word, Excel, Outlook, and Teams - helping you save time, boost productivity, and make better decisions.

#### Goal



What do you want from Copilot?

"I want a list of 3 bullet points to prepare me for..."

#### Context



Why do you need it and who is involved?

"...an upcoming board meeting with senior stakeholders, as we review our revenue sales from the past year broken down by month."

### **Expectations**



How do you want Copilot to respond?

"Please respond with a professional tone..."

#### Source



What info do you want Copilot to reference?

"...and reference [this] document."

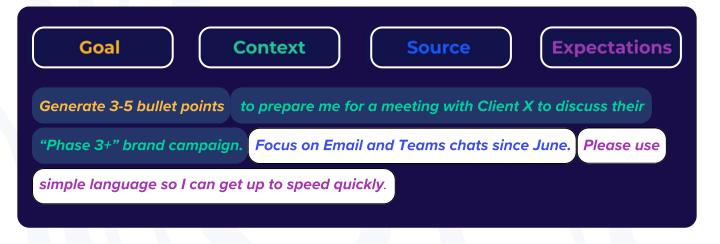
# To get the best response, focus on these key elements when phrasing your Copilot prompts:

- Goal: What do you want to achieve?
- Context: What is the background or situation?
- Expectations: What do you expect from Copilot?
- Source: Which information sources or samples should Copilot use?

## Additional questions to consider

- How should Copilot respond to best meet your expectations?
- What response do you want from Copilot?
- Why do you need it and who is involved?

#### **Example Prompt**



# Workday efficiencies with Copilot



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