

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 AI 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

Goal	Context	Source	Expectations
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.			

Workday efficiencies with Copilot

Summarise A Long PDF  Turn a 20 page PDF into 5 bullets using Copilot in Edge 	Draft Emails  Use it as your professional writer to draft emails 	Generate Images  Create custom images for emails and social media 	Learn New Skills  Get consolidated key points about your interests 	Answer Complex Questions  Get answers to questions that require deep thinking 
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