



# Microsoft's AI Copilot

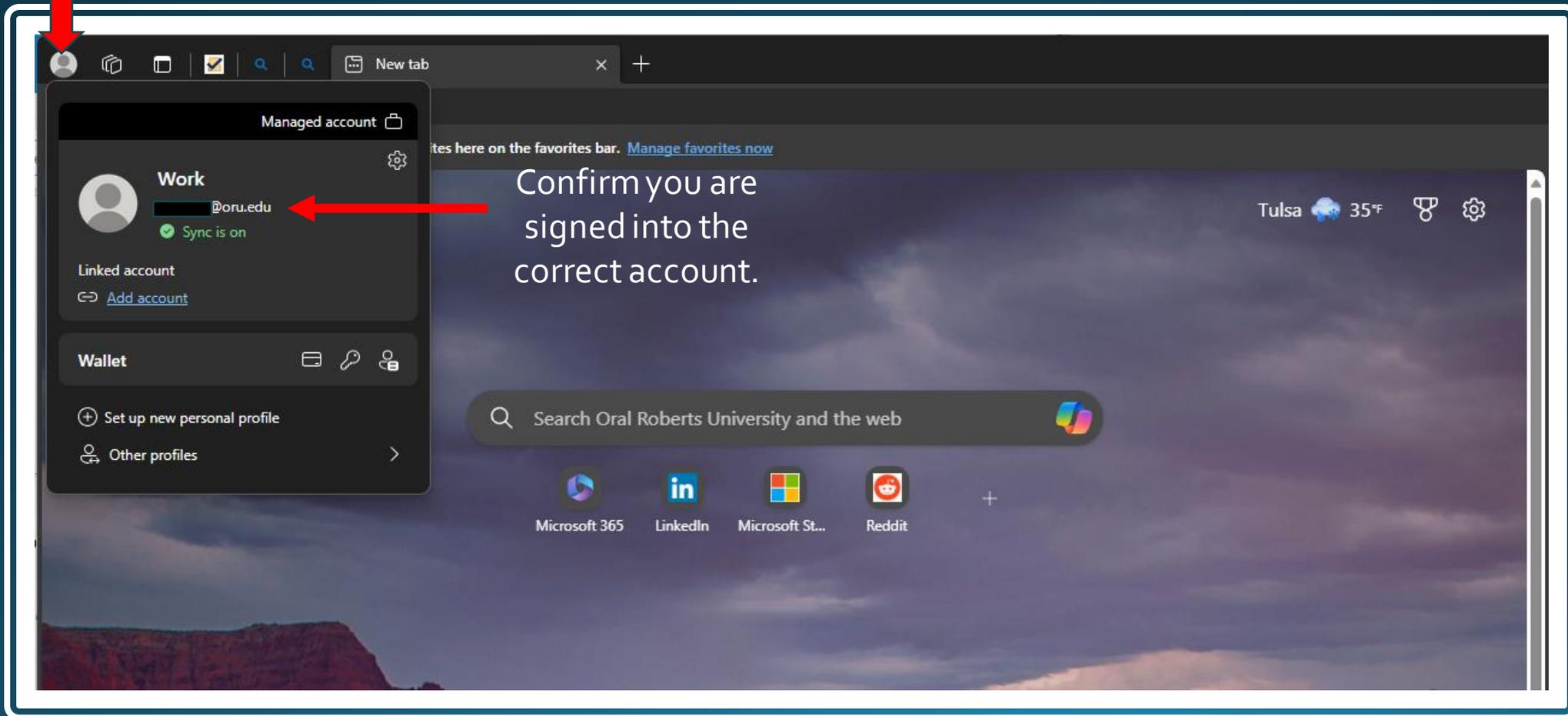
Your Everyday AI Companion

Available for all staff and faculty for  
free through your work (oru.edu)  
email.



# Use Microsoft Edge Browser to access Copilot

Click here to sign-in with your work email.

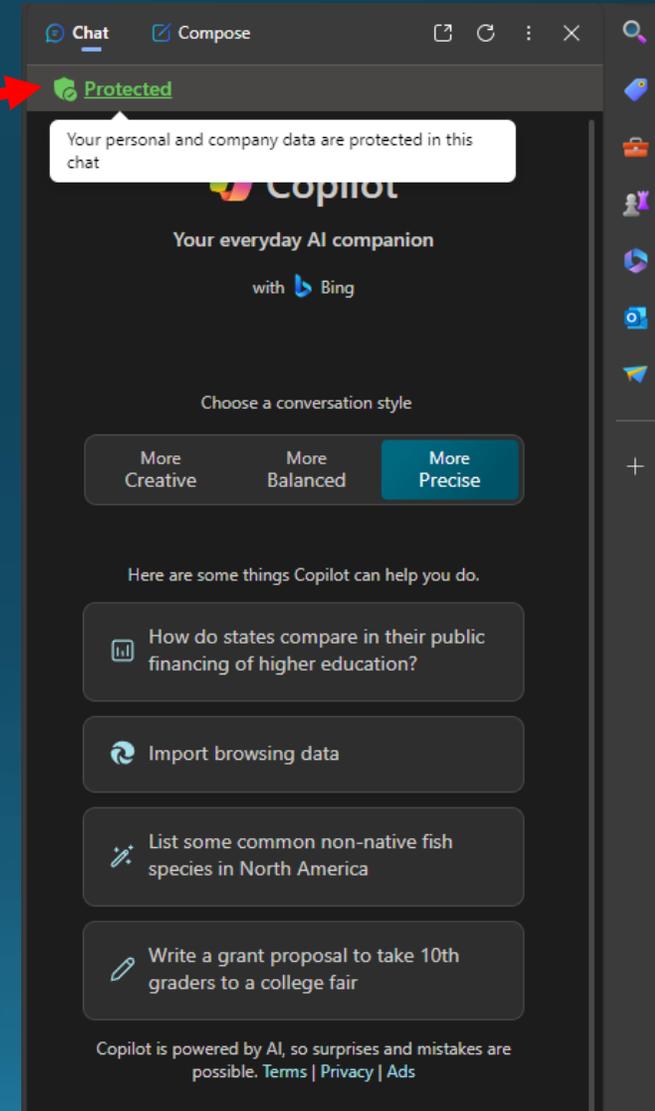
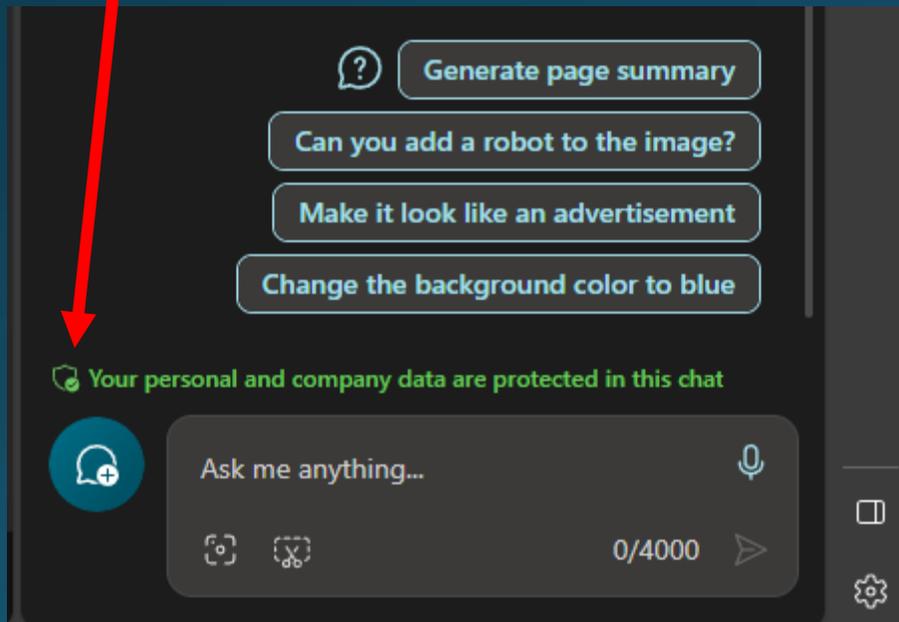


Click here for Copilot



A screenshot of a Microsoft Edge browser window. The address bar shows 'New tab' and 'Search or enter web address'. The main content area displays the Oral Roberts University (ORU) homepage with a search bar and social media links. On the right side, the Copilot sidebar is open, showing the Copilot logo, the text 'Your everyday AI companion with Bing', and three conversation style buttons: 'More Creative', 'More Balanced', and 'More Precise'. Below these are several suggested prompts for Copilot to assist with, such as 'How do states compare in their public financing of higher education?' and 'Write a grant proposal to take 10th graders to a college fair'. At the bottom of the sidebar, it states 'Copilot is powered by AI, so surprises and mistakes are possible. Terms | Privacy | Ads'. The background of the browser window is a scenic landscape with a river and mountains.

When signed in correctly, you should see the following messages at the top and bottom of the chat window.



The image shows a browser window with the URL <https://truelist.co/blog/generation-z-statistics/>. The article title is "Generation Z Statistics – 2023" by Branka, updated on January 7, 2023. The article text discusses Generation Z's consumer preferences and marketing strategies. On the right, a chat interface is open, displaying a "generate page summary" button (highlighted with a red arrow) and a summary of the article's key points, including population statistics, marketing insights, and workforce projections.

- Generate page summaries with ease.
- You can also describe in the prompt how you want the summary to be generated.
- For example:
  - bullet points
  - Highlights
  - key points
  - Long/short summaries
  - Etc.
- You can do the same with PDFs, Word Docs, and Text files.
- Typically, any file that loads correctly in a browser can be used.

Article: <https://truelist.co/blog/generation-z-statistics/>

The screenshot shows a web browser with the URL <https://truelist.co/blog/generation-z-statistics/>. The page title is "Generation Z Statistics - 2023". The author is Branka, and it was updated on January 7, 2023. The article discusses Generation Z's consumer preferences and marketing strategies. A chat interface on the right shows a prompt: "what percentage of global population are Gen Zers?". The response states: "Generation Z, or Gen Z for short, makes up a significant portion of the global population. As of the data available, Gen Z constitutes about 26% to 30% of the total global population<sup>1 2 3</sup>. Please note that these percentages might vary slightly depending on the exact years used to define this generation." The response includes a citation to "writersblocklive.com".

- It is not limited to page summaries.
- You can also ask questions about the contents of the webpage/file.
- Prompt example: "What percentage of global population are Gen Zers?"
- Response: Generation Z, or Gen Z for short, makes up a significant portion of the global population. As of the data available, Gen Z constitutes about 26% to 30% of the total global population<sup>123</sup>. Please note that these percentages might vary slightly depending on the exact years used to define this generation.

Notice an additional source was cited here. This is because the prompt was too general. See next slide for a better prompt.

Generation Z Statistics 2024 - Truelist

Marketing Blog About us Contact us

# Generation Z Statistics – 2023

Written by: **Branka** Posted in: [Home](#) → [Insights](#) →  
Updated: January, 7, 2023

While Millennials are still regarded as the most powerful age group by many, Generation Z has started moving into the consumer spotlight and mind you, they have their own set of preferences which significantly influence consumption patterns. We've prepared these powerful Generation Z statistics to help you craft your marketing strategy for this distinctive demographic bunch whose importance is currently on the rise. Read on to learn more about the interests, shopping habits, and behavior of the generation that has grown up with digital technology.

## Generation Z Statistics (Editor's Choice)

- Gen Zers make up 26% of the global population. (Issuu)
- In the US, Gen Zers are expected to account for 40% of consumers. (Business Insider)
- 55% of the Gen Z population chooses eco-friendly and socially responsible brands. (99designs)
- Gen Zers are projected to make a total of 27% of the workforce by 2025. (Mccrindle)
- A whopping 91% of the Gen Z population say technology would be a decisive factor for choosing a job. (Dell)

Chat: Protected

Searching for: percentage of global population that are Generation Z

Generating answers for you...

Your personal and company data are protected in this chat

Generation Z, or Gen Z for short, makes up a significant portion of the global population. As of the data available, Gen Z constitutes about 26% to 30% of the total global population<sup>1 2 3</sup>. Please note that these percentages might vary slightly depending on the exact years used to define this generation.

Learn more

- 1 truelist.co
- 2 writersblocklive.com

2 of 30 responses

based on this page, what percentage of global population are Gen Zers?

Searching your page for information

Generating answers for you...

Your personal and company data are protected in this chat

According to this page, Generation Z makes up about one-third of the global population<sup>1</sup>. That means out of about 7.4 billion people in the world, 2.56 billion belong to Generation Z<sup>2</sup>.

References: truelist.co

- 1 2

3 of 30 responses

Answer from the web instead

What are some common interests of Generation Z?

How can I reach Gen Z on social media?

What is the difference between Gen Z and Baby B...

Your personal and company data are protected in this chat

Ask me anything...

0/4000

Prompt: based on this page, what percentage of global population are Gen Zers?

Response: According to this page, Generation Z makes up about one-third of the global population<sup>1</sup>[1]. That means out of about 7.4 billion people in the world, 2.56 billion belong to Generation Z<sup>2</sup>[2].

References: truelist.co

# Text to Image Generation

- Uses DALL-E 3 AI image model.
- Use simple or complex prompts to generate images.
- In this example the following prompt was provided.
  - “Generate an image of AI helping college students with their homework.”
- Copilot will generate four variations of the image to choose from.
- If none of them fit your needs, simply regenerate or provide a more descriptive prompt.

generate an image of AI helping college students with their homework



Your personal and company data are protected in this chat

I'll try to create that.



1 of 30 responses



"AI helping college students with their homework"

Image Creator from Designer

Powered by DALL-E 3



Generate page summary

Can you add a robot to the image?

Make it look like an advertisement

Change the background color to blue



Your personal and company data are protected in this chat



Ask me anything...



0/4000





### AI helping college students with their homework

Designer | 1024 x 1024 jpg | 1 hr ago

#### Protected

- Import browsing data
- List some common non-native fish species in North America
- Write a grant proposal to take 10th graders to a college fair

Copilot is powered by AI, so surprises and mistakes are possible. [Terms](#) | [Privacy](#) | [Ads](#)

generate an image of AI helping college students with their homework

Your personal and company data are protected in this chat

I'll try to create that.

1 of 30 responses



"AI helping college students with their homework" Image Creator from Designer Powered by DALL·E 3

- Generate page summary
- Can you add a robot to the image?
- Make it look like an advertisement
- Change the background color to blue

Your personal and company data are protected in this chat

Ask me anything... 0/4000



### AI helping college students with their homework

Designer | 1024 x 1024 jpg | Created now

Protected

Import browsing data

List some common non-native fish species in North America

Write a grant proposal to take 10th graders to a college fair

Copilot is powered by AI, so surprises and mistakes are possible. [Terms](#) | [Privacy](#) | [Ads](#)

generate an image of AI helping college students with their homework

Your personal and company data are protected in this chat

I'll try to create that.



1 of 30 responses



"AI helping college students with their homework"

Image Creator from Designer Powered by DALL·E 3

Generate page summary

Can you add a robot to the image?

Make it look like an advertisement

Change the background color to blue

Your personal and company data are protected in this chat



Ask me anything...



0/4000



# Feature list

- Generate page summaries for articles, pdfs, etc.
- Each conversation is limited to 30 responses.
- After 30 responses, you have to a new conversation.
- References are provided for general Q&A.
- Text to image generation using DALL-E 3.
- You can provide an image to interact/ask questions.
- Note: You may not be able to interact with a webpage if the webpage owner blocked AI/Bots from searching the page contents.

generate an image of AI helping college students with their homework



Your personal and company data are protected in this chat

I'll try to create that.



1 of 30 responses



"AI helping college students with their homework"

Image Creator from Designer

Powered by DALL-E 3



Generate page summary

Can you add a robot to the image?

Make it look like an advertisement

Change the background color to blue



Your personal and company data are protected in this chat



Ask me anything...



0/4000



# 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.

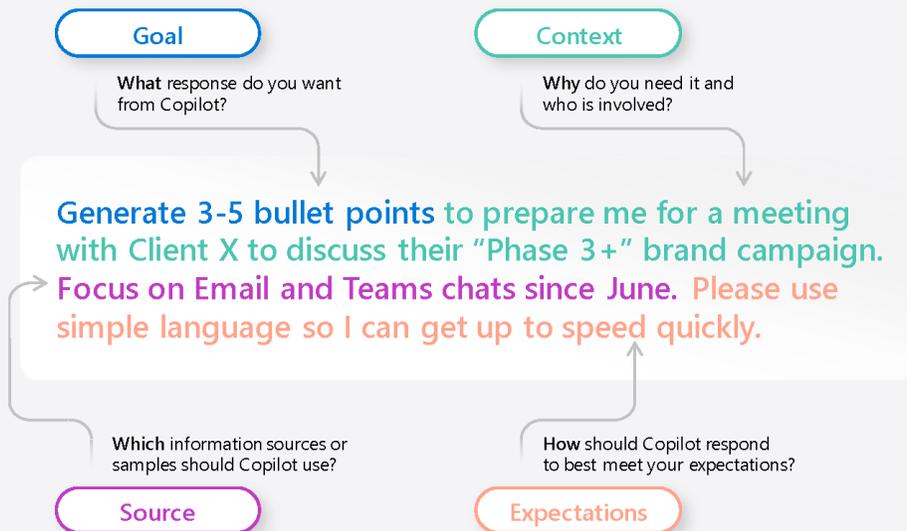
### 1. Tell Copilot what you need

There are many types of prompts you can use depending on what task you want done.

- ✓ **Learn about projects and concepts:**  
"What is [Project X] and who are the key stakeholders working on it?"
- ✓ **Summarize information:**  
"Write a session abstract of this [presentation]."
- ✓ **Edit text:**  
"Check this product launch rationale for inconsistencies."
- ✓ **Create engaging content:**  
"Create a value proposition for [Product X]."
- ✓ **Transform documents:**  
"Transform this FAQ doc into a 10-slide onboarding guide."
- ✓ **Catch-up on missed items:**  
"Provide a summary of the updates and action items on [Project X]."

### 2. Include the right prompt ingredients

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



# Microsoft 365 Copilot: The art and science of prompting

## 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.



### 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.



### Translating languages

Ask Copilot to translate a sentence to one of the supported languages, then ask for more context or a regional dialect.



### Storytelling assistance

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



### Solving technical problems

Present a technical problem, then narrow it down, or ask for step-by-step guidance.

## Helpful hints to keep in mind

### Know Copilot's limitations.

Copilot is limited to your current conversation, so give lots of details.

### Be professional.

Using polite language improves Copilot's response.

### Communicate clearly.

Pay attention to punctuation, grammar, and capitalization.

### Use quotation marks.

This helps Copilot know what to write, modify, or replace for you.

### Start fresh.

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



Learn more about Microsoft 365 Copilot on our [support page](#).

# 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

- 1 **Be clear and specific.**  
Provide specific instructions to Copilot, such as topic, purpose, tone, and required length.
- 2 **Keep it conversational.**  
Give feedback to Copilot based on the quality of its responses to help the AI learn and match your preferences.
- 3 **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.
- 4 **Ask for feedback.**  
Requesting feedback from Copilot helps it to understand your needs and preferences, and to provide you with more relevant, helpful responses.
- 5 **Write legibly.**  
Use correct punctuation, capitalization, and grammar when writing prompts, as this will help the AI produce better quality text and responses.
- 6 **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.
- 7 **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.
- 8 **Be polite.**  
Using kind and respectful language when chatting with Copilot helps foster collaboration and improves the AI's responsiveness and performance.

## Don'ts

- 1 **Be vague.**  
When prompting Copilot, avoid using vague language, and be as clear as possible to receive better-quality responses.
- 2 **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.
- 3 **Use slang, jargon, or informal language.**  
This may cause Copilot to give low-quality, inappropriate or unprofessional responses.
- 4 **Give conflicting instructions.**  
Prompting Copilot to perform a task that includes multiple or conflicting pieces of information in the same request can confuse the AI and result in lower quality responses.
- 5 **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."