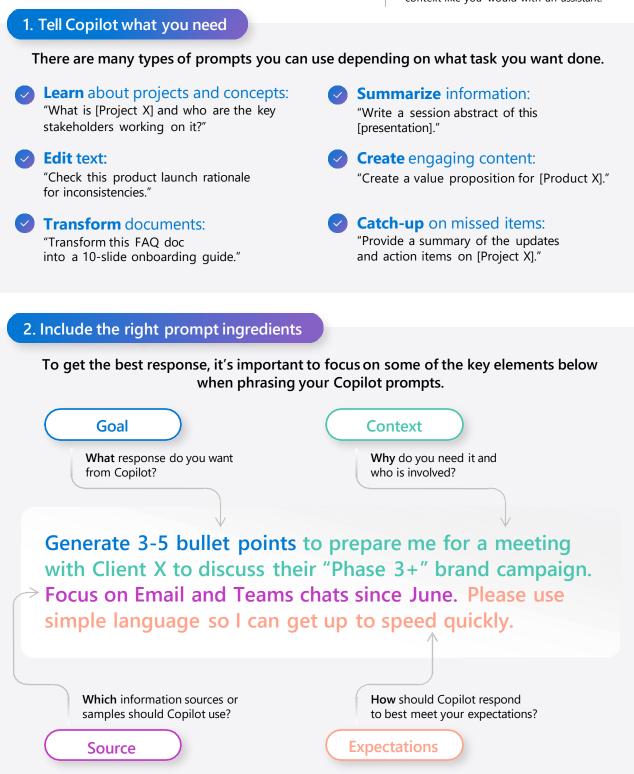
Microsoft 365 Copilot: The art and science of prompting

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.



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.

Gaining insights

Ask for a summary of a specific file, then ask relevant questions to gain deeper insights.



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.