



Try these examples of Copilot prompts to be more productive with Microsoft 365 applications (requires the paid Copilot add-on):

Copilot in Word

Drafting documents:

- Write a 1-page summary of this report.
- Create a formal business proposal on [topic] using the attached file.

Improving content:

- Rewrite this paragraph to sound more professional.
- Condense this section into 2 sentences.

Formatting:

- Format this document for a formal presentation.
- Add headings and bullet points to this text.

Copilot in Excel

Analyzing data:

- Summarize sales data from this spreadsheet.
- Create a chart showing the monthly revenue growth for the top 5 products.

Formula help:

- Generate a formula to calculate the total of column B.
- Explain this complex formula.

Data visualization:

- Insert a bar chart comparing Q1 and Q2 performance.
- Highlight the top 3 values in this column.

Copilot in Teams

Meeting summaries:

- Summarize the key takeaways from this Teams meeting.
- Create a list of action items based on this conversation.

Meeting follow-ups:

- Draft an email summarizing today's meeting and the next steps.
- Generate a task list from this Teams chat.

Copilot in Outlook

Email drafting:

- Draft an email to follow up on the attached meeting notes.
- Write a reminder email about the upcoming deadline for [project].

Summarizing conversations:

- Summarize this email conversation into key action points.
- Create a response summarizing my next steps.

Scheduling help:

- Find the next available time on my calendar.
- Propose a new meeting time based on these preferences.

Copilot in PowerPoint

Slide creation:

- Create a 10-slide presentation summarizing this report.
- Turn this Word document into a slide deck.

Design suggestions:

- Improve the layout of these slides.
- Add relevant icons or images to this presentation.

Content refinement:

- Summarize this slide to fit into 3 bullet points.
- Add a transition between these slides

How will you leverage these Copilot prompts to save time in Microsoft 365?

Friendly Reminder: Microsoft Copilot is always evolving, so its features and capabilities may change over time. Be sure to test different prompts to find what works best for your content and goals!