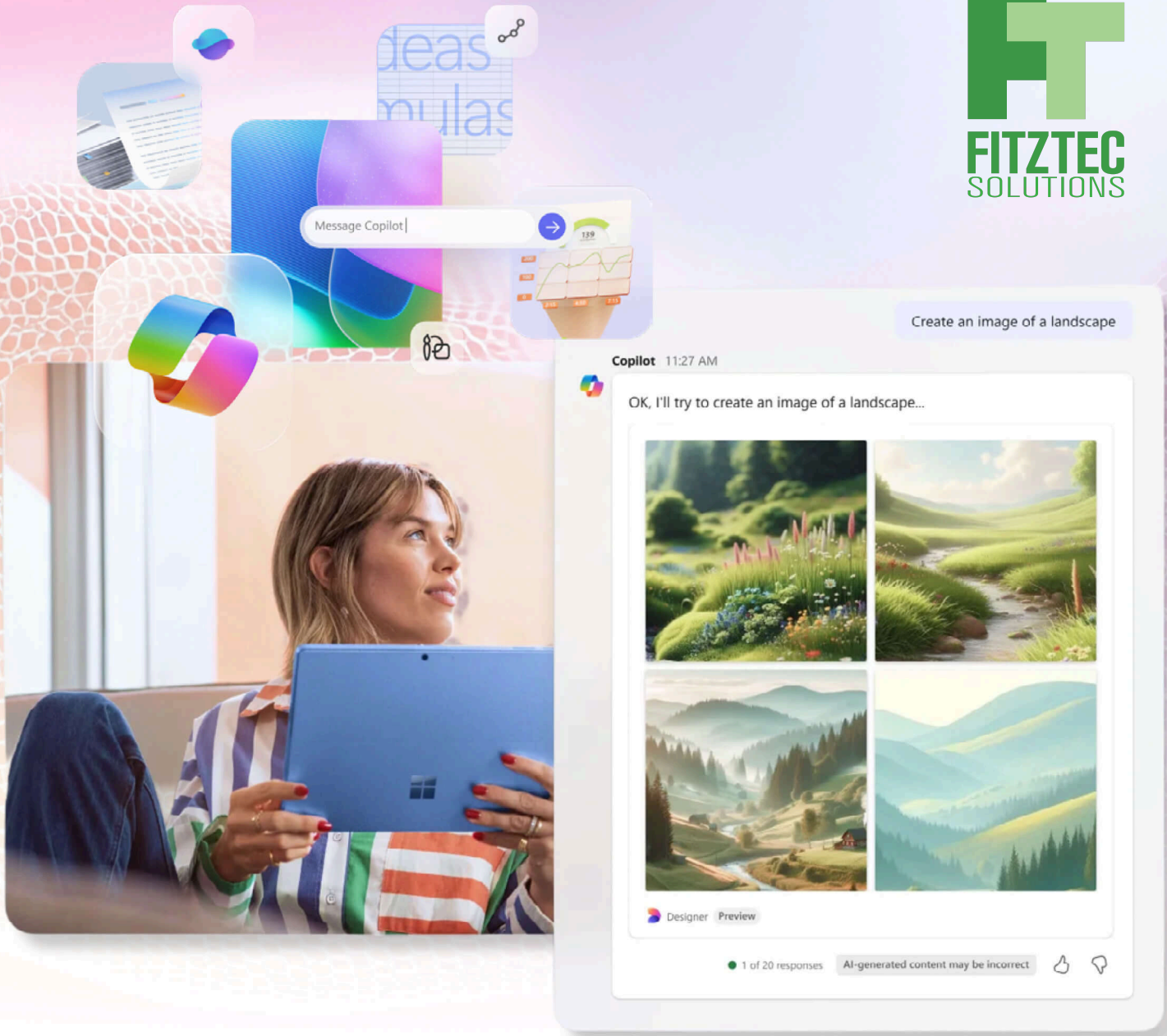




Real Prompts to Try in Copilot Chat

A practical guide for everyday **Microsoft 365** users

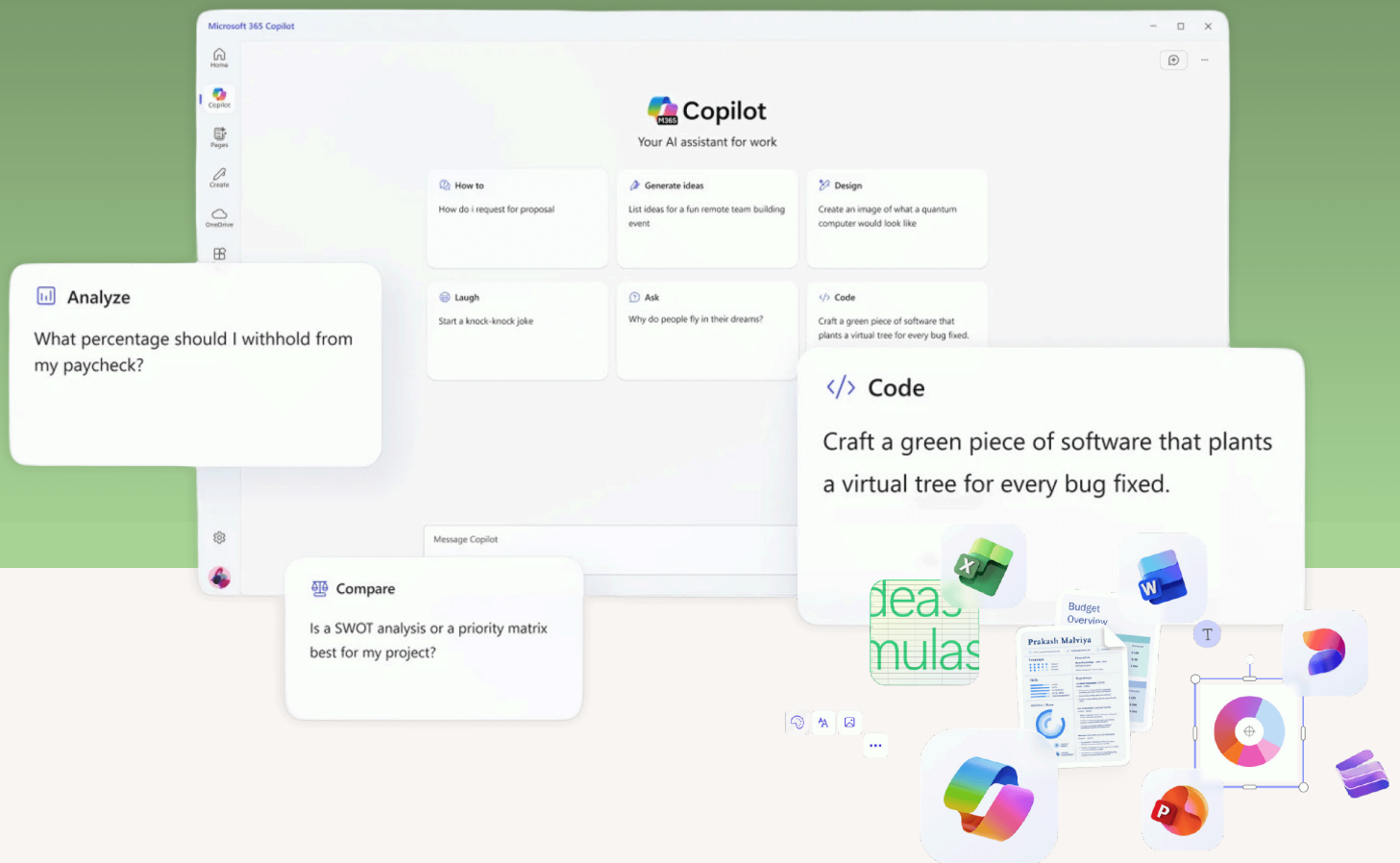
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Try
Copilot
Chat



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Start Using Copilot Chat With Prompts You Already Need

Most people want to use AI but never know what to type. They try a quick message, get a vague answer, and assume the tool is not helpful. The truth is that Copilot Chat works best when you give it the same kind of detail you would give a real coworker.

- Give it clarity.
- Give it context.
- Tell it the outcome you want.

That is why we included simple prompting tips before each example. These tips show how to talk to Copilot Chat to get clearer, more useful results. When you combine a good tip with a real work scenario, you can create prompts that actually help you write, plan, summarize, and organize your day.

Use these examples as a starting point and feel free to adjust them to fit your role, team, or workflow. The more context you give Copilot Chat, the better it can support the work you already do.

Tip #1

**Talk to Copilot Chat
Like a Real Person**



PROMPT

I need to give constructive feedback to a team member. Here is my draft below. Rewrite it so it stays clear, supportive, and easy to receive.

Example:

"You've been missing deadlines and it's frustrating. You need to be more reliable."



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REAL COPILOT RESPONSE

Revised Feedback Message:

I appreciate the effort you've been putting into your work. I've noticed that a few deadlines have been missed recently, and that can create challenges for the team. Meeting deadlines is important for keeping projects on track, so I'd like us to explore what might be getting in the way and how I can support you. I'm confident that with some adjustments, you'll be able to deliver consistently.

NOTE: The actual response will adjust based on your draft

Tip #2

**Give Copilot Chat the
Context and the
Desired Outcome**



PROMPT

Summarize the following email thread it into 3 parts:

1. A short overview
2. Decisions that need my input
3. Items my team can handle without me



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REAL COPILOT RESPONSE

Short Overview

The leadership team discussed upcoming project timelines, resource allocation, and client deliverables. There were concerns about meeting deadlines and suggestions for improving communication between departments.

Decisions That Need Your Input

- Approval of the revised project timeline (two-week extension requested).
- Confirmation on whether to prioritize Client A's deliverable over internal system upgrade.
- Budget adjustment for additional contractor support.

Items Your Team Can Handle Without You

- Scheduling cross-team check-ins for next week.
- Drafting a communication plan for stakeholders.
- Updating the shared project tracker with new milestones.

NOTE: Copilot will base the summary and action item on your email thread.

Tip #3

**Ask Copilot Chat to
Take On a Specific
Role to Improve
the Output.**



PROMPT

Act as an editor. Here are messy meeting notes:

Sample Messy Notes:

Attendees: John, Sarah, Me, Finance team

Talked about Q4 budget, marketing spend

John said Q4 Budget needs further review

Sarah wants to push marketing campaign but needs budget approval

Finance said budget tight, maybe cut travel

Open: Who approves the budget?

Turn them into a clean summary with attendees, decisions, and open items. Keep everything neutral and professional.



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REAL COPILOT RESPONSE

Here's the cleaned-up version of your messy notes, formatted professionally:

Meeting Summary

Attendees

John (Operations), Sarah (Marketing), Finance Team, Regina (You)

Decisions

- The Q4 budget requires further review before approval.
- The marketing campaign proposal is pending budget confirmation.

Open Items

- Clarify who has authority to approve the Q4 budget.
- Determine if travel expense reductions are necessary.

NOTE: Copilot will reformat your notes to match the requested structure.

Tip #4

**Give It Background
So It Understands
the Situation**

Role: Sales Representative
App: Copilot in Outlook



PROMPT

Here is the background on this prospect - Acme Corp - and the last email I sent.

Last Email Sent Subject Line: Shared our product overview and offered a demo slot.

Write my follow-up message to be friendly, confident, and easy to reply to. End with a simple question that invites them to re-engage.



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REAL COPILOT RESPONSE

Here's the rewritten follow-up message based on your prompt:

Subject: Quick Follow-Up

Hi [Prospect Name],

I hope you're doing well! I wanted to follow up on the overview I shared and see if you had any thoughts. We'd love to show you how our product can help your team reach its goals.

Would next week work for a quick 15-minute demo?

Looking forward to your thoughts!

Best,

[Your Name]

NOTE: Content varies based on your email and relationship context.

Tip #5

**Ask Copilot to
Simplify and Explain
Complex Topics**



PROMPT

Can you explain the difference between Deferred Taxes & Intercompany Consolidations?
Explain it to me as if I were a 5th grader.



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REAL COPILOT RESPONSE

Deferred Taxes

- Imagine you have a piggy bank. You earned \$10, but the rules say you only have to give \$2 to taxes later, not right now.
- So you keep the \$2 in your piggy bank, knowing one day you'll have to hand it over.
- That "waiting to pay" part is what companies call Deferred Taxes — money they owe in taxes, but not until the future.

Intercompany Consolidations

- Now imagine you own two lemonade stands: one on your street and one at the park.
- If the park stand buys lemons from the street stand, that's just you trading with yourself.
- When you show your parents how much money you made, you don't count that trade twice — you only count the money from real customers.
- That's what companies do with Intercompany Consolidations — they combine all their businesses together and remove the "trading with themselves" so the numbers aren't doubled.

So the difference is:

- Deferred Taxes = waiting to pay taxes later.
- Intercompany Consolidations = cleaning up the numbers when parts of the same company trade with each other.

NOTE: Copilot's response can be simplified based on the grade level or age of the audience.

Tip #6

**Ask for Multiple
Versions So You Can
Choose the Best One**



PROMPT

I need some headline ideas for our upcoming buskin music event where we're launching our new product. Can you give me 5 versions that feel bold, fun, and event-ready?



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REAL COPILOT RESPONSE

Absolutely — I'll craft 5 bold, fun, and event-ready headline options for your buskin music event + product launch. Each one is designed to grab attention, feel celebratory, and set the right vibe:

Headline Ideas

- Turn Up the Street Beat: Our New Product Hits the Stage
- Launch Loud: Music, Energy, and Innovation Collide
- Buskin Beats, Bold Release: Experience What's Next
- From Rhythm to Reveal: A Street Party Launch
- Soundtrack of Tomorrow: Celebrate Our Big Debut

NOTE: Results depend on the details included in your request.

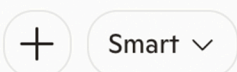
Tip #7

**Tell Copilot Chat
Who the Audience Is.**



PROMPT

I'm welcoming a new sales representative to our real estate company and want the email to feel personal, motivating, and aligned with how I speak as CEO. Create a strong welcome message that sets the tone, encourages high performance, and makes them feel confident about joining our sales team. I'll add or adjust details after you draft it.



REAL COPILOT RESPONSE

Subject: Welcome to the Team!

Hi [Name],

I'm thrilled to welcome you to [Company Name]! You're joining a group of driven professionals who are passionate about helping clients find the perfect property and delivering exceptional service every step of the way.

Your role as a Sales Representative is critical to our success, and I'm confident you'll make a big impact. We believe in setting high standards, supporting each other, and celebrating wins together. If you bring your energy and commitment, we'll give you the tools and guidance to thrive.

Take time to get familiar with our process, but don't hesitate to jump in and ask questions. We're here to help you succeed—and I'm excited to see what you accomplish. Welcome aboard! Let's make this a great chapter for you and for [Company Name].

Best regards,

[Your Name]
CEO, [Company Name]

NOTE: Response will adjust based on the background details and tone you provide.

Tip #8

**Let Copilot Know
When Something
Isn't Right With It's
Response**



PROMPT

I'm creating a label for my homemade honey ginger tea and I noticed the product description you created before is too long. Can you shorten it, keep it friendly, and make sure it still sounds appealing for customers reading it on the bottle?

Sample Label Text (Too Long):

"Our Homemade Honey Ginger Tea is crafted in small batches using locally sourced honey and freshly grated ginger to give you a warm, soothing experience. Each bottle is carefully prepared to bring out the natural sweetness of the honey while balancing it with the gentle heat of ginger. This tea is perfect for relaxing after a long day, boosting your immune system, or enjoying a comforting drink any time of year. We take pride in using only natural ingredients with no preservatives or artificial flavors added. Sip slowly, savor the flavor, and enjoy a cup that feels like home."



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REAL COPILOT RESPONSE

Here's a shorter, friendlier version of your label description that keeps the warmth and appeal while being easy to read on a bottle:

Label Description (Shortened):

Crafted in small batches with local honey and fresh ginger, this tea is naturally sweet, gently spicy, and soothing anytime. Made with only real ingredients — no preservatives, no artificial flavors. Sip, savor, and enjoy a cup that feels like home.

NOTE: Copilot's output will change based on the text you provide. If the revised version still feels too long or not quite right, you can tell Copilot what to adjust and it will refine it further.

Tip #9

**Ask for the “Why”
Behind the Output**



PROMPT

This job description you rewrote looks good, but I want to understand your thinking. Can you explain why you organized it this way and why you highlighted certain responsibilities and qualifications? Walk me through your reasoning so I can make sure it matches what we need for this role.



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REAL COPILOT RESPONSE

Here's my reasoning behind how the job description was organized and why certain elements were emphasized:

The job description was designed to highlight the role's purpose and impact upfront, showing how it builds client relationships and drives success. Responsibilities are organized to mirror the client journey: onboarding, daily support, issue resolution, and feedback, making the role easy to visualize. Qualifications follow to keep the description welcoming, with emphasis on communication, organization, and a client-first mindset. Experience is noted as helpful but not required, ensuring the focus stays on skills and attitude rather than years of service.

- **Purpose first:** Opens with the role's mission to show why it matters.
- **Logical flow:** Responsibilities follow the client journey for easy understanding.
- **Inviting tone:** Qualifications come after responsibilities to keep candidates engaged.
- **Key traits:** Communication, organization, and client-first attitude are emphasized.
- **Inclusive approach:** Experience is optional, broadening the candidate pool.

NOTE: Output varies depending on the details and instructions you provide.

Tip #10

**Set the Level of
Detail You Want**



PROMPT

I'm writing a short announcement about our updated customer support hours. Please rewrite this in a clear, friendly tone, and keep it to 2–3 sentences only. If you need more details, let me know and I'll add them.

"We've been getting customer calls at all kinds of hours lately, and the team is having a hard time keeping up with the current setup. I'm planning to update our support hours to something more realistic, but I don't know how to explain it without sounding confusing. Starting next month, we're switching to a 7 AM to 10 PM schedule, but the way I wrote it feels way too long and unclear. Can you help me make this shorter, friendlier, and easier for customers to understand?"



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REAL COPILOT RESPONSE

Here's a clear and friendly rewrite for your announcement:

Starting next month, our customer support team will be available from 7 AM to 10 PM daily. These updated hours give us more structure while still allowing you to reach us when you need help. We appreciate your understanding and look forward to serving you during our new schedule.

NOTE: Results depend on the detail level and instructions you provide.

Bonus Tip

**For Creative Tasks,
Give Examples**



Role: Marketing Specialist
App: Copilot in the Web App

PROMPT

I'm trying to write a caption for our community workshop post, but it doesn't sound right and I can't get the tone the way I want it. I'm going for something upbeat, friendly, and a little playful. Here are a couple of example captions that feel close to what I want — can you use these as inspiration and rewrite my caption so it matches the desire vibe?

Examples of what I'm looking for:

1. "Ready to learn something new? Join us and level up your skills — good vibes guaranteed."
2. "Small steps, big impact. Come hang out, connect, and walk away with something useful."



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REAL COPILOT RESPONSE

Got it — thanks for sharing the vibe you're aiming for. I'll show you how I'd rewrite a workshop caption into that upbeat, friendly, playful style, using your examples as inspiration.

Draft Caption Options

- "Curious minds, friendly faces. Join our workshop and pick up skills you'll actually use."
- "Learn, laugh, and level up — this workshop is all about good energy and useful takeaways."
- "Community + creativity = the perfect mix. Come hang out and leave with something new."
- "Not your average workshop. Expect fresh ideas, fun vibes, and practical tips you can apply right away."
- "Bring your curiosity, we'll bring the good vibes. Together, we'll make learning feel easy and fun."

NOTE: Creative results will vary based on the style references you give Copilot. The examples or inspiration can be text-based and uploaded images.

Try Copilot Chat for yourself

Scan the QR code below to try a few prompts and get a feel for the experience.



If you want to learn more about what Copilot can do or need a few more prompt ideas to get started, just reach out.



<https://www.fitztec.com/>

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