

Microsoft Copilot Prompt Guide

Microsoft Copilot is your intelligent assistant across various Microsoft 365 applications, designed to enhance productivity and streamline workflows for businesses. From project management to document creation and collaboration, Copilot is here to assist. Here's a guide to powerful prompts tailored for Microsoft 365 applications:

1. Outlook

Email Assistance:

Prompt: "Draft an email to [Contact Name] about [Subject]."

Copilot assists in composing emails, suggesting content based on the provided subject and recipient.

Meeting Scheduler:

Prompt: "Schedule a meeting with [Team Members] for [Date/Time]."

Copilot helps create and send meeting invites, including suggested meeting times based on availability.

Email Summarization:

Prompt: "Summarize the key points of this email thread."

Copilot provides a concise summary of the main points from a lengthy email chain.

✉ sales@italik.co.uk

☎ 01937 848380

🌐 www.italik.co.uk



2. Teams

Meeting Preparation:

Prompt: "Create an agenda for the upcoming team meeting."

Copilot generates a structured agenda template with sections for topics, discussions, and action items.

Document Collaboration:

Prompt: "Start a document collaboration session for [Project Name]."

Meeting Notes:

Prompt: "Generate meeting notes for the [Client Meeting/Team Briefing]."

Copilot creates meeting notes based on the meeting agenda and discussions, ready for sharing with attendees.

3. Word

Document Outline:

Prompt: "Create an outline for the [Report/Proposal/Document]."

Copilot generates a structured outline for your document, including headings and subheadings.

Formatting Assistance:

Prompt: "Format this document for [Meeting/Presentation/Client Review]."

Copilot helps format your document according to the specified purpose, ensuring consistency and professionalism.

Research Assistance:

Prompt: "Research information on [Topic] for the document."

Copilot gathers relevant information and sources on the specified topic, ready for inclusion in your document.





4. Excel

Data Analysis:

Prompt: "Analyze sales data for the [Product/Region] in Excel."

Copilot performs data analysis on the specified dataset, generating insights and visualizations.

Chart Creation:

Prompt: "Create a chart to visualize the sales trends."

Copilot helps create a visual chart based on the provided data, suitable for reports and presentations.

Pivot Table Creation:

Prompt: "Generate a pivot table for the [Sales Data]."

Copilot creates a pivot table to summarize and analyze the sales data, allowing for deeper insights.

5. PowerPoint

Slide Creation:

Prompt: "Create a slide deck for the [Presentation Topic]."

Copilot generates a starter slide deck with placeholders for title, content, and images, saving time in slide creation.

Design Assistance:

Prompt: "Design a professional slide layout for the presentation."

Copilot suggests design layouts, color schemes, and font combinations for a polished presentation.

Transition and Animation:

Prompt: "Add transitions and animations to the slides."

Copilot assists in adding engaging transitions and animations to enhance the presentation.



How to Use:

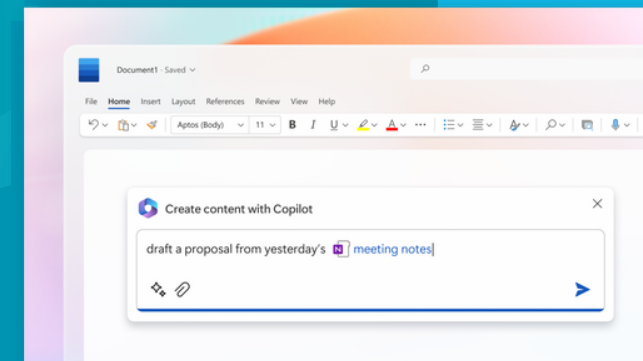
Open Copilot in the desired Microsoft 365 application (Outlook, Teams, Word, Excel, PowerPoint, etc.). Enter the prompt in the chat or prompt box.

Copilot processes the request and provides suggestions, templates, or insights.

Review and customize the output as needed for your business needs.

Unlock the full potential of Microsoft Copilot to simplify tasks, improve collaboration, and drive efficiency across your Microsoft 365 applications.

Ready to integrate Copilot into your business? Feel free to reach out with any questions or to schedule a consultation. [Click here](#) or for further information call 01937 848 380. Alternatively, send an email to copilot@italik.co.uk



✉ sales@italik.co.uk

☎ 01937 848380

🌐 www.italik.co.uk