

Microsoft Copilot Prompting Guide

★ To yield a desired result from Microsoft Copilot, you must use questions or instructions called **prompts** to inform what you want. Prompts can consist of four parts:

GOAL

What do you want Copilot to do?

Ex. I need a 1500 word blog post on the topic of in-house vs. outsourced IT...

CONTEXT

What is the purpose and who are the participating parties?

Ex. ... that will live on our company website for consumption by a technical audience.

EXPECTATIONS

How do you expect Copilot to respond to best meet your needs?

Ex. The tone of the blog should be engaging but informative...

SOURCE

What documentation or information do you want Copilot to focus on?

Ex. ...and leverage the bulleted list from [relevant document] saved in OneDrive.

★ As little or as much information as you'd like can be entered into a prompt, but a **clear goal** is always required. However, better results will be achieved when more than just the goal is provided.

Tips for Better Prompting

★ BE AS DETAILED AS POSSIBLE

As mentioned above, adding more information to your prompt, such as context, source, or your expectations, will yield better results.

★ USE POSITIVE INSTRUCTIONS

Tell Copilot what you want it to accomplish rather than what you don't want it to do. Do this by using If-Then instructions.

★ STRUCTURE YOUR PROMPTS

When prompting, the order of your request matters, and can impact the response you receive. Play around with different orders to determine what result best matches needs.

★ EDIT AND REGENERATE

Your first prompt might not yield the best or final result. If/when this happens, revise your phrasing and try again.