



Unlock the Power of Microsoft Copilot for Your Business

Small and medium-sized businesses are constantly seeking smarter, faster ways to get work done. Microsoft Copilot brings the power of AI directly into the tools your team already uses—like Word, Excel, Outlook and Teams—helping you save time, boost productivity and make better decisions.

Prompt Ingredients

To get the best response, focus on these key elements when phrasing your Copilot prompts:

- Goal: What do you want to achieve?
- Context: Why do you need this, and who is involved?
- Expectations: How should Copilot respond to best meet your needs?
- Source: Which information sources or samples should Copilot use?

Sample prompt: “Generate 3–5 bullet points to prepare me for a meeting with Client X to discuss their ‘Phase 3+’ brand campaign. Focus on Email and Teams chats since June. Please use simple language so I can get up to speed quickly.”

Workday Efficiencies with Copilot

Summarize a Long PDF

Turn a 20–page, jargon-filled PDF into 5 bullets using Copilot in Edge.

Sample prompt: “Give me a bulleted list of key points from this file. Provide up to 5 bullet points.”

Learn New Skills

Ask questions tailored to your needs and interests to get consolidated key points from the internet for you.

Sample prompt: “Generate a list of activities to improve my public speaking. Make the list as a 3-week calendar.”

Draft Emails and Social Content

Use Copilot as your professional writer on call to draft emails, captions and more.

Sample prompt: “Generate three ways to say [x] for social media posts and an email campaign. Be concise and use a smart voice.”

Get Answers for Specific, Complex Questions

Get answers to questions that require multiple data points or a degree of analysis.

Sample prompt: “Recommend an approach to sell to [x] market. Leverage my product catalog and files.”

Recap a Meeting

Let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.

Sample prompt: “Draft an email with notes and action items from the meeting.”

Revise This Content

When you have a rough draft of an idea, turn it into usable text and then vary the length and tone.

Sample prompt: “Rewrite this draft with Copilot.”