



Microsoft

# Copilot Chat In-App Prompt Guide

This guide supports the free Copilot Chat experience in Microsoft 365 apps.

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Since Copilot Chat can't access tenant data or documents automatically, each prompt is designed for use with pasted or attached content. Use the Placeholder version to customise quickly or the Example version to see it in action.

## Word

How to use free Copilot Chat in Word:

- Open the document, launch Copilot, and paste the text/section you want analysed.
- For best results, select and copy long sections first; the free Copilot Chat won't read the full file automatically.
- For long documents, break them into chunks, like one section or 3–5 pages at a time.

### Word Prompt 1: Executive summary from pasted section

**When to use:** Turn dense sections into a summary for leaders.

**Placeholder (copy/paste):** I will paste a document section below. Create a 5-bullet executive summary in plain language and a 1-sentence takeaway.

**Example (ready to run):** From the text below, create a 5-bullet executive summary and one key takeaway in plain language.

**Pro tip:** Ask for a specific format if needed (e.g., bullets + 80-word abstract).

### Word Prompt 2: Extract action items and owners

**When to use:** You want to convert notes into tasks.

**Placeholder (copy/paste):** From the text I paste, list action items with owner, due date (if any) and status (new/blocked/in progress). Return as a table.

**Example (ready to run):** From the text below, list action items with owner, due date (if present) and status (new/blocked/in progress). Return as a table.

**Pro tip:** Tell Copilot if you want CSV for easy Excel import.

### Word Prompt 3: Create a structured outline

**When to use:** Prepare to expand a messy section into a clean document.

**Placeholder (copy/paste):** Using the pasted notes, create a hierarchical outline (H1/H2/H3) that I can paste back into Word headings.

**Example (ready to run):** From the notes below, produce an H1/H2/H3 outline that I can paste into Word headings.

**Pro tip:** Follow up with “Draft H1 + first H2 section to ~150 words each.”

### Word Prompt 4: Compare two versions (A/B) and suggest a blended edit

**When to use:** You’re deciding between two passages.

**Placeholder (copy/paste):** I will paste Version A and Version B. Identify strengths/risks of each, and return a blended rewrite that keeps A’s clarity and B’s detail.

**Example (ready to run):** Compare the two passages below (A then B). List pros/cons, and provide a merged rewrite that keeps A’s clarity and B’s detail.

**Pro tip:** Paste A and B clearly labelled.

## Teams

How to use free Copilot Chat in Teams:

- Copy the chat or channel messages you want summarised and paste them into Copilot Chat.
- If there are images/files, include short captions or pasted text excerpts.
- For meetings, paste either your notes or transcript snippets; free Chat won't fetch the meeting automatically.

### Teams Prompt 1: Thread recap with decisions and open questions

**When to use:** Long chat threads need consolidation.

**Placeholder (copy/paste):**  
Summarise the pasted chat into: (1) decisions made, (2) open questions, (3) action items with owners.

**Example (ready to run):**  
Summarise the chat text below into decisions, open questions and action items (owner + due date if mentioned).

**Pro tip:** Ask for a "stakeholder-ready" version for leadership.

### Teams Prompt 2: Draft a concise reply in my voice

**When to use:** You want a quick, polished response.

**Placeholder (copy/paste):** Based on the pasted thread, draft a concise, friendly reply that: (a) acknowledges X, (b) proposes Y next steps, (c) asks Z question.

**Example (ready to run):** Using the thread below, draft a concise reply that acknowledges timeline risk, proposes a 2-day buffer and asks if design freeze can move to Friday.

**Pro tip:** Add "<= 80 words" to keep it tight.

### Teams Prompt 3: Turn brainstorm notes into a task board

**When to use:** Convert messy ideas into execution.

**Placeholder (copy/paste):** From the pasted brainstorm, convert items into a Kanban list: To Do, Doing, Done. Add owners if present.

**Example (ready to run):** From the notes below, output a Kanban list (To Do/Doing/Done) with owners if named.

**Pro tip:** Follow up with "Export as CSV with columns: Column, Task, Owner, Due."

### Teams Prompt 4: Stand-up summary (yesterday/today/blocks)

**When to use:** Prepare for daily stand-up quickly.

**Placeholder (copy/paste):** Turn the pasted notes into a stand-up update: Yesterday/Today/Blockers. Keep under 120 words.

**Example (ready to run):** From the notes below, create a stand-up update (Yesterday/Today/Blockers) under 120 words.

**Pro tip:** Add "use bullet points" for easy posting.

### Teams Prompt 5: Escalation draft for leadership

**When to use:** You need a crisp escalation message.

**Placeholder (copy/paste):** From the pasted thread, draft a leadership escalation: issue, impact, attempted fixes, ask and proposed timeline.

**Example (ready to run):** Using the text below, draft an escalation to leadership: issue, impact, attempted fixes, the specific ask, proposed timeline.

**Pro tip:** Specify audience (e.g., CTO) for tone.

## Outlook

How to use free Copilot Chat in Outlook:

- Open the conversation in Outlook, **copy the thread**, and paste it into Copilot Chat.
- For attachments, paste key excerpts or describe them briefly.
- Copilot Chat can draft replies, but you'll need to copy them into Outlook to send.

### Outlook Prompt 1: Summarise a long thread and next steps

**When to use:** You need the gist and actions fast.

**Placeholder (copy/paste):** Summarise the email thread in 5 bullets and list the next 3 concrete steps with owners.

**Example (ready to run):** Summarise the email thread below in 5 bullets and list the next 3 steps with owners.

**Pro tip:** Add "include a one-line status at the top."

### Outlook Prompt 2: Reply draft that confirms scope and timeline

**When to use:** Prevent scope creep and set dates.

**Placeholder (copy/paste):** From the pasted thread, draft a reply that confirms scope A/B/C, proposes a timeline and asks for approval.

**Example (ready to run):** Using the thread below, draft a reply that confirms scope (discovery, migration, training), proposes a 3-week timeline and requests approval.

**Pro tip:** Ask Copilot to suggest subject lines.

### Outlook Prompt 3: Polish a rough reply (tone, brevity)

**When to use:** Tighten your draft.

**Placeholder (copy/paste):**

Rewrite my pasted draft to be friendly, confident and under 120 words. Keep all facts intact.

**Example (ready to run):** Rewrite the draft below to be friendly, confident and <=120 words. Keep facts intact.

**Pro tip:** Add "include 2 alternative subject lines."

### Outlook Prompt 4: Extract dates, commitments and blockers

**When to use:** Track commitments from email.

**Placeholder (copy/paste):** From the pasted thread, list all dates, commitments and blockers in a table. Include who said it.

**Example (ready to run):** From the emails below, list dates, commitments and blockers in a table – including the sender for each item.

**Pro tip:** Follow up with "format as CSV."

### Outlook Prompt 5: Customer-ready response with empathy

**When to use:** De-escalate or handle sensitive issues.

**Placeholder (copy/paste):** Draft a calm, empathetic reply to the pasted complaint that acknowledges impact, outlines remediation and states the next check-in time.

**Example (ready to run):** Draft an empathetic response to the complaint below that acknowledges impact, outlines remediation steps and sets a follow-up for Friday 2pm.

**Pro tip:** Ask for 2 tone options (neutral vs. warm).

### Outlook Prompt 6: Create a follow-up template for similar cases

**When to use:** Save time on repeated replies.

**Placeholder (copy/paste):** From the pasted conversation, build a reusable follow-up template with placeholders for name, ticket number and dates.

**Example (ready to run):** Using the thread below, create a follow-up template with placeholders for customer name, ticket number and dates.

**Pro tip:** Store your favourite template in Quick Parts.

## PowerPoint

How to use free Copilot Chat in PowerPoint:

- Paste your brief, outline or speaker notes into the chat.
- Ask Copilot for slide titles and bullet points to copy into PowerPoint.
- For visuals, request concept ideas and alt text, as Copilot Chat won't insert graphics automatically.

### PowerPoint Prompt 1: Turn a brief into a 5-slide outline

**When to use:** Kick-start a deck quickly.

**Placeholder (copy/paste):** From the pasted brief, create a 5-slide outline with slide titles and 3 bullets per slide. End with a one-slide agenda.

**Example (ready to run):** Using the summary below, create a 5-slide outline (titles + 3 bullets each) and add a one-slide agenda at the top.

**Pro tip:** Follow up with "Draft speaker notes (40-60 words) per slide."

### PowerPoint Prompt 2: Executive summary slide

**When to use:** You need a single, high-impact slide.

**Placeholder (copy/paste):** Condense the pasted text into one executive summary slide: title + 5 bullets + 1 call to action.

**Example (ready to run):** From the content below, create one executive summary slide (title + 5 bullets + 1 CTA).

**Pro tip:** Ask for a 7x7 rule (max. 7 words per bullet).

### PowerPoint Prompt 3: Data-to-visual suggestion

**When to use:** Choose the right chart or visual.

**Placeholder (copy/paste):** From the data summary I paste, recommend the best chart type per insight and write one caption and alt-text for each.

**Example (ready to run):** Using the metrics below, suggest chart types per insight and provide one caption + alt-text per chart.

**Pro tip:** Ask for PowerPoint layout suggestions (e.g., comparison, two-column).

### PowerPoint Prompt 4: Storyline tightening

**When to use:** Sequence isn't landing.

**Placeholder (copy/paste):** Rewrite the pasted outline into a narrative arc: Problem → Impact → Options → Recommendation → Next Steps.

**Example (ready to run):** From the outline below, restructure into Problem/Impact/Options/Recommendation/Next Steps.

**Pro tip:** Then request a 30-second verbal pitch.

### PowerPoint Prompt 5: Speaker notes from bullet points

**When to use:** Fill out bullets with presenter notes.

**Placeholder (copy/paste):** Expand the pasted slide bullets into speaker notes (40–60 words per slide) in a conversational tone.

**Example (ready to run):** From the bullets below, write speaker notes (40–60 words per slide) in a conversational tone.

**Pro tip:** Ask for timing (e.g., ~30 seconds per slide).

## OneNote

How to use free Copilot Chat in OneNote:

- Paste your page or section notes into Copilot Chat.
- If you use tags (e.g., To-Do, Important), mention them so Copilot can extract them.
- For multi-page notebooks, paste one page at a time for best results.

### OneNote Prompt 1: Turn meeting notes into a project plan

**When to use:** Kick off execution from raw notes.

**Placeholder (copy/paste):** From the pasted meeting notes, create a mini project plan: goals, deliverables, milestones (dates if present) and owners.

**Example (ready to run):** Using the notes below, create a project plan with goals, deliverables, milestones (use any dates mentioned) and owners.

**Pro tip:** Follow up with “generate RAID (Risks/Assumptions/Issues/Dependencies).”

### OneNote Prompt 2: Action list with tags

**When to use:** Extract tasks from a messy page.

**Placeholder (copy/paste):** From the pasted notes, extract all tasks. Include tag (if mentioned), owner, due date and next step in one table.

**Example (ready to run):** From the text below, extract all tasks with any tags, owners, due dates and next steps into a single table.

**Pro tip:** Ask for a “@mentions ready” list for Teams.

### OneNote Prompt 3: Topic summary across a long page

**When to use:** Find themes in a research page.

**Placeholder (copy/paste):** Summarise the pasted page into 5 themes with 1–2 supporting bullets each and a 2-sentence conclusion.

**Example (ready to run):** From the content below, produce 5 themes with 1–2 supporting bullets each and a 2-sentence conclusion.

**Pro tip:** Then ask for a reading list or next experiment.

### OneNote Prompt 4: Convert notes into a customer-facing summary

**When to use:** Share externally without internal detail.

**Placeholder (copy/paste):** Rewrite the pasted notes into a customer-facing summary: remove internal commentary; keep only outcomes and next steps.

**Example (ready to run):** From the notes below, write a customer-facing summary: remove internal comments; keep outcomes and next steps only.

**Pro tip:** Ask for “no proprietary terms”.

### OneNote Prompt 5: Create a checklist

**When to use:** Ensure repeatable execution.

**Placeholder (copy/paste):** From the pasted steps, create a numbered checklist with short, action-verb steps and a verification line at the end.

**Example (ready to run):** Using the steps below, output a numbered checklist with action verbs and add a final ‘verification completed’ line.

**Pro tip:** Ask for a “short + long” version.