

Prompt Library

Copilot AI skills training

Working effectively with Copilot starts with clear instructions. This library contains 10 essential prompts that you can immediately apply in your daily work.

The Prompt Formula

TASK: [Verb + Specific Goal]

CONTEXT: [Background + Details]

ROLE: [Expertise or perspective]

FORMAT: [Structure + Form of the final result]

SIMPLE EXAMPLE:

TASK: Summarize this meeting report

CONTEXT: MT meeting Jan 15, 12 participants

ROLE: You are an executive assistant

FORMAT: 5 bullets + action list in a table

Quick Start: 3 Prompts

1. Summarize Email

Goal: Quickly grasp long email threads

TASK: Summarize this email conversation and extract the action items.

CONTEXT: This is a discussion between [number] colleagues about [topic]. I need to know what was decided and what I need to do, this is my [role]

ROLE: Act as my personal assistant who manages my inbox.

FORMAT: First give 3 key points, then an action list with: What - Who - When.

[Paste the email thread here]

2. Summarize Document

Goal: Quickly extract the essence from long documents

TASK: Write a summary of this document.

CONTEXT: This is a [type of document] about [topic]. I need to understand the main points for [goal/meeting/decision].

ROLE: You are a research analyst who distills documents to their core.

FORMAT: Write a 1-paragraph summary, then 5 bullets with the most important insights.

[Upload document]

3. Create Meeting Minutes

Goal: Convert conversation reports into usable minutes

TASK: Convert this conversation report into structured meeting notes.

CONTEXT: This was a [type of meeting] about [topic]. Attendees were [roles]. We need to record the decisions and actions.

ROLE: You are an experienced minute-taker who knows how to capture the core of discussions.

FORMAT: Create notes with sections: Date & Participants - Discussed - Decided - Action Items (table: What/Who/Deadline).

[Upload transcript or paste conversation report]

7 Essential Prompts

1. Draft Email

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Goal: Quickly write emails with the right tone

TASK: Write an email to [recipient] about [topic].

CONTEXT: I need to [convey message]. The relationship with this person is [formal/informal].

Important context: [relevant details].

ROLE: You are my communication advisor who knows how to write professionally yet accessibly.

FORMAT: Email with: subject line, greeting, 2-3 paragraphs, concrete call-to-action, professional closing.

2. Create Meeting Agenda

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Goal: Create effective agendas that keep meetings productive

TASK: Create a meeting agenda for [type of meeting].

CONTEXT: The meeting lasts [time], there are [number] participants from [teams/departments].

The goal is [meeting goal]. We need to cover: [topics].

ROLE: You are an experienced facilitator who organizes productive meetings.

FORMAT: Agenda with: title & goal, participants, time slots per agenda item, desired outcome per point, preparation for participants.

3. Document Review

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Goal: Get feedback on drafts before sharing them

TASK: Review this document for clarity, structure, and tone.

CONTEXT: This document is going to [target audience] and must [achieve goal]. The style should be [formal/accessible/technical].

ROLE: Act as a senior editor who knows how to improve texts.

FORMAT: First, provide 5 concrete improvement points with examples. Then, provide the improved version of the 3 weakest paragraphs.

[Upload document or paste text]

4. Data Analysis with Excel

Goal: Quickly find patterns and insights in data

TASK: Analyze this dataset and provide the most important insights.

CONTEXT: This is data about [what]. I am looking for [patterns/trends/outliers]. Relevant for [decision/report/presentation].

ROLE: You are a data analyst who makes complex data understandable.

FORMAT: Provide 5 concrete insights with the underlying data. Suggest which visualizations best support the top 3 insights.

[upload Excel or CSV]

5. Create Presentation Outline

Goal: A clear structure for presentations

TASK: Create a presentation outline for [topic].

CONTEXT: The presentation is for [target audience] and lasts [time]. The goal is [persuade/inform/train]. Core message: [message].

ROLE: You are a presentation coach who knows how to tell a story.

FORMAT: Outline with 8-12 slides: slide title, core message per slide, suggested visual support.

6. Create Project Plan

Goal: Start a new project in a structured way

TASK: Develop a project plan for [project name].

CONTEXT: Project goal is [goal]. Duration is [period]. Key stakeholders: [who]. Deliverables: [what].

ROL: You are an experienced project manager who works with SMART goals.

FORMAT: Plan with sections: Executive summary, SMART goals, Timeline with milestones, Roles & responsibilities, Top 3 risks with mitigation.

7. Compare Documents

Goal: Spot differences between 2 versions of a document

TASK: Compare these two documents and highlight the most important differences.

CONTEXT: Document 1 is [description]. Document 2 is [description]. I need to understand what has changed for [reason].

ROLE: You are a meticulous analyst with an eye for detail.

FORMAT: Table with columns: Topic - What it was - What it is now - Impact. End with the top 3 most important changes.

[Upload both documents or paste the texts]

Special Copilot Functionality

Multimodal Prompts (Text + Images)

Goal: Analyze images and extract information from them

Example Screenshot Analysis:

TASK: Analyze this screenshot of a dashboard.

CONTEXT: This is our sales dashboard. I need to understand the main metrics for the management report.

ROLE: You are a business analyst who interprets visual data.

FORMAT: Provide 5 key takeaways with the exact figures you see.

[Upload screenshot]

Example Diagram Analysis:

TASK: Explain this process diagram in plain language.

CONTEXT: This diagram comes from technical documentation. I need to explain it to non-technical stakeholders.

ROLE: You are a technical communicator.

FORMAT: Write a step-by-step explanation with a maximum of 200 words.

[Upload diagram]

Important Advice

If you want to use Copilot to improve your prompt, always use brackets!

[] { } () square, round doesn't matter as long as they are brackets.

So, instruction then open bracket { your prompt} close brackets, then Copilot knows the difference between your instruction and what the instruction is about!

Example:

Improve this prompt **[Summarize this PDF for my meeting]**

Do's

- ✓ Start in a new chat for a new task
- ✓ Write prompts first in Word or Notepad
- ✓ Upload relevant documents
- ✓ Always check names, numbers, and facts
- ✓ Iterate: adjust the prompt if the output is incorrect
- ✓ Use Copilot's multimodal capabilities

Don'ts

- ✗ Stay too general ("write a summary")
- ✗ Multiple tasks in 1 prompt
- ✗ Rely on output without checking
- ✗ Use the same chat for different topics
- ✗ Forget to specify the format