

Top 10 to try first with Microsoft 365 Copilot Chat



1

Ask a question

Get insights and answers to your questions.

- How does [product] compare to [competitor product]? Provide the comparison in a table.



2

Draft an email

Generate an email draft and personalize the tone and length.

- Draft an email to [name] that informs them that [Project X] is delayed two weeks. Make it short and casual in tone.



3

Summarize a document

Simplify a long document, article, or PDF.

- Give me a bulleted list of key points from <insert file>.



4

Generate new ideas

Boost your creativity with ideas for your tasks such as agendas, image creation, social media posts, etc.

- Suggest 10 compelling taglines based on <insert file>.



5

Draft a document

Start from a full draft rather than a blank page.

- Write an outline for a creative brief for a video project.



6

Improve your writing

Write and edit like a pro.

- Generate three ways to say [text].



7

Learn something new

Quickly learn new skills and topics.

- Explain how a large language model works in simple terms.



8

Create an image

Leave behind stock images and text-only reports by creating images easily.

- Illustrate a romantic pop art image of an office worker experiencing a dramatic coffee crisis.



9

Translate a message

Read and write content in other languages.

- Translate the following text into French: [text].



10

Lighten up your work

Add some fun to your emails, messages, and meetings.

- Suggest 5 office-friendly jokes.

For more prompt examples, select “View prompts” above the Copilot Chat prompt box