

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