

From Insight to Impact: Practical AI in Action

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Agenda

9:00	9:15	Opening
9:15	9:45	Copilot AI Difference
9:45	10:15	Prompting Best Practices
10:15	10:30	Break
10:30	11:45	Hands on Practice
11:45	12:30	Office Productivity with Copilot Chat
12:30	1:30	Lunch and Networking
1:30	3:00	Transform a Process with AI agents – Be a Marketer for a Day
3:00	3:15	Break
3:15	4:00	Copilot Studio Agents for Universities Showcase
4:00	5:00	Questions and Wrap Up

Becoming Frontier

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Enrich
employee
experiences



Reinvent
customer
engagement

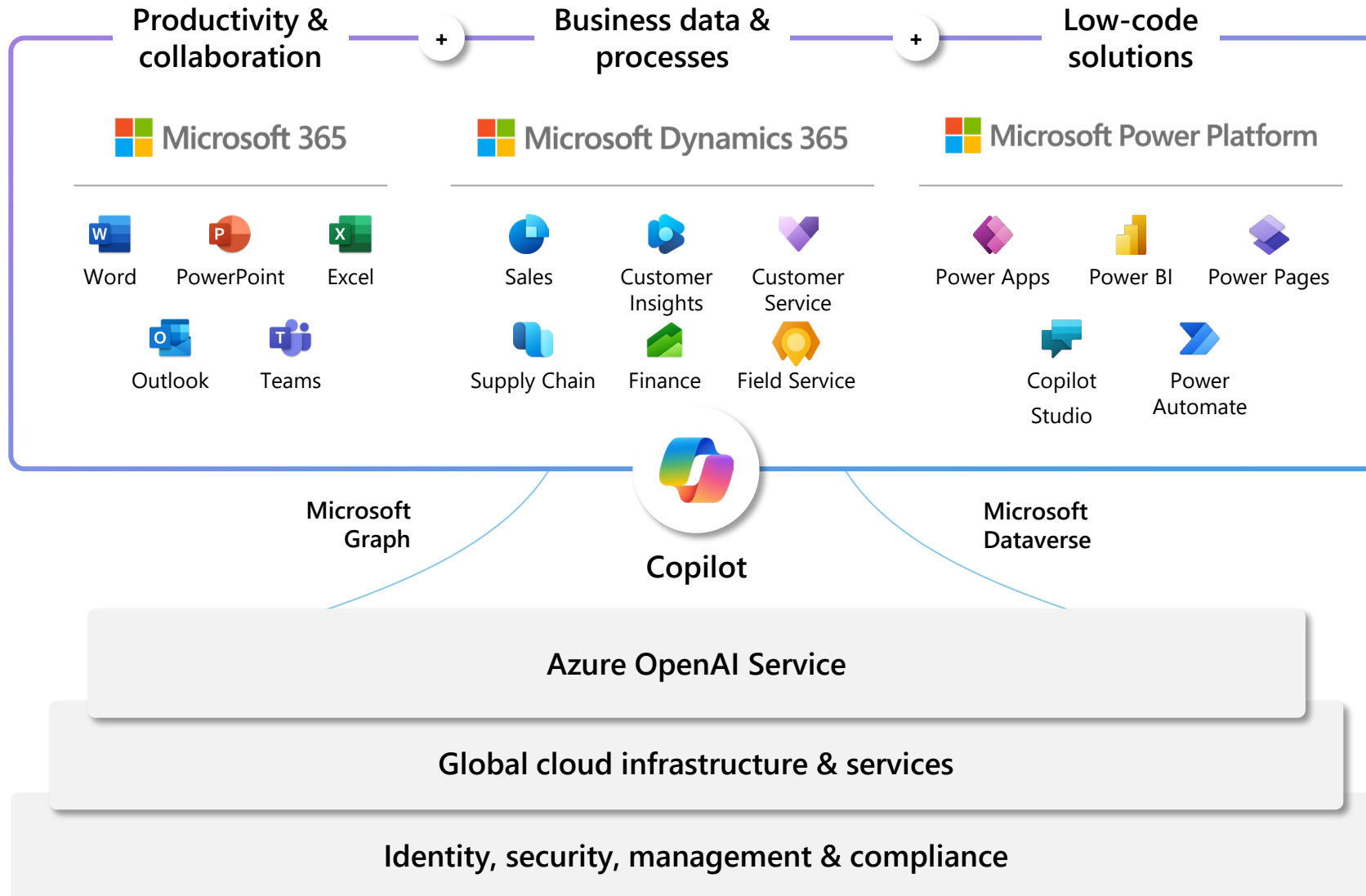


Reshape
business
processes



Bend the
curve on
innovation

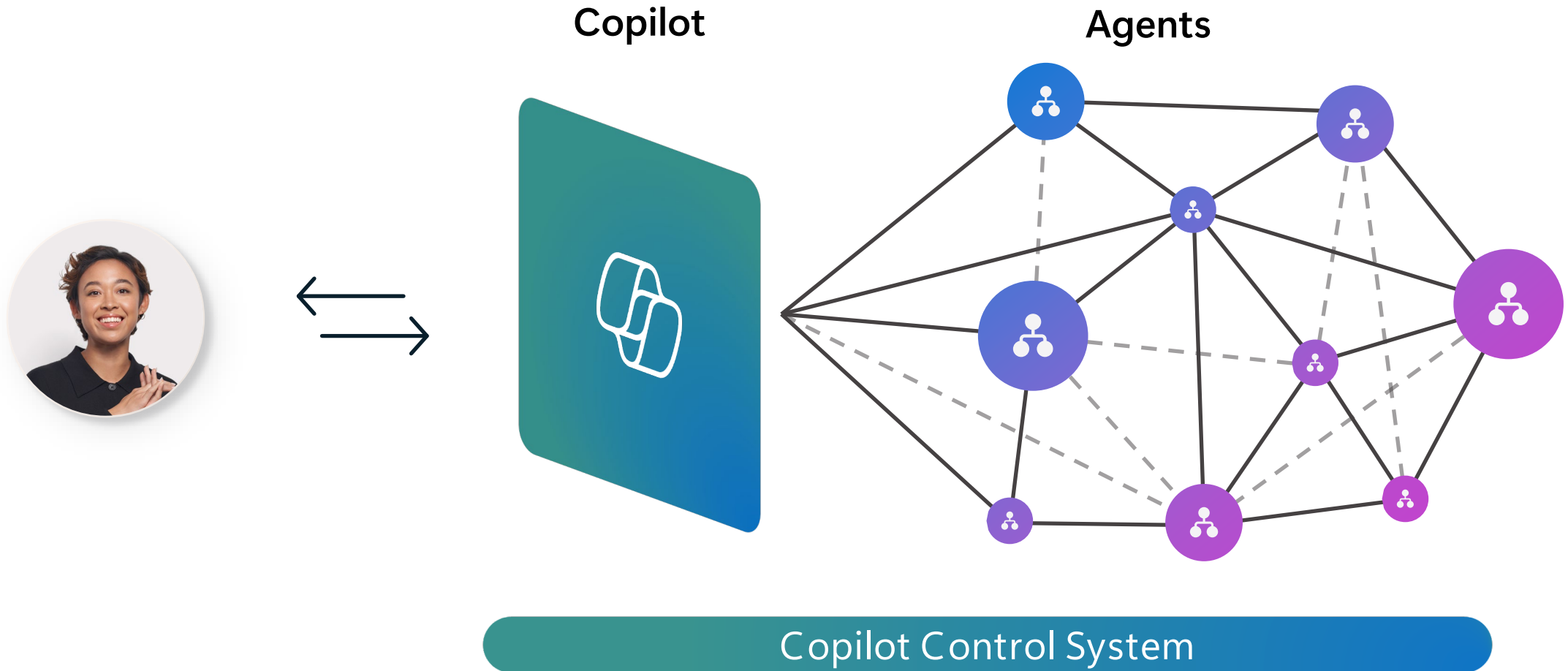
The blueprint for cross-organization impact



AI is not a tool *for* work.

It is a new dimension *of* work.

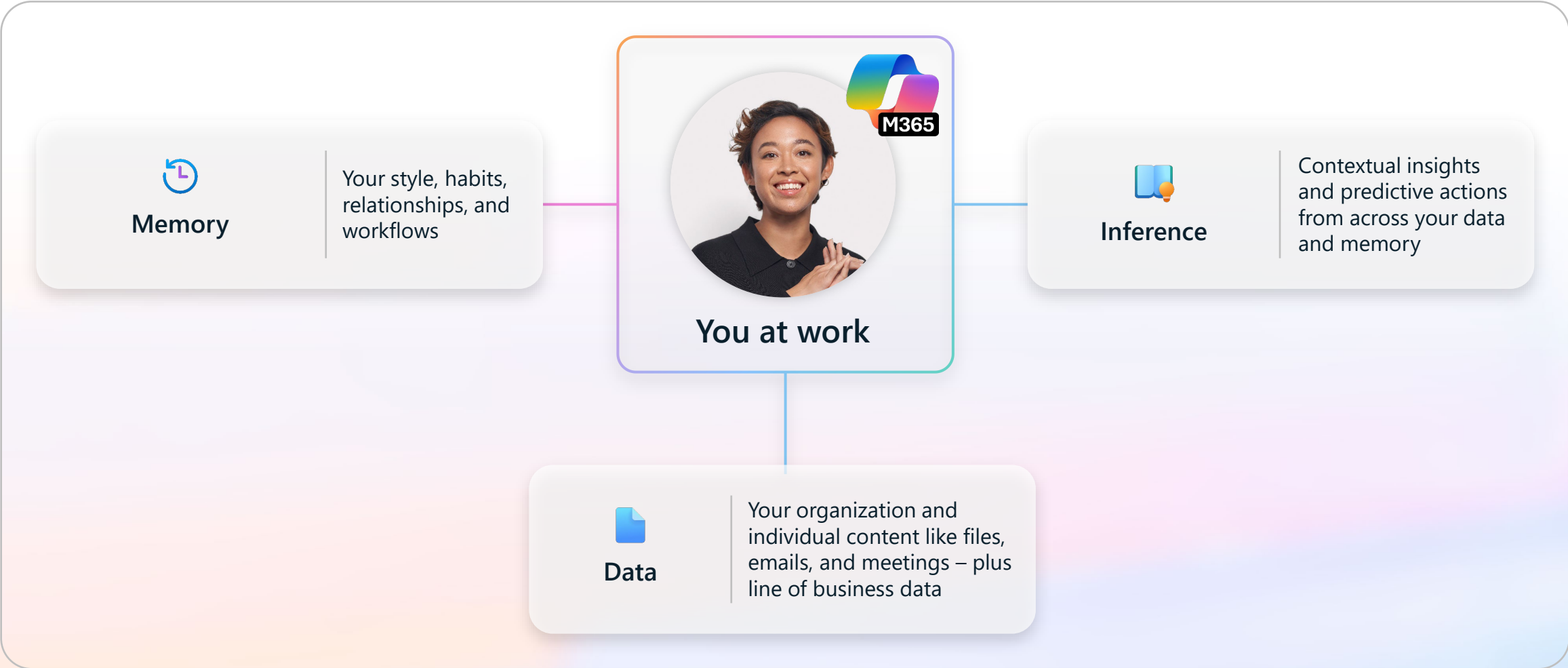
Copilot is the UI for AI





AI Built for Work

Work IQ



Microsoft 365 Copilot Advantages

AI built for work

1

All-in-1 AI productivity app

M365 Copilot app brings together Chat, Search, Agents, Notebooks and Create in a unified experience built for work to improve productivity with lower TCO.

2

Integrated in the tools that millions use every day

Copilot is integrated in M365 apps and Teams, with advanced AI skills like Agent Mode and Teams Mode to enhance personal and team productivity

3

Work IQ

Work IQ is the intelligence that makes Microsoft 365 Copilot uniquely built for work—grounded in organizational data, connected through the Microsoft Graph, and personalized through memory and context.

4

Agent platform

Copilot comes with an ecosystem of pre-built Microsoft agents like Researcher, Analyst, and Facilitator, along with trusted agents from partners and custom agents built with Copilot Studio, all available within Copilot Chat from the Agent Store.

5

Copilot Control System

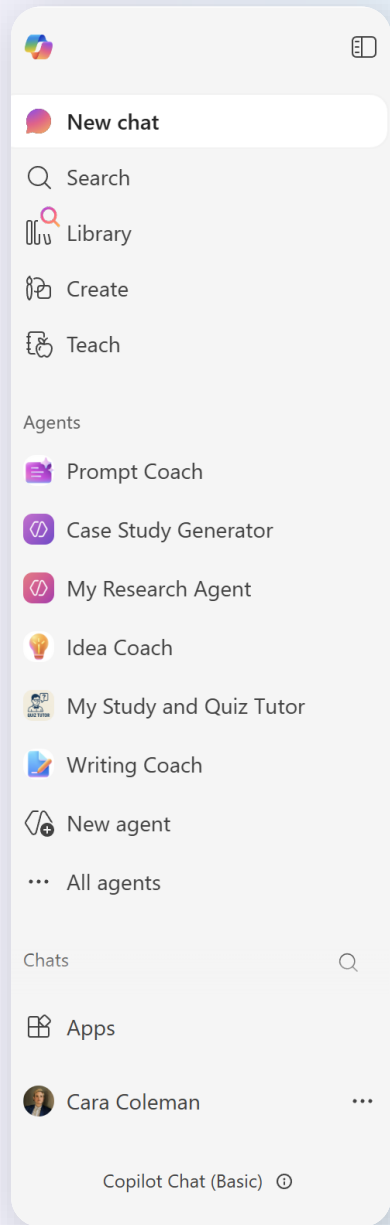
Robust security, management, measurement and reporting to understand business impact of Copilot along with standardized governance and controls.

6

Model Choice

Copilot takes the latest models and tailors them for work. Customers have the flexibility to choose between OpenAI and Anthropic models starting in Researcher, Agent Mode in Excel and when building agents in Copilot Studio.

Microsoft 365 Copilot Chat: AI Built for Education



Chat

Secure AI chat with the latest models available and Work IQ intelligence layer.

Search

AI search enhanced by Work IQ for fast and relevant results.

Agents

A broad ecosystem of pre-built agents available in the Agent Store and build your own agents in Copilot Studio.

Create

AI-generated images, posters, banners, videos, and more that are aligned to your organization's brand identity.

Teach

A home where educators can easily access AI-powered teaching tools.

Different Microsoft Copilots

<https://m365.cloud.microsoft/chat/>

<https://www.copilot.com>



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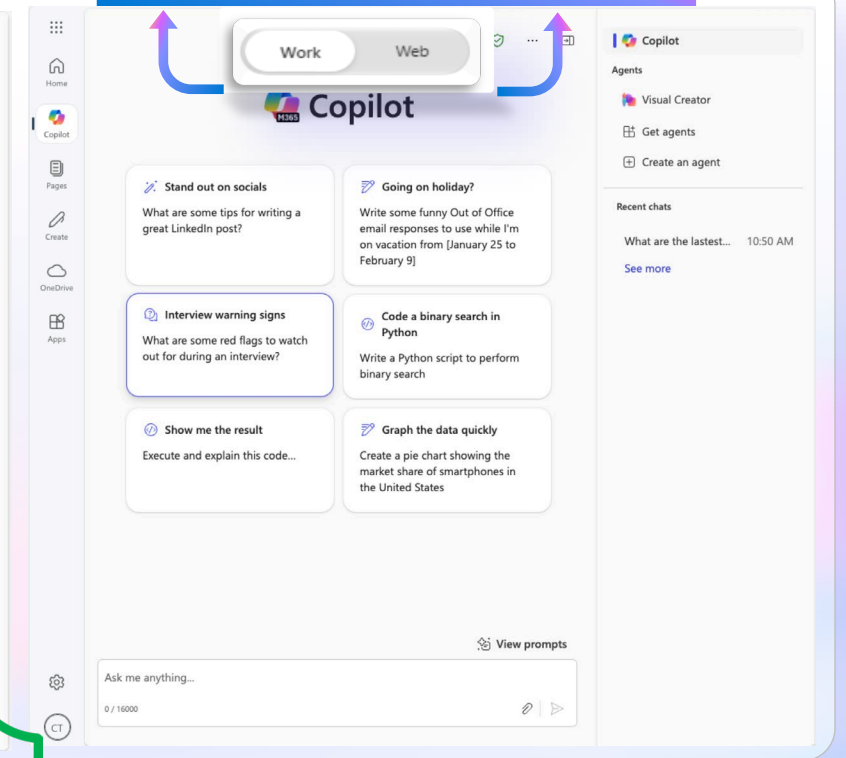
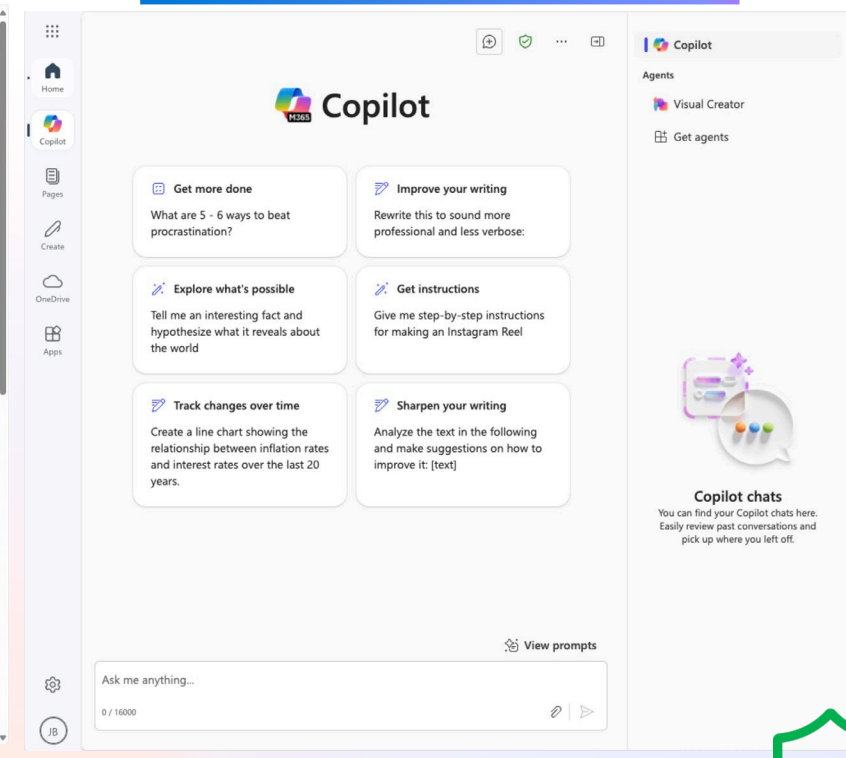
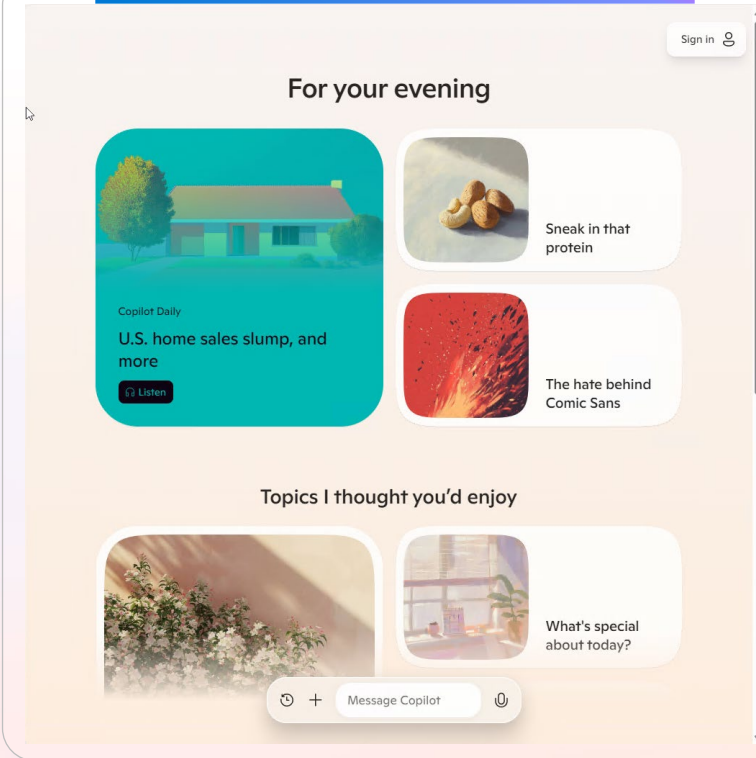


Microsoft 365 Copilot license

Copilot Chat Personal

Microsoft 365 Copilot Chat

Microsoft 365 Copilot



Uses public data +
uploaded personal files

Uses public data +
uploaded work files



Uses public data + YOUR
Microsoft work data



Microsoft 365 Copilot

Copilot Chat

- Web-grounded AI chat & agents
- Standard access to GPT-5.2¹
- Standard access to visual content creation in Create²
- Word, Excel, PowerPoint agents³

- Copilot Chat in Outlook understands your entire inbox and calendar³
- Pay-as-you-go custom agents grounded in your data



Microsoft 365 Copilot License

All-in-one productivity app

- AI chat grounded in the web and **Work IQ**
- AI-powered Search
- **AI-powered Notebooks**
- AI-powered Create (priority access¹)
- GPT-5.2 Priority access¹

Agent platform

- Pre-built Microsoft agents
- **Analyst & Researcher advanced reasoning agents**
- **Custom agents grounded in your data⁴**

Advanced Mgmt. & Analytics

Copilot in Microsoft 365 apps

- **Advanced skills and in-app editing**

Powered by Work IQ

Why Microsoft 365 Copilot Chat?

It's powerful and protected and extensible

Powerful
AI models



Copilot uses the latest LLMs and AI models (Claude, GPT 5.x)

Transparent about
sources



Copilot cites the data sources behind its answers

No knowledge
cutoff



Copilot provides up-to-date answers. Answers are not limited by the training date of the AI model

Enterprise data
protection



Microsoft doesn't save prompts or answers, nor use them to train the AI model



Personal Assistant

With power of Microsoft Graph can Copilot Chat ground responses in our work data.

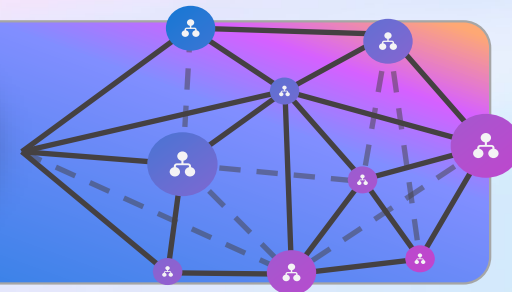


Microsoft 365 Copilot license required

Agents



Automate tasks and processes with agents



Microsoft is built on trust

1

Your data **is**
your data

2

Your data **is**
not used to
train or enrich
foundation
AI models

3

Your data and
AI models **are**
protected at
every step

4

Our Customer
Copyright
Commitment

[Microsoft Copilot Copyright
Commitment for Customers](#)

Copilot – a new way to find answers, not search

We're used to searching the internet with keywords and getting pages of links. Now, we can chat in **conversational language** to get detailed, customized answers from the internet:

We can ask for:



Summaries



Analyses



Tables



Content



Images

We can get answers that connect the dots across data points. We can get new answers that haven't been written before. This is why AI chat is often referred to as "generative AI"—it produces answers instead of links.

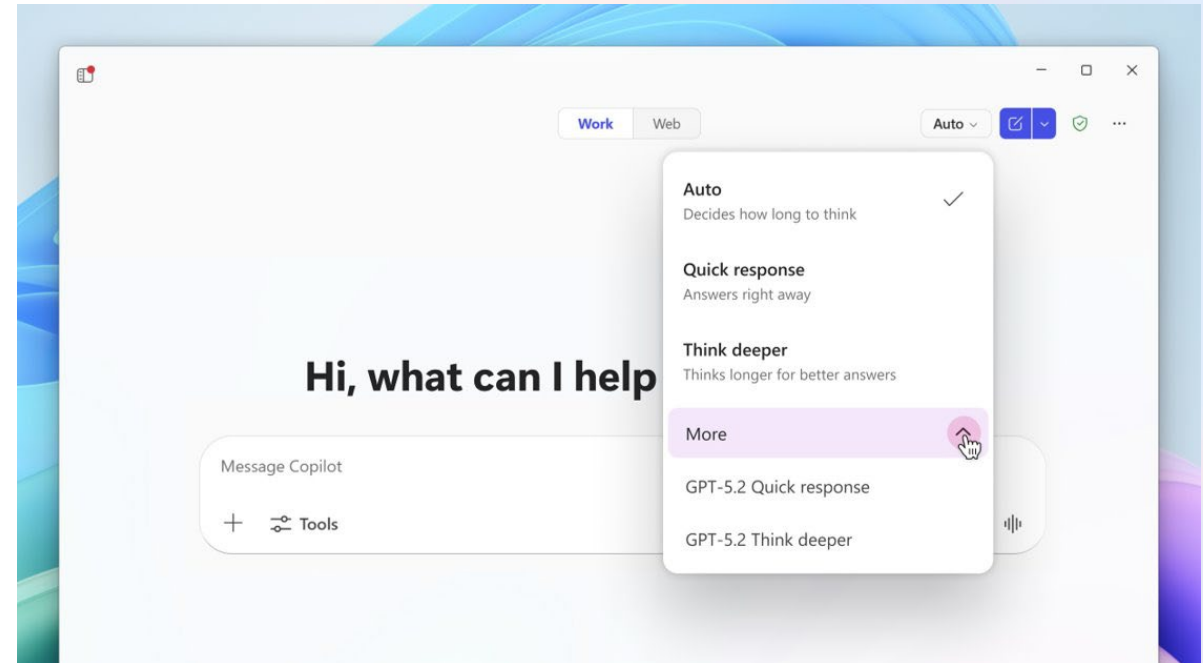
Chat is the new way to "internet." **Simply put, AI-powered chat gives you custom answers.**

Get answers, not links – break the keyword habit!

Model Choice - Copilot Chat powered by GPT-5.x

Smarter and more useful for both work and learning

- **GPT-5.2 Quick Response** – an efficient model for everyday writing, translation, and skill-building.
- **GPT-5.2 Think Deeper** – supports complex problems and strategic insights.
- **GPT-5.3 Quick Response** - smoother everyday conversations; better web-grounded answers.
- Connects to **Work IQ** to unlock insights, market research, and strategic planning, reasoning across meetings, emails, and documents.
- Accessible in the **model selector** in both Copilot Chat and Copilot Studio.

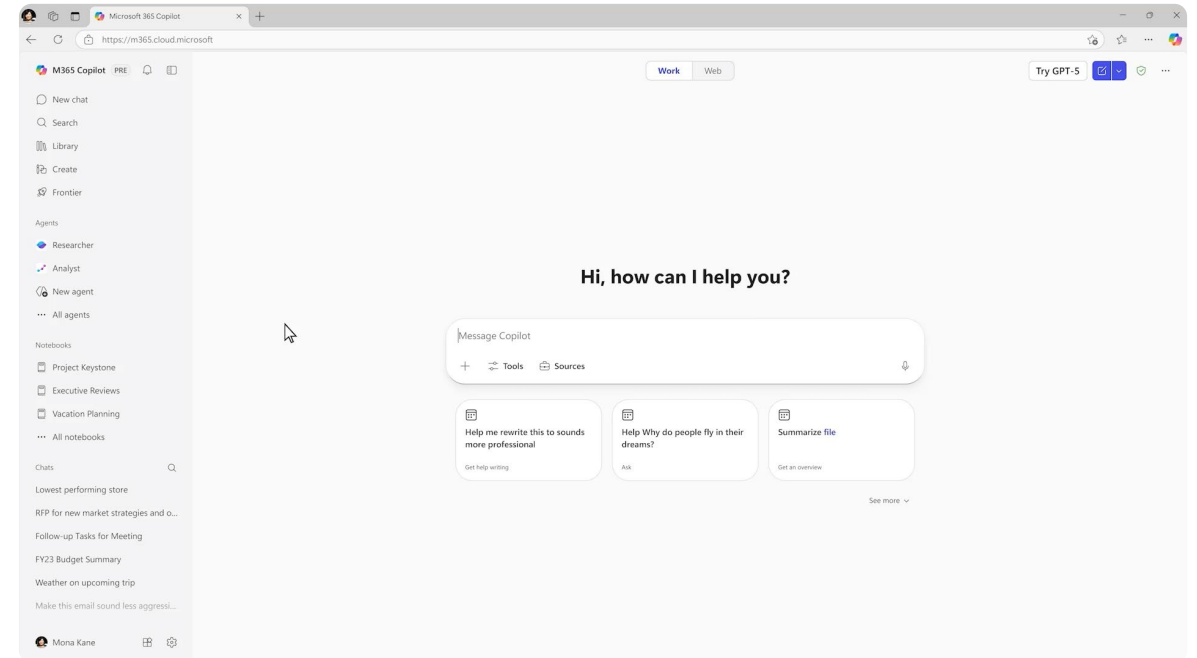


Enterprise data protection and optimized for work

Word, Excel, and PowerPoint Agents

Turn ideas into polished documents, spreadsheets, and presentations directly in chat

- Each agent draws from both web and **WorkIQ*** sources to research, analyze and create high-quality content.
- **Works with you to clarify your request** through targeted questions about focus, theme, audience, and file length.
- **Let's you refine results in Chat** or open in the Word, Excel, or PowerPoint apps to edit and collaborate further.



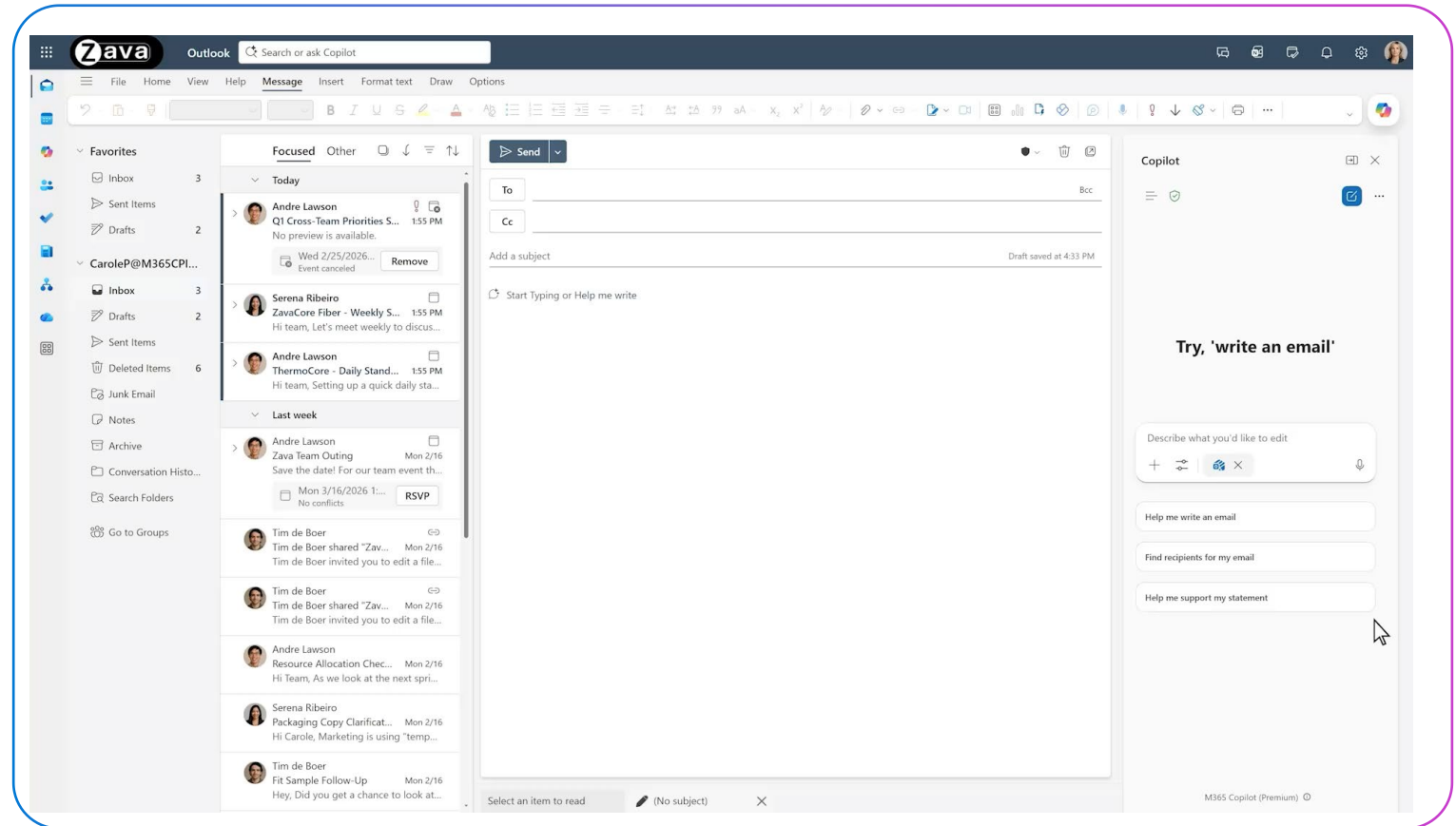
Available in [Frontier Program](#), Generally Available worldwide in Q1 2026

*Excel Agent currently only supports web sources, Microsoft 365 Copilot Chat users can access web grounding only

M365 Copilot: priority access, Copilot Chat: standard access

Copilot in Outlook

- Draft, edit, and polish emails through multi-turn conversation, with changes applied directly in the Outlook compose canvas so updates are visible, reviewable, and easy to iterate.
- Delegate routine calendar decisions to Copilot—automatically accepting, declining, or following meetings based on your custom instructions—so your calendar can stay aligned to priorities with full visibility.



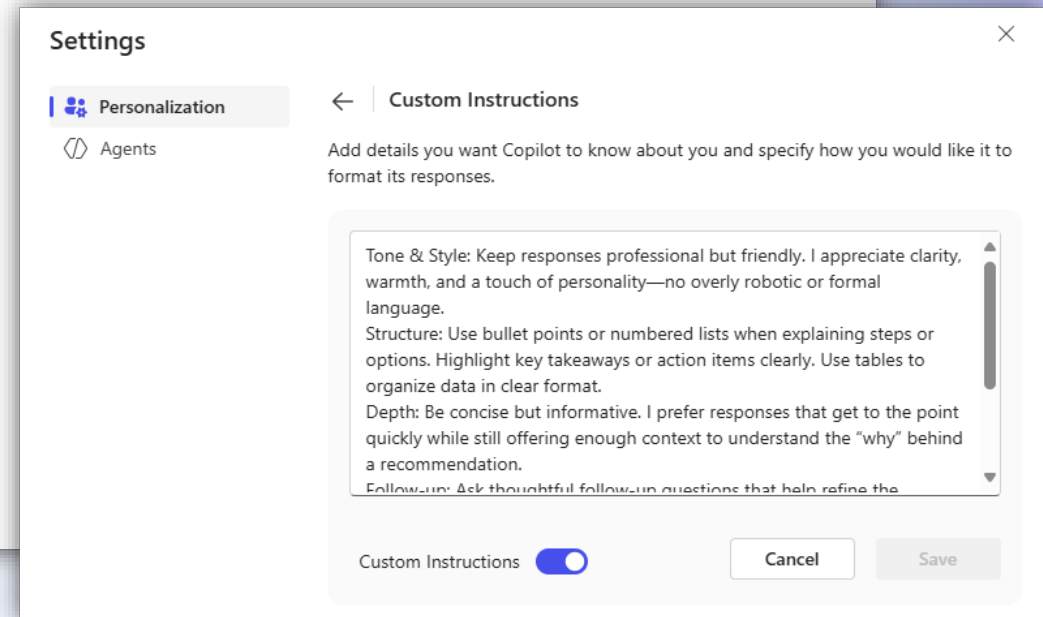
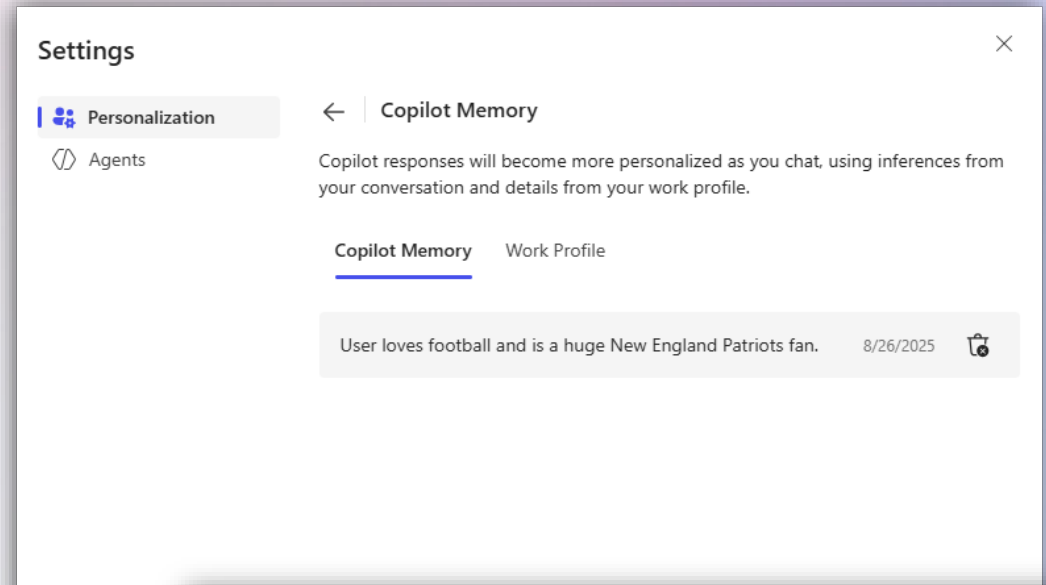
Copilot Memory

Memory in Copilot is a new feature that allows **Microsoft 365 Copilot** to remember key facts about you—like your preferences, working style, and recurring topics—so it can personalize its responses and recommendations over time.

This includes:

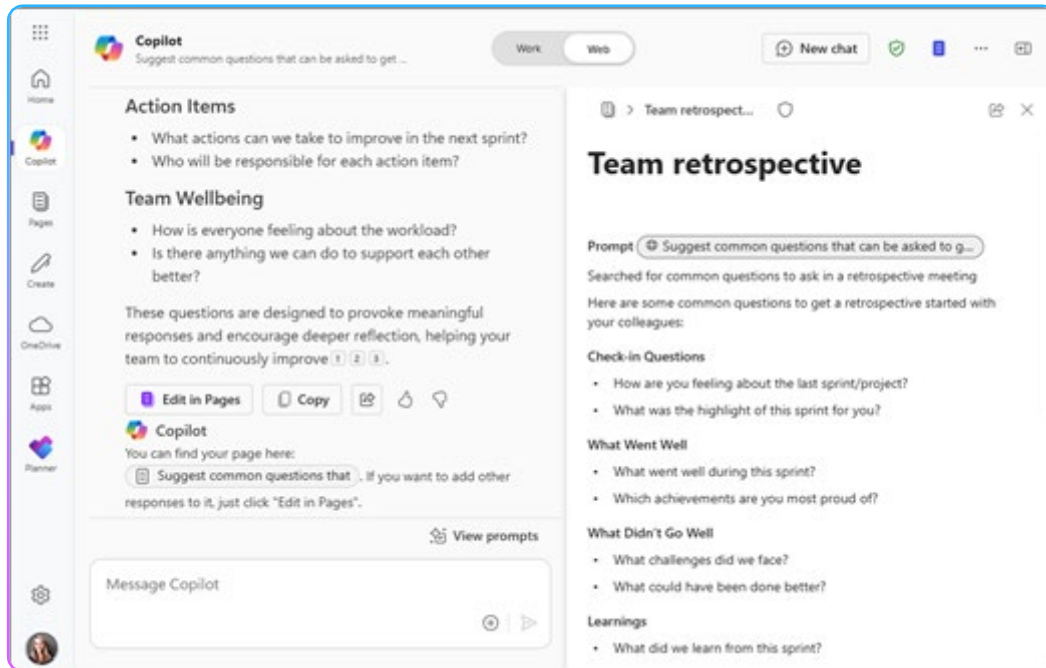
Copilot Memory: Copilot picks up on important details from your conversations, like “I prefer Python for data science” or “I’m working on Project Alpha,” and remembers them. Users can also tell Copilot “please remember I like using bullet points in my writing” and Copilot will log this as a memory.

•**Custom Instructions:** You can explicitly tell Copilot how you want it to behave—like “Keep my responses concise” or “Use a formal tone”—and it will apply those preferences automatically in future interactions.



Pages in Copilot Chat

Available with and without Microsoft 365 Copilot license



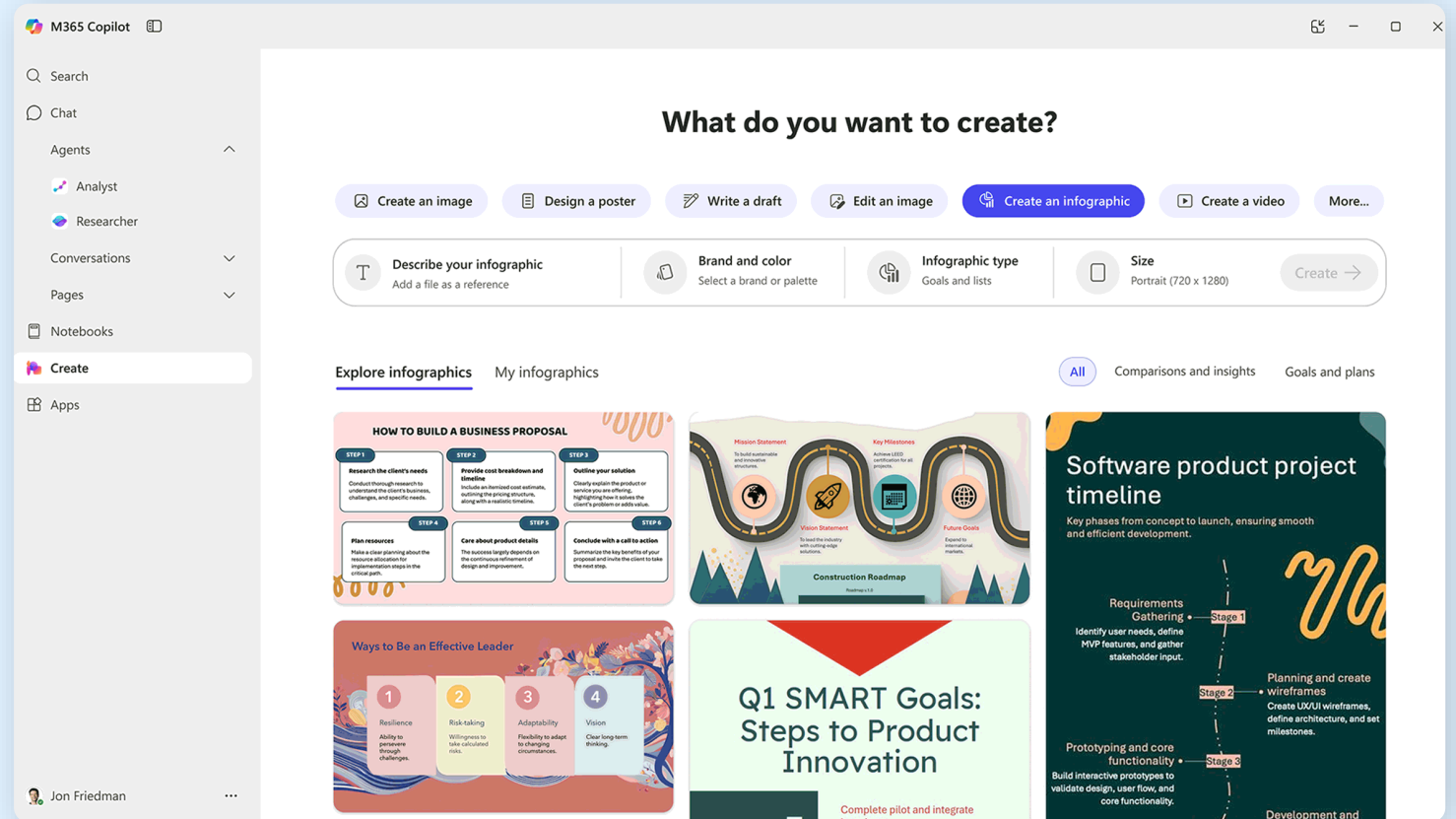
Pages is an interactive canvas within Microsoft 365 Copilot Chat that lets you turn Copilot responses into editable, shareable pages. A digital place for generating, organizing, and refining content in real-time.

Users can use Pages for brainstorming ideas, drafting documents, or managing projects.

If you have ever worked with Loop, it's the same tool just built into Copilot!

Create

AI-generated images, posters, banners, videos, and more that are aligned to your organization's brand identity.

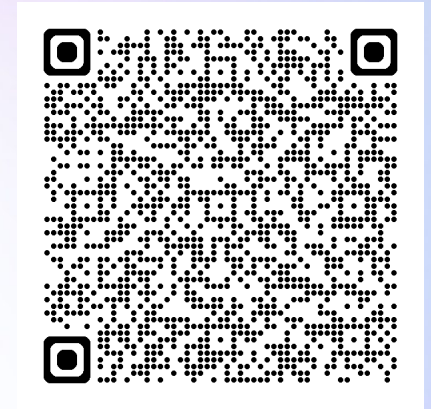


Teach Module

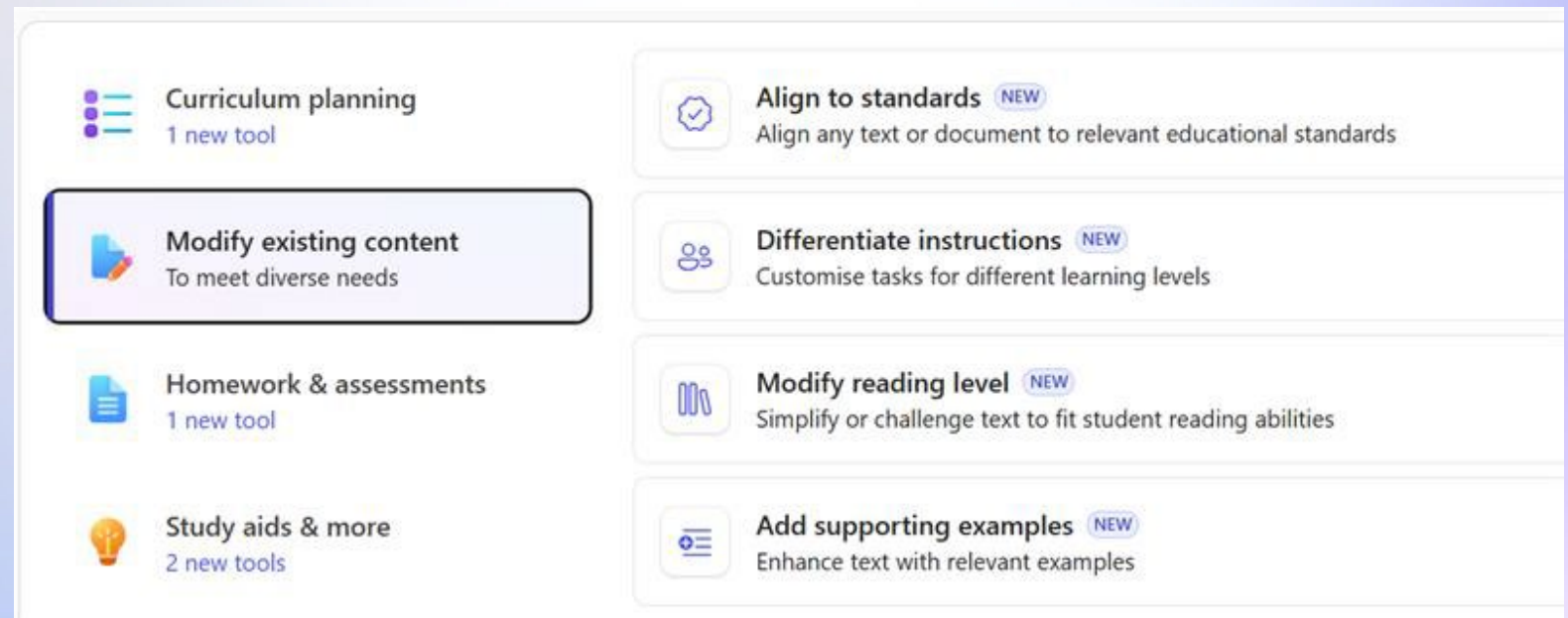
Download One-pager

The Teach module is part of the Microsoft 365 Copilot app and is designed for educators.

It provides AI-powered tools to assist in lesson planning, assessment creation, and content customization, allowing faculty to save time and focus on student engagement and learning outcomes



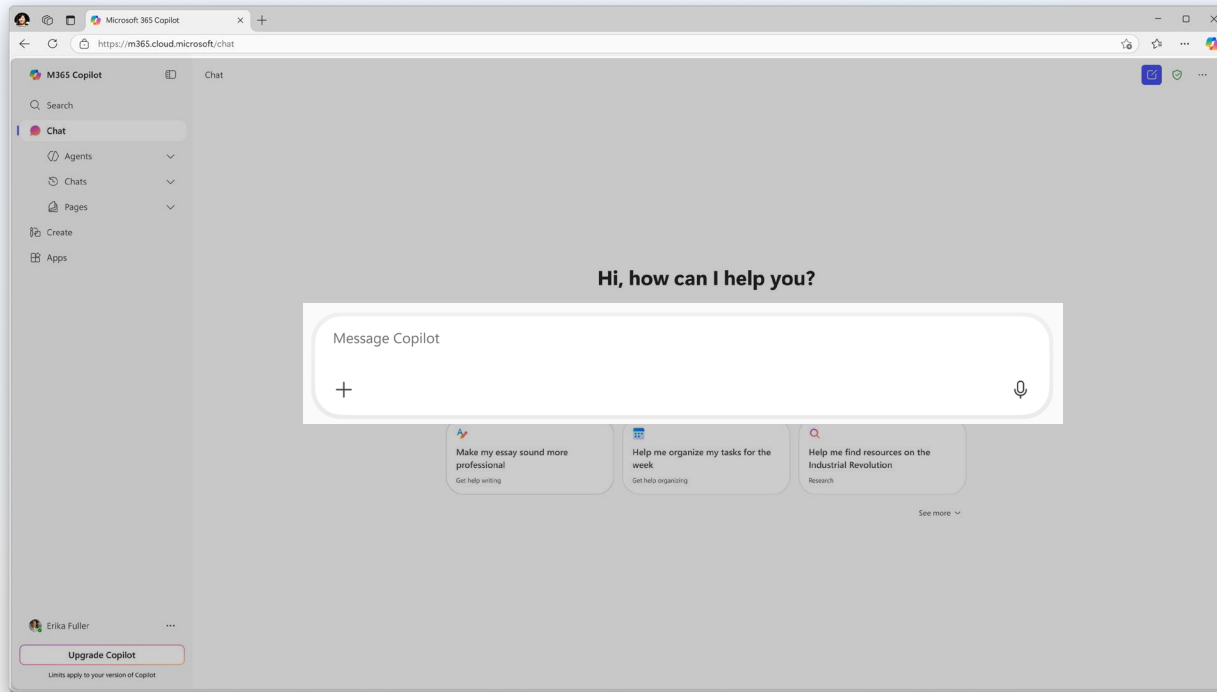
- ✓ Lesson plans
- ✓ Copilot Quizzes
- ✓ Standards integration
- ✓ Learning Activities
- ✓ Differentiate reading materials





Prompt ~~Engineering~~ Crafting

What is a “prompt?”



Prompts are how you have a conversation with Copilot

Use plain but clear language and provide context like you would with an assistant.

Enter your first prompt in the text box at the bottom of your screen, like *“Draft an email to a YXZ about ABC”*

Be very specific about what you want!

***Not sure how to get started, check out the Copilot Prompt Gallery -
aka.ms/PromptGallery***



Microsoft 365 Copilot

Writing a good prompt

Goal

+

Context

+

Source

+

Expectations

What response do you want from Copilot?

Why do you need it and who is involved

Which information sources or samples should Copilot use?

How should Copilot respond to best meet your expectations

"Generate a draft email..."

"...to my group project team providing an update from the last project meeting."

"Use the attached transcript from the meeting."

"Please provide a table of tasks and who was assigned to each."

The art and science of prompting

To get the best response, it's important to focus on some of the **key elements** when phrasing your Copilot prompts.

Include the right prompt ingredients

Goal

What response do you want from Copilot?

Context

Why do you need it and who is involved?

Generate 3-5 bullet points to prepare me to give a presentation on the importance of using the 5 Cs for marketing campaigns. Focus on information from marketing experts. Please use simple language so I can get up to speed quickly.

Which information sources or samples should Copilot use?

Source

How should Copilot respond to best meet your expectations?

Expectations

Prompting Basics in Action

Incomplete
prompt

Summarize
my emails

Complete
prompt

From my emails over the past week, create a table of actions, including whose action it is, the person that assigned it and when it is due. I need this to have a good structure to organize my day. Be concise.

Goal

Context

Source

Expectations

Your **goal** is to create a table of actions from your emails over the past week.

The **context** is that you need this information to organize your day.

The **source** of the information is your emails.

And your **expectation** is for the table to include the person responsible for the action, the person who assigned it, and the due date. You also expect the response to be concise.

Why Politeness Matters

- Treat others the way you want to be treated.
- Using polite language sets a tone for the response.
- When it clocks politeness, it's more likely to be polite back.
- Mirrors the levels of professionalism, clarity, and detail in the prompts you provide.



[Why Using a Polite Tone with AI Matters](#)- from Microsoft Worklab

Other Prompting Tips

What else can I do with my prompts?



Edit – adjust your prompt after its run



Copy – copy the whole prompt



Bookmark – save the prompt to your Prompt Gallery

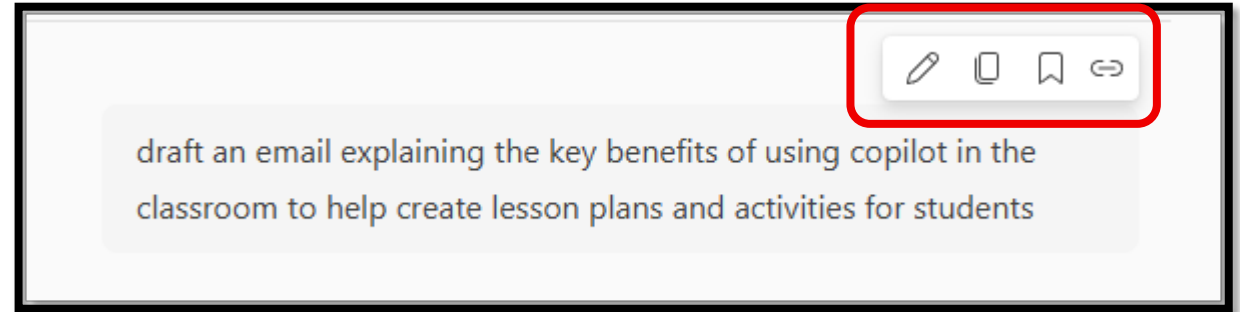


Link – send the entire prompt and response to a colleague



Schedule* – set your prompt to run on a schedule

**only available with a M365 Copilot license*



Fix this prompt...

Hi Copilot, please help me prepare for a meeting...

Or

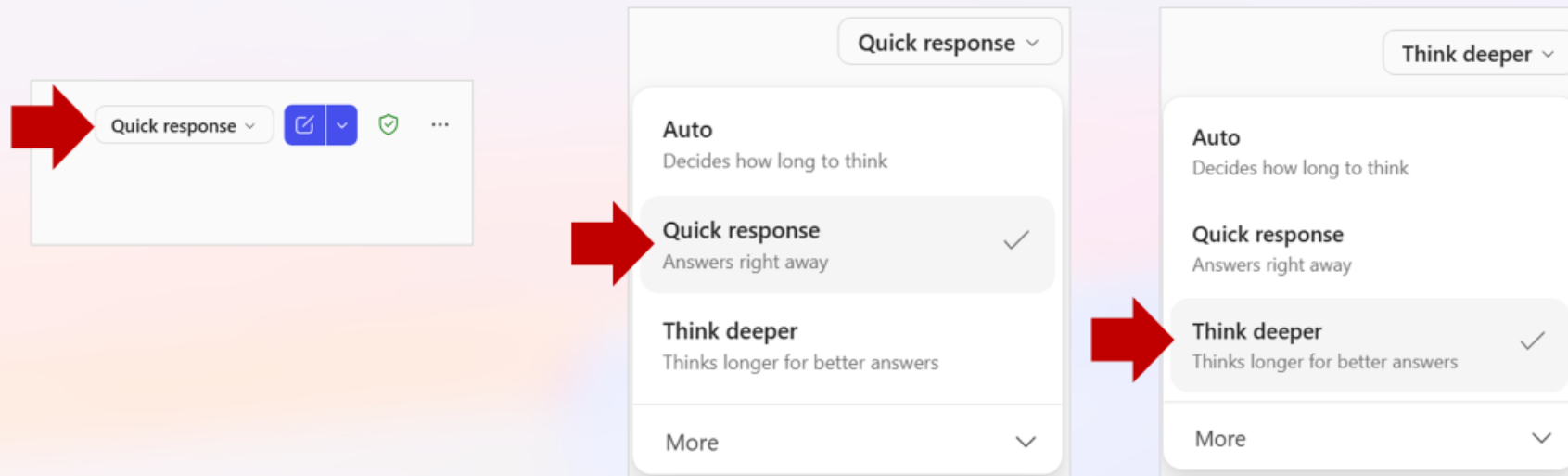
Hi Copilot, please draft an email to my manager regarding project XYZ...

Hint: use the 4 prompt ingredients or analyze with Prompt Coach!

How should I use Copilot?

I am <describe your role, organization, responsibilities>. I am trying to figure out how I should use Copilot Chat (not M365 Copilot). Give me a list of daily activities to build Copilot into my daily routine. Include sample prompts for each activity.

Try it once with Quick Response and try again with Think Deeper (start a new chat each time).





Prompt Examples

[Aka.ms/CopilotBasicPrompts](https://aka.ms/CopilotBasicPrompts)



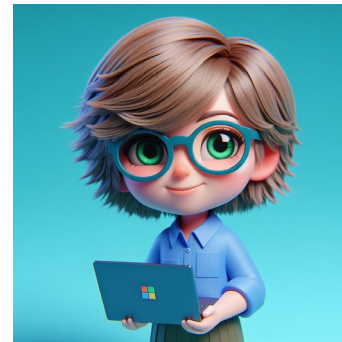
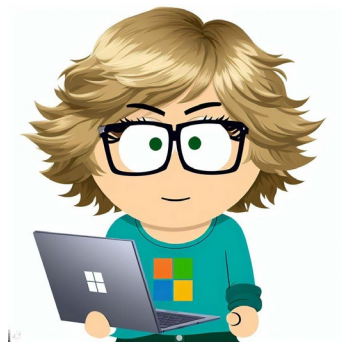
Introduce Yourself!

Create | <https://m365.cloud.microsoft/create?>

Edit this prompt to create an image of yourself. Be as detailed as possible.

Create an image of a *[man/woman/person]* **with** *[describe your features in great detail include hair style/color/length, eye color, skin tone, glasses, piercings, facial hair, etc.]* **wearing** *[describe the clothing you are wearing, again in great detail - include colors, style, jeans, hoodie, etc.]* **who is holding** *[describe an object]* **and standing in front of** *[describe a location]* **in the style of a** *[lego toy, barbie doll, south park character, super hero, etc.]*.

When you are finished, share your image with the group and tell us a little about who you are!



EXAMPLE

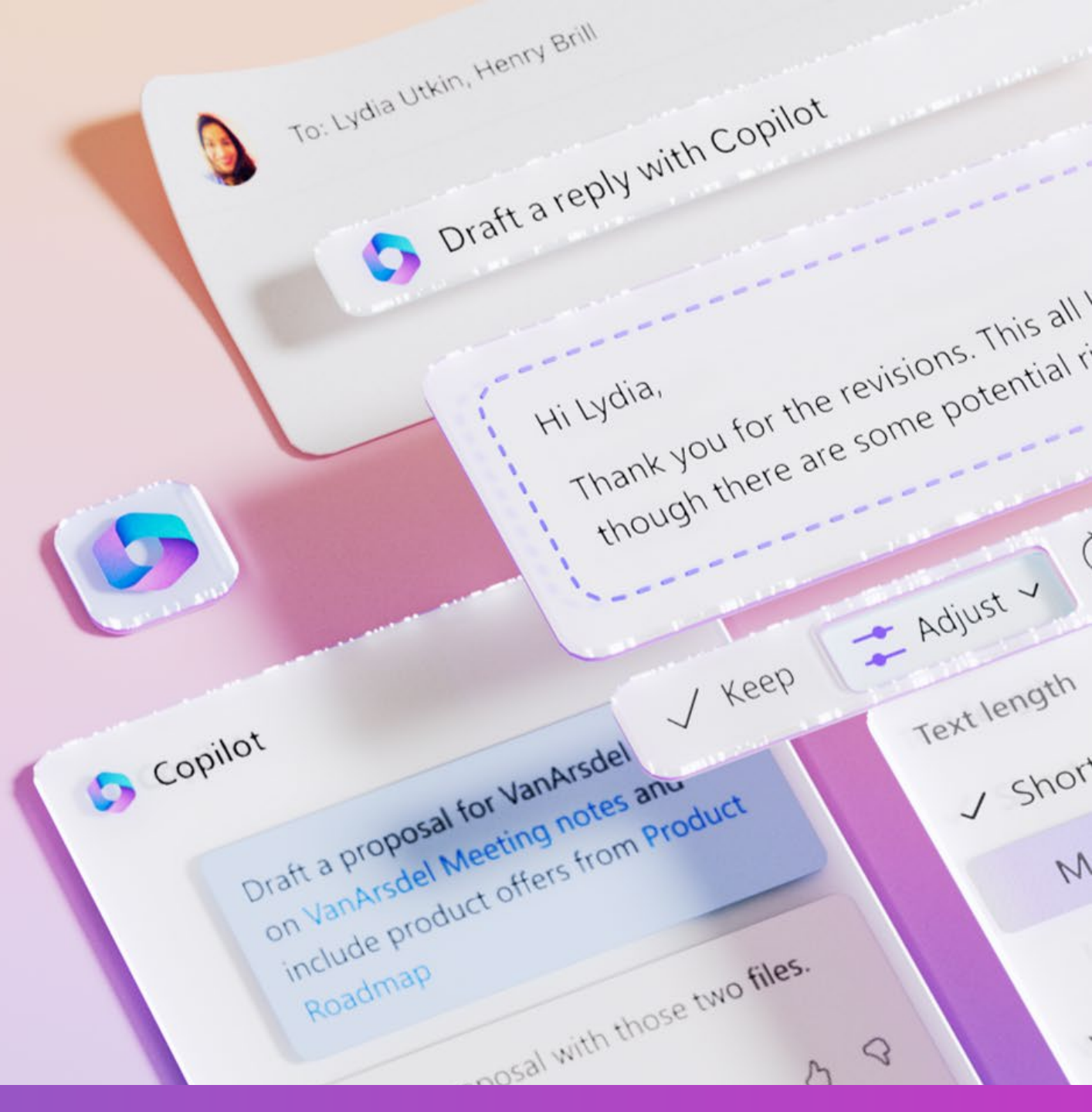
Create an image of a woman with short, choppy blonde hair, green eyes, teal green rectangle glasses, and a slightly round face wearing a green hoodie with the words Microsoft across the front, blue jeans and black tennis shoes who is holding a silver Microsoft Surface Pro laptop with a cup of coffee and standing in front of a Microsoft office building in the style of a superhero.





<https://aka.ms/PromptIceBreaker>

What is an Agent?



WHAT IS AN AGENT?

Copilot

A generalist like a primary care doctor

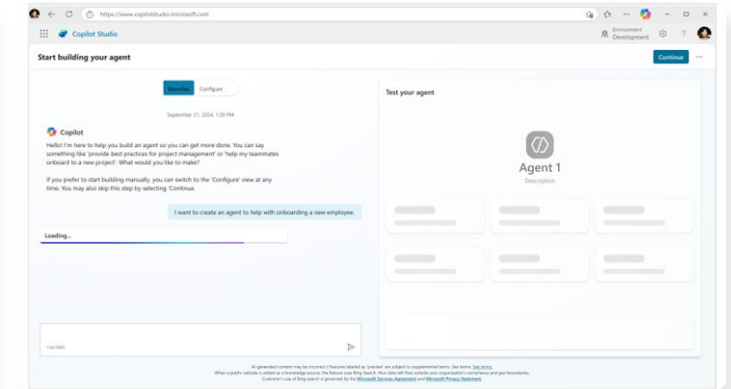
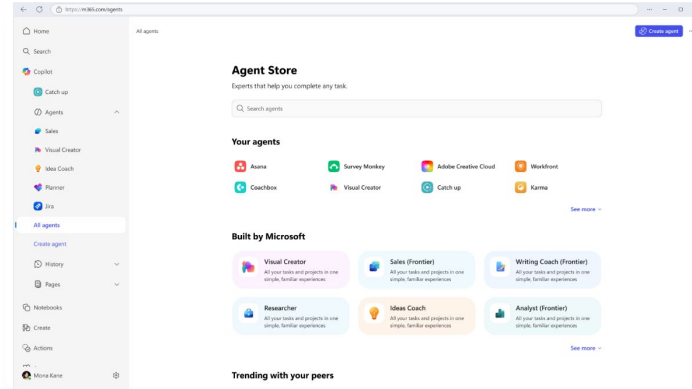
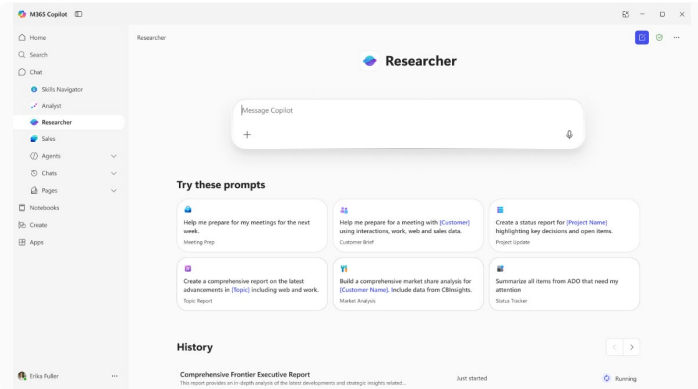


Agent

A specialist with a focus, trained to do something specific



Agents



Use Microsoft agents

Leverage agents built by Microsoft that use advanced reasoning like Researcher and Analyst or specialized agents like Facilitator for meeting management.

Discover agents

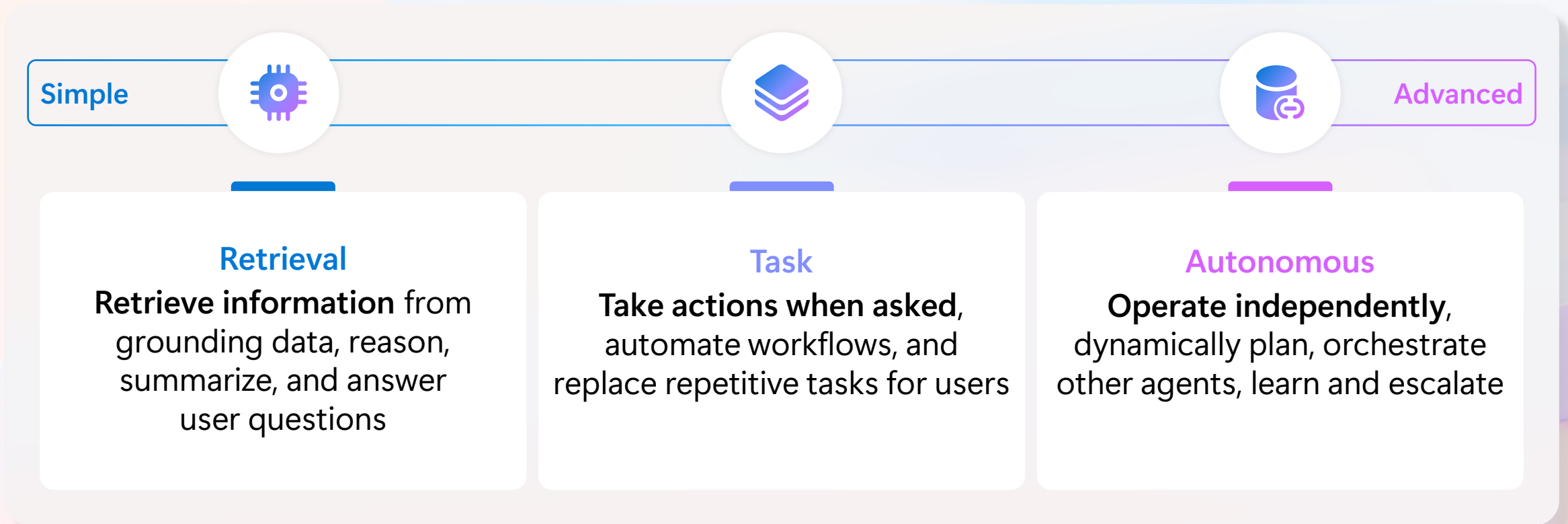
From Microsoft to trusted third party agents, Agent Store is where you find agents that are ready to work for you.

Build custom agents

Build your own agents with Copilot Studio using natural language or pro code tooling with the Microsoft 365 Agent SDK.

What are Copilot agents?

Agents expand Copilot's knowledge and skills or can operate autonomously to complete tasks or automate processes




Copilot agents vary in level of complexity and capabilities depending on your need

Automate tasks and processes with agents

Agents use AI to make Copilot Chat even more personalized and intelligent for your daily work. Agents automate repetitive tasks and processes – think of them like apps for Copilot. Copilot Chat comes with a set of agent templates to get started with, or you can create custom agents for your own needs¹.

Get started with agent templates by selecting “Get agents” in the right-side pane of Copilot Chat. Search for a specific template or browse the library.

Agents from Microsoft to try today:

<p>Prompt coach</p>  <p>Create effective Copilot prompts</p>	<p>Idea coach</p>  <p>Get brainstorming assistance</p>	<p>Writing coach</p>  <p>Refine your writing</p>	<p>Career coach</p>  <p>Get personalized career advice and action plans</p>	<p>Learning coach</p>  <p>Learn about topics and refine your skills</p>
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Besides the agents from Microsoft, your organization may have created agents for you to use as well. You can view these in the “Built for your org” section in the agent library.

Microsoft Agents

Automate tasks with pre-built agents by Microsoft that are designed for work



Researcher

Advanced reasoning
[Generally available](#)



Analyst

Advanced reasoning
[Generally available](#)



Surveys

End-to-end survey mgmt.
[Generally Available](#)



Interpreter

Multi-lingual translation
[Generally available](#)



Facilitator

Teams meeting moderation
[Generally available](#)



Knowledge

Content mgmt. & organization
[Public preview](#)



Channels

AI teammate
[Public preview](#)



Project Manager

Automate project mgmt.
[Public preview](#)



Communities

Community mgmt.
[Public preview](#)



Workforce Insights

Organizational insights
[Frontier Program](#)



Word

Document creation
and iteration
[Frontier Program](#)



Excel

Data visualizations
and insights
[Frontier Program](#)



PowerPoint

Build and iterate on
presentations
[Frontier Program](#)



People

Colleague connector &
collaboration planner
[Frontier Program](#)



Learning

Curated AI skill building
resources
[Frontier Program](#)

Gain agent best practices at our AI Agent Hub [AI agents – Microsoft Adoption](#)

Accelerate tasks and processes with agents

Create a custom agent by selecting “Create an agent” in the right-side pane of Copilot Chat¹. Describe what you’d like your agent to do or select “Configure” to further customize it. Creating an agent allows you to connect Copilot Chat to your organization’s shared data² to further unlock productivity – for example, you can connect the agent to a team SharePoint site and ask the agent questions about team documents.

Top ways to use custom agents:

Automate contract reviews



Create an agent to identify key clauses, ensure compliance with legal standards, assess potential risk, explain clauses, and summarize lengthy contracts.

Assist new hires with onboarding



Create an agent to greet new team members, assist them with technical issues, answer questions, and provide helpful resources.

Review resumes



Create an agent to analyze resumes stored in a SharePoint library, compare them with job criteria, score candidates, and answer questions about candidates.

Retrieve research materials



Create an agent that connects to a SharePoint link with research documents so you can quickly find relevant information.

Get answers about company policies



Create an agent to get answers about company policies such as time off, remote work, benefits, workplace conduct, and health and safety.

¹Agent creation is only available if your organization admin has enabled this capability.

²Shared data includes SharePoint files and data from your organization’s Microsoft Graph connectors. [Learn more about Microsoft Graph connectors.](#)

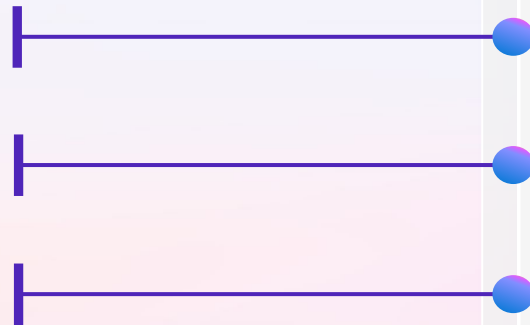
Agents in Copilot Chat

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Get started with agent templates

Search for a specific agent by browsing the library

Create your own agents



Agents

 Prompt Coach

Explore agents

Create agent

[Introducing Copilot agents](#)

Agent Builder – Web Version – Copilot Studio Lite

- ✓ Public website URLs must only be two levels deep; for example, <https://example.org/a/b/c> is an invalid URL because it's more than two levels.
- ✓ URLs can't contain query parameters; for example, <https://example.org?test=1> is invalid.
- ✓ You can add up to four URLs.

Start with a template (optional)

Give your agent a title

Describe what your agent is designed to do

Write detailed instructions for your agent to follow when responding to your prompts

Add sources of knowledge for your agent to check, these must be public-facing websites

Copilot Studio My agents > New Agent

Describe Configure

Template: None

Details

Name
New Agent

Description
Describe your agent

Instructions
Describe what this agent should do, define its tone, and outline any rules or guidelines it must follow

Knowledge
Click below or enter public website URLs to add content for your agent to reference in responses. [Learn more](#)

Enter a URL

Prioritize the knowledge sources you added for agent knowledge-based queries. [Learn more](#)



Let's Practice Building an Agent

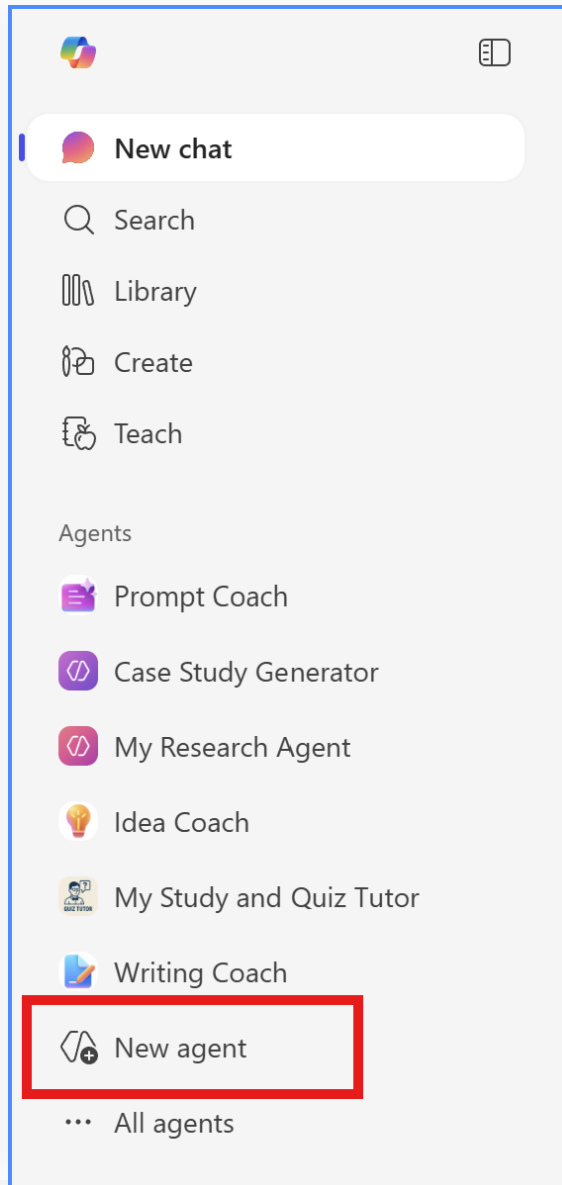




Agent Examples

[Aka.ms/CopilotBasicAgents](https://aka.ms/CopilotBasicAgents)





Navigate to Copilot Chat App –

<https://m365.cloud.microsoft/chat>

Select “New Agent” in Copilot navigation bar.



Name

Give your agent a personalized name.

Description

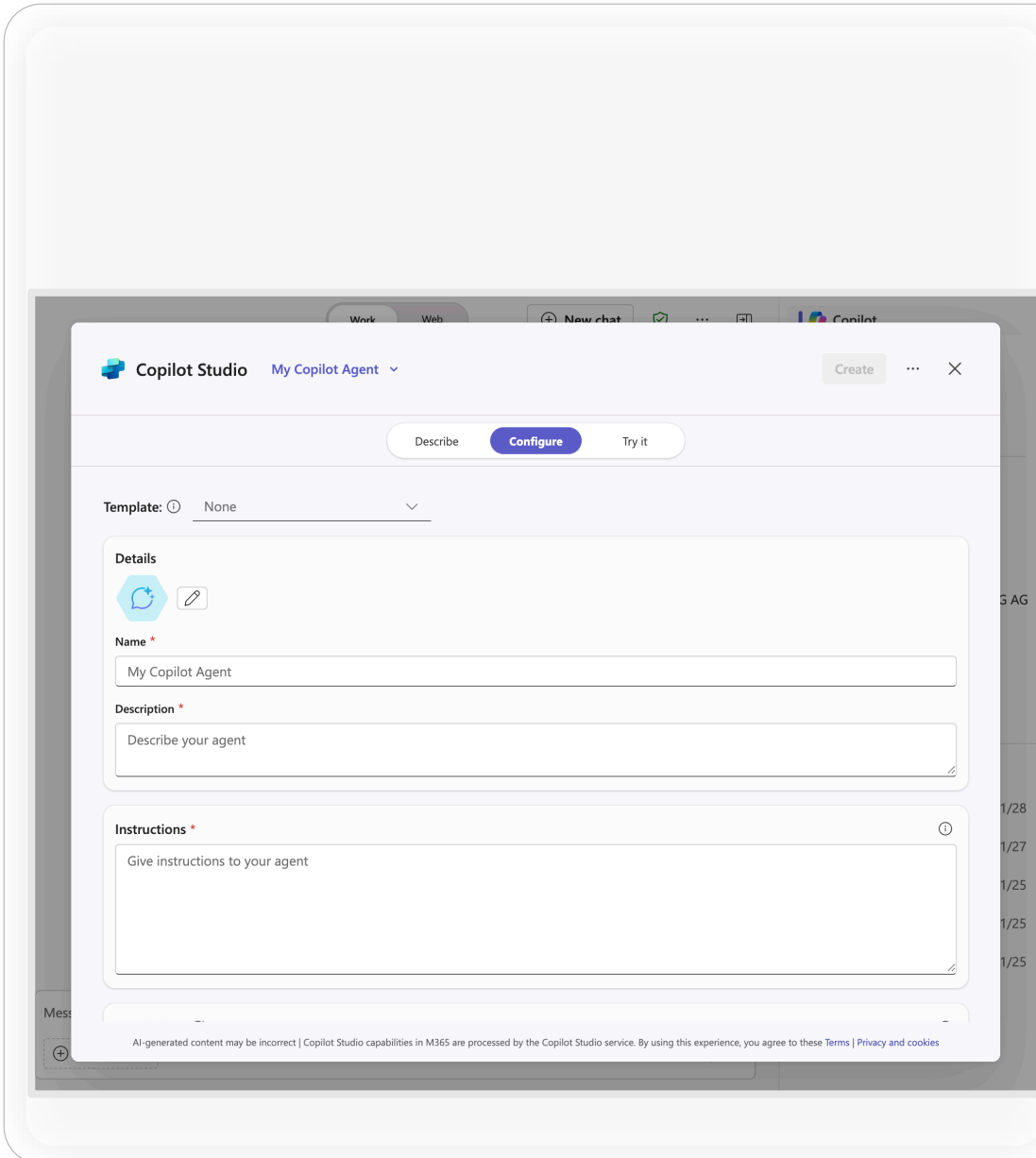
What is your agent designed to do? Be short and concise.

(Tip: use Copilot to help you)

Instructions

This is where you tell Copilot exactly how to respond to prompts. Be detailed and explicit.

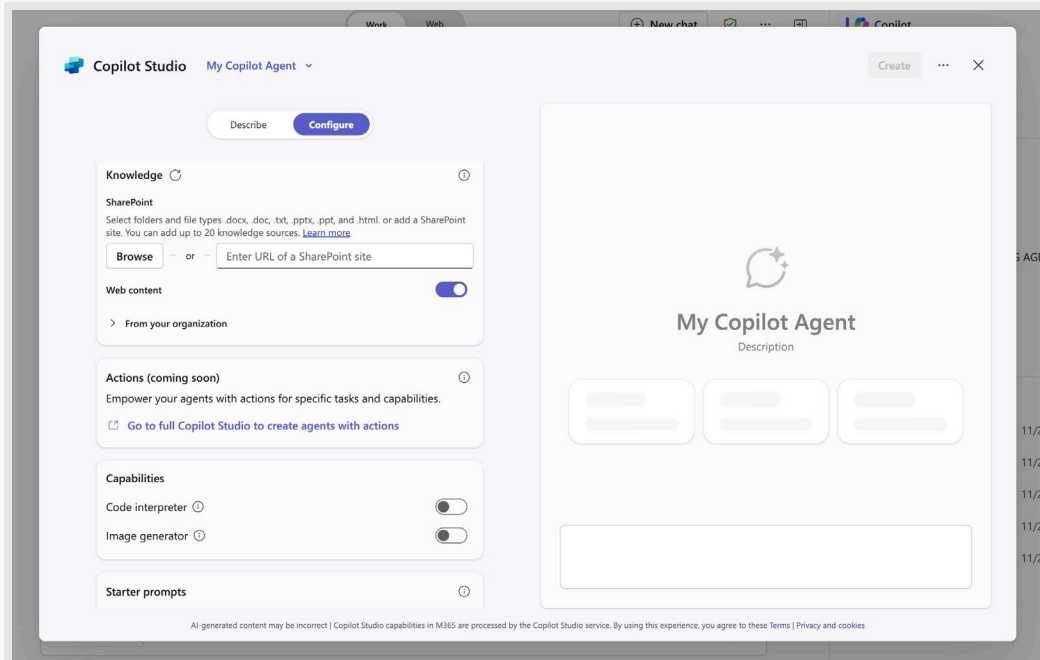
(Tip: use Copilot to help you)





Knowledge

What is the source of truth for information – files, emails, chats, website, connectors.



Capabilities

Turn these on if you are going to be using it for analyzing code, generating files or creating images

Logo

Optional: use the built-in AI tool to generate a logo



Starter Prompts

What are the 3 – 6 prompts that will be used the most or will help others know how to use this agent.

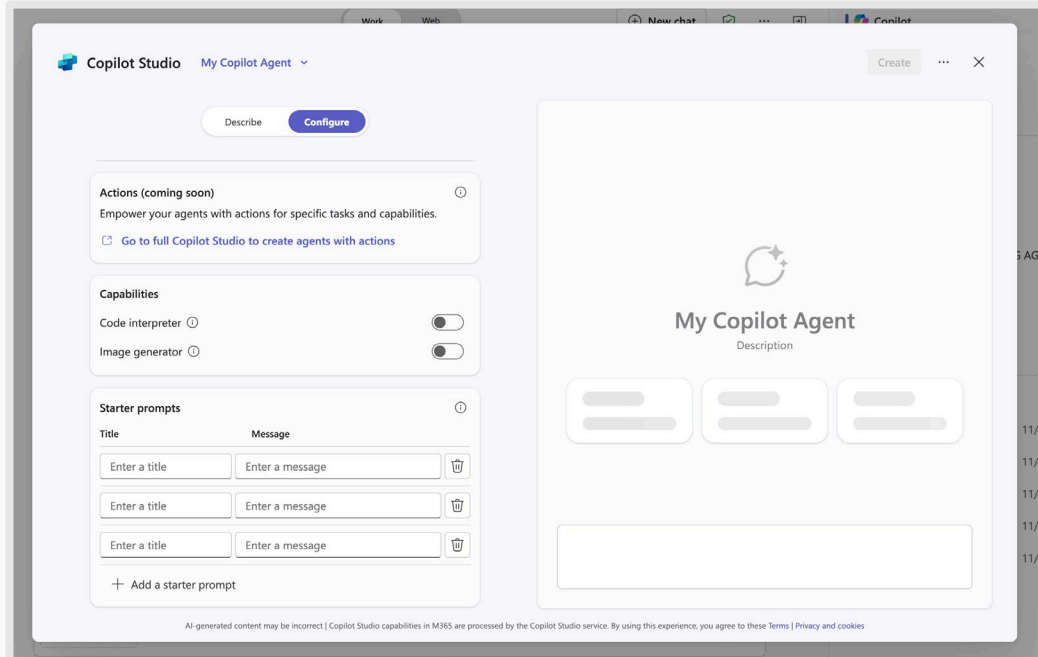
(Tip: use Copilot to help you)

Test your Agent

Use the side panel to test prompts to ensure accuracy. Tweak instructions as needed.

Click "Create"

You can share your agent with others once its finished publishing.

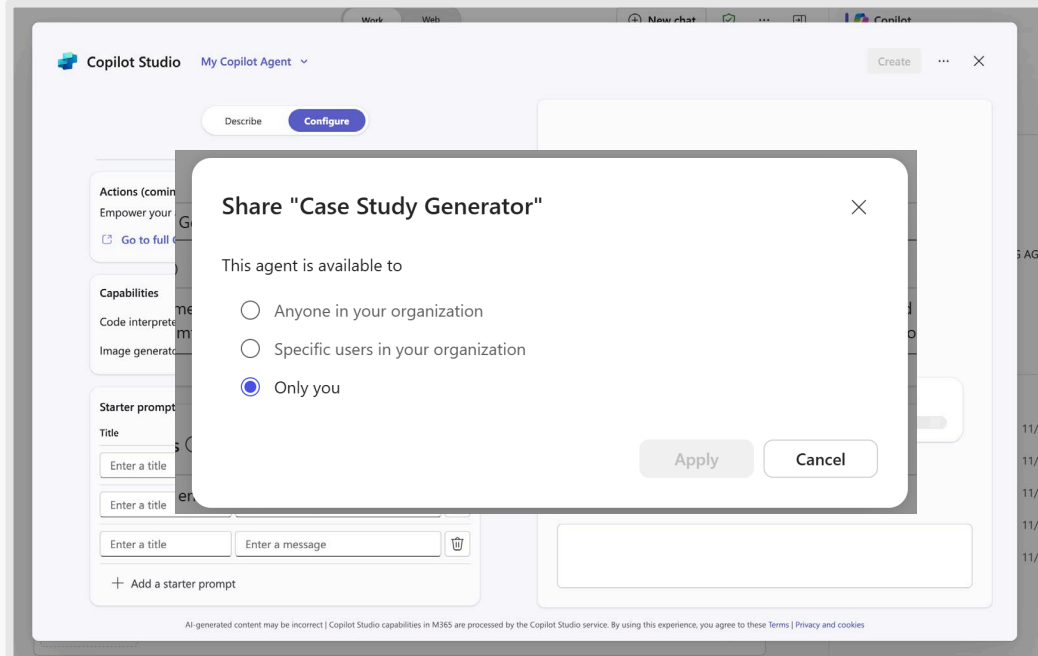




Share your agent

Consider who you will be sharing your agent with. This is where you will assign who has permission to use your agent. Then you can share the link with anyone that has permission to access this agent.

1. Anyone in your organization
2. Specific users in your organization
3. Only you (default)



Thank you!



Club Copilot is a Microsoft Education community highlighting all things Microsoft Copilot. We'll focus specifically on Copilot in Education and how it can increase productivity, fuel bandwidth, and transform teaching and learning.

Join us on the 2nd & 4th Tuesday of each month at 4:00 pm EST!

Audience: anyone in Education! We have K12/HighEd/AMCs – EVERYONE is welcome!



Visit aka.ms/ClubCopilot to join the Club!

Copilot Chat Resources

- [AI for educators - Training | Microsoft Learn](#)
- [Copilot Academy in Viva Learning](#)
- [Microsoft 365 Copilot video tutorials - Microsoft Support](#)
- [Use the Copilot Studio Agent Builder to Build Agents | Microsoft Learn](#)
- [Welcome to the Microsoft 365 Copilot app - Microsoft Support](#)
- <https://aka.ms/promptgallery>

- [Microsoft's Commitment to Sustainability](#)



Copilot Prompts 4 EDU

[Aka.ms/CopilotPrompts4EDU](https://aka.ms/CopilotPrompts4EDU)

Prompt Ideas for Everyone

1. Hi Copilot! Create a training plan to help me with adopting Copilot. Include a list of daily activities that I can do that help me to build Copilot into my daily routine. Ask me questions to understand my daily activities before making suggestions.
2. Please translate this document into Spanish [or other language]
3. ****Use the sidebar in the Edge browser**** Evaluate the article I have open. Provide an ATLDLDR (At a Glance) statement that highlights the most important point or points I need to understand from the article. Focus on strategic perspectives, including any impact on jobs, AI, industry trends in the tech industry, or major breakthroughs. Present a concise list of the main points, with each point bolded and followed by a one-sentence description. Include a key quote for each point.
4. Please give me a summary and any action items from this meeting transcript [upload transcript file]
 1. Part 2 : please draft an email with this summary to send to our executive sponsor [or whomever]
 2. Part 3 : perfect, now please draft an agenda for our next meeting
5. Please act as my administrative assistant and prepare a daily industry brief of big news from the last month regarding AI in higher education [or other topic]. Please format into a table and include the short topic, brief summary, suggested impact, source name, date published and the full url to the source material if I wish to read more. Rank in order of potential impact and only include reputable sources. Be sure to include a variety of sources.

Prompt Ideas for Instructors

1. Please help me draft a letter of recommendation for my student, Jane Smith, who is applying to graduate schools for a Masters in Public Health. She has been working with me for the past 2 years as a teaching assistant and has done an exemplary job. Highlight her leadership skills, dedication to public health, and her ability to work well with diverse groups.
2. Hi Copilot, I'm teaching a class on the Big Five theory of personality for an adolescent development psychology class. Create a group activity where students discuss how personality traits might impact the dynamics of their dorm. The group activity should consist of case studies representing the five traits (OCEAN). The characters should have fun names that reflect the personality trait. Provide detailed instructions for the instructor on how to run the activity in class. Include relevant discussion questions and possible answers, along with a wrap-up to conclude the activity.
3. Please create a detailed lesson plan for a college research methods course about hypothesis testing and p-values. The lesson should start off with an icebreaker to capture the attention of students. Include information on the steps of hypothesis testing and why it's important. Include a discussion of the null and alternative hypothesis and give some examples. Also include information on statistical significance and p-values with examples. Connect the lesson to real-world examples by including a group activity where students discuss hypotheses and statistical significance in peer-reviewed journal articles. Lastly, include a wrap-up of key points for the class.

Prompt Ideas for Researchers

1. Find grants that are currently open and accepting applications for research in cancer. The grants should be applicable to universities. Please provide the results in a table format with the following columns: Title of Grant, Summary of Grant, Application Deadline, and Link to Application.
2. Please help me draft a letter of recommendation for my research assistant, Jane Smith, who is applying to graduate schools for a PhD in public health. She has been working with me for the past 2 years and has been instrumental in the research work I am doing on diabetes and vegan diets.
3. Please help me draft a letter to the editor of a peer-reviewed journal where I wish to submit an article on my research paper [+reference research paper]
4. Compare R, SAS, and Python as statistical software tools for use in a biomedical research lab at a large university. The lab focuses on clinical trials and genomics, so highlight features relevant to those domains—such as support for large datasets, advanced statistical modeling, reproducibility, regulatory compliance, and integration with bioinformatics tools. Present the comparison in a table format, listing key features side-by-side for each tool. Include a brief summary at the end that outlines the strengths and weaknesses of each tool and suggests which might be most suitable depending on specific research needs.
5. Please act as my research assistant and prepare a targeted list of possible peer-reviewed journals for my research article – [attach document]. Format the potential journal list into a table and include the following information for each journal: focus area, open access status, impact factor, audience, publication speed, acceptance rate, indexing, fees, and reputation.

Prompt Ideas to Help Students

1. Pretend you are an elevator pitch consultant that helps me with my personal pitch. I want to introduce myself to a new employee at [company]. You should create a 200-word elevator pitch script that I can learn and pitch in front of that possible using my attached CV [attach cv/resume]

Additionally, create a one pager that I can use alongside that includes the main bullets from the script.

It should include the following:

- My core responsibilities according to my role description
- A fun fact about me
- It should be not too formal and friendly and written in the first-person singular (I...)

Before you start, ask me two questions that help you make it more relevant to the employee and more tailored to me.

2. I am interviewing with [person] a [role] at [company], please generate: A concise summary of their professional experience, skills, and areas of expertise. A list of thoughtful and role-relevant interview questions I can ask this person for a hiring position. Focus on their career progression, technical and leadership capabilities, and any unique strengths or achievements that stand out.

3. I'd like to upload my resume and get feedback on it. My goal is to improve my resume to better align with industry standards and enhance my chances of securing a job. Could you review my resume and provide detailed suggestions for improvement? [Part 2] Thank you for that feedback. Now, I'd appreciate recommendations for roles that align with my skills and experience. Please create a table of the roles, what company they are for, their salary, and a link to the job posting.

4. Hi Copilot, can you quiz me on key terms and definitions for my course in Anatomy?

Top 10 to try first with 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 check out the [Prompt Gallery](#)

Top Prompts to try first with Copilot Chat



Communications

- Write a press release on [topic] with headline, subhead, 3 key points, and a quote placeholder.
- Review this post and look for gaps or sections that may be confusing for my audience. Then suggest updated copy.
- Generate new versions of the post to have a few options to consider. Translate into French.



Executive Offices

- Summarize news, why it matters, customer impact, and team questions in 2 minutes.
- Give me some suggestions of humorous ways to begin this speech.
- Create likely press questions with clear answers and note any uncertainties.



Finance

- Build a table from these public filings comparing revenue growth, margins, and cash flow.
- Create scenarios (base/upside/downside) for revenue with [assumptions] and [impact].
- Draft 6 likely analyst/investor questions with clear answers; flag any uncertainties.



Human Resources

- Outline hiring trends and suggest 3 actions to improve talent acquisition.
- Generate 10 great interview questions based on [resume] and [job description].
- Create a checklist for conducting effective performance reviews, including preparation steps and follow-up actions.



Information Technology

- Provide a high-level outline with guidance on how to implement [tool/service] and create 30-minute training including key concepts, demos, and best practices.
- Create a document detailing the architecture of [system] in non-technical language.
- Rewrite this code.



Legal

- Create a 30-minute training outline on [topic: data privacy, IP, etc.] with objectives and key points.
- Locate the regulation, associated articles, and materials to generate an executive summary.
- Summarize recent changes in [jurisdiction] law and their impact on our operations.



Marketing

- Create a 100-word LinkedIn blurb from the uploaded document, ensuring the caption is friendly and informative with relevant emojis.
- Generate a photoreal image of [product] on [surface/setting] with [lighting] and [background mood].
- Proofread this with Chicago Style grammar rules and provide five options for headlines using each of these five key words.