Atech

Supercharge your Microsoft 365 Copilot Prompts

Copilot for Microsoft 365 is revolutionising the way we work. It leverages your Microsoft 365 data to automate tasks and generate insights, giving you more time to think strategically and creatively.

Core Copilot Functions

Increase Productivity

Automate routine tasks like summarising documents, drafting emails, and generating reports to save significant time and effort.
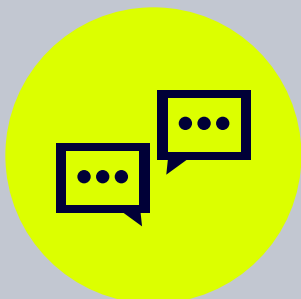
Enhance Creativity

Generate new content in various formats so you can focus on creative and strategic tasks like brainstorming and designing.

Improve Data Insights

Analyse data in Excel, suggest formulas and create stunning data visualisations to enhance data-driven decision-making.

Streamline Communication

Manage and respond to communications quickly by summarising long email threads and drafting email replies.

Better Meeting Management

Never miss a meeting and stay informed and engaged by summarising discussions, generating insights and recapping action items.

Security and Compliance

To ensure all data remains protected, Copilot adheres to Microsoft 365's security, compliance, and privacy policies.

Mastering prompt engineering is essential to harness Microsoft 365 Copilot's full potential.

Build Your Ideal Microsoft 365 Copilot Prompt

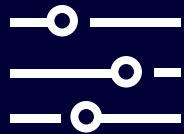## Goal
Clearly define the desired outcome
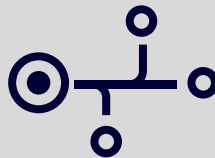
Context
Provide background information

Expectations
Specify format, tone and style preferences

Source
Name the preferred information sources to consider

Example:

"List **five benefits** of our product in a professional tone for a **client presentation, using their previous emails and product documentation.**"

Tips for Building Better Copilot Prompts

- Clearly define your desired response – avoid ambiguous statements

- Iterate on prompt responses for better results

- Place crucial information towards the end of your prompt

- Follow Responsible AI Practices for safe and ethical usage

- Promote Copilot and support users with dedicated Copilot Champions

Ready to unlock Copilot's full potential? Atech can help your organisation maximise its game-changing benefits. Sign up for our Microsoft 365 Copilot Discovery Assessment today.

Ready to unlock Copilot's full potential?

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