Copilot
Prompt Toolkit

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Copilot has tremendous resources

Copilot was trained on massive amounts of data.

Data

Mastering prompts unlocks those resources.

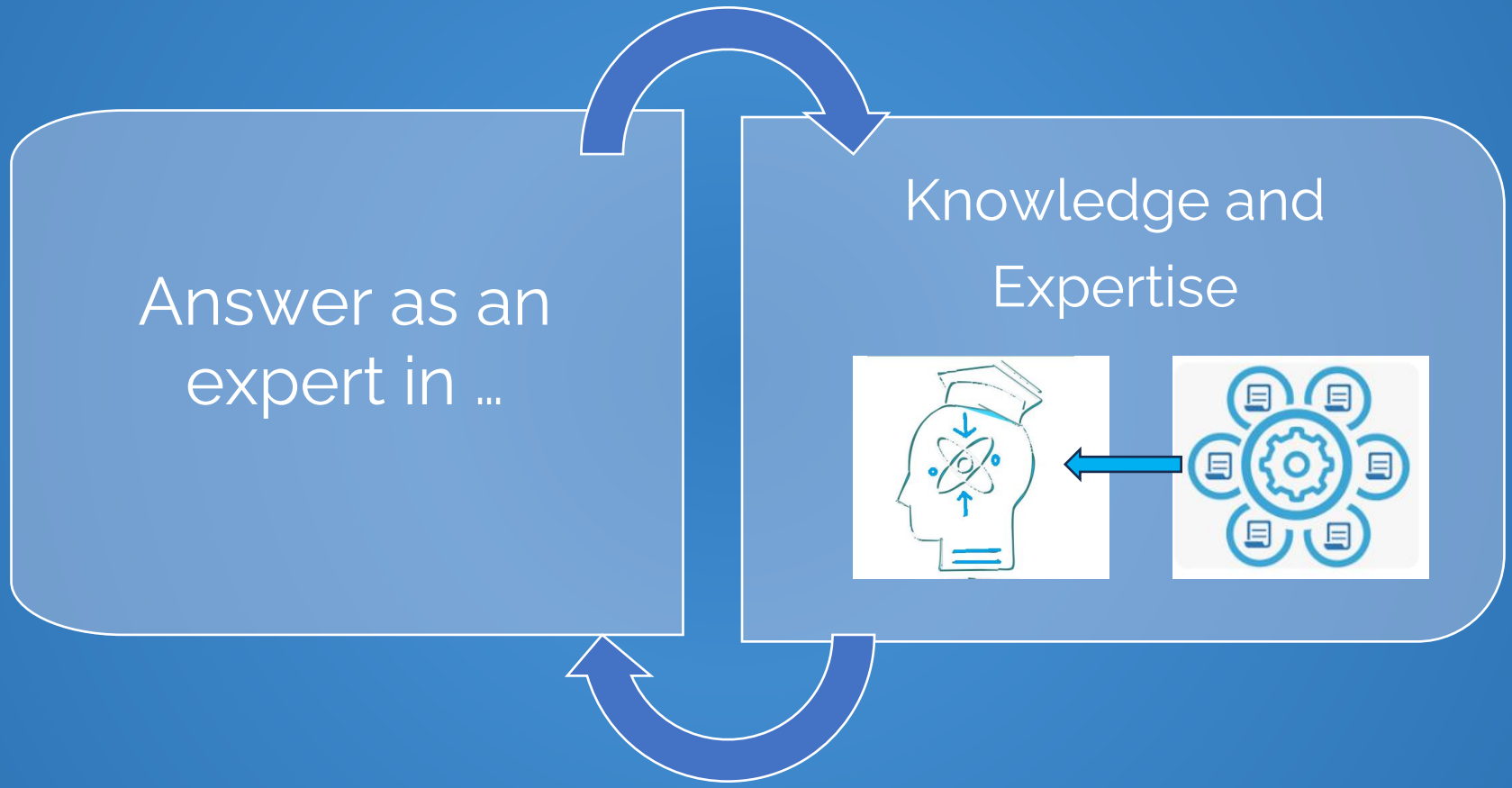
Toolkit Tip #1: Adopt a Persona

Give Copilot a Role to Play. Tell Copilot to answer as:

- **A Skeptical Editor**
- **A Helpful Professor**
- **An Expert in the Subject Matter You are Writing About**

This creates a more immersive and tailored experience based on the persona's expertise.

Copilot will access resources to fit the persona



Unlock Any Expertise on Demand

Using personas in Copilot is the key to tapping into knowledge from every field imaginable—like having the world's best consultants ready to help

Toolkit Tip #2: Combine Personas

Start Simple

.

Act as a chief marketing officer

.

Add a Specialty

Act as a chief marketing officer specializing in Finance

.

Add a Trait

Act as a skeptical chief marketing officer specializing in Finance

.

•Legal Expert → Prioritizes Compliance & Risk

The Persona Effect

Tone and Style

Depth and Vocabulary

Focus and Point of View

Authoritative Historian →
Formal, Objective

Friendly Travel Blogger →
Conversational, Enthusiastic

Medical Doctor →
Precise, Technical Jargon

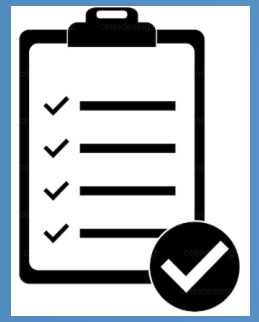
High School Student →
Simple, Accessible Language

Legal Expert →
Prioritizes Compliance & Risk

Marketing Strategist →
Prioritizes Persuasion & Brand

Toolkit Tip #3: Ask for Copilot's help in your prompt

To move from a "Generic Prompt" to a "Specific Result."



Ask Copilot what it needs

Ask Copilot to ask questions

"Create a proposal for a project on workforce modernization within our organization. **What resources would you need** me to provide to create this proposal. **Please ask any clarifying questions**."

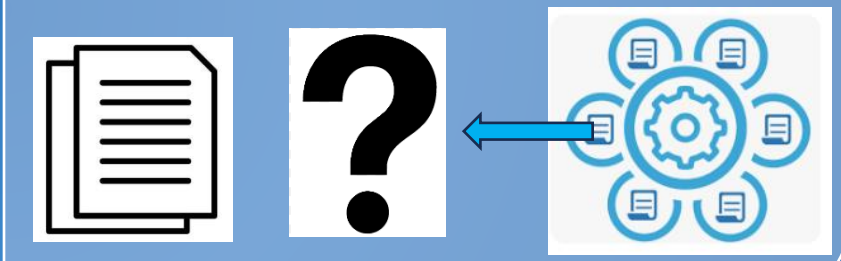
Copilot will tell you what it needs

What resources do you need?

Ask any clarifying questions

What I need

Questions



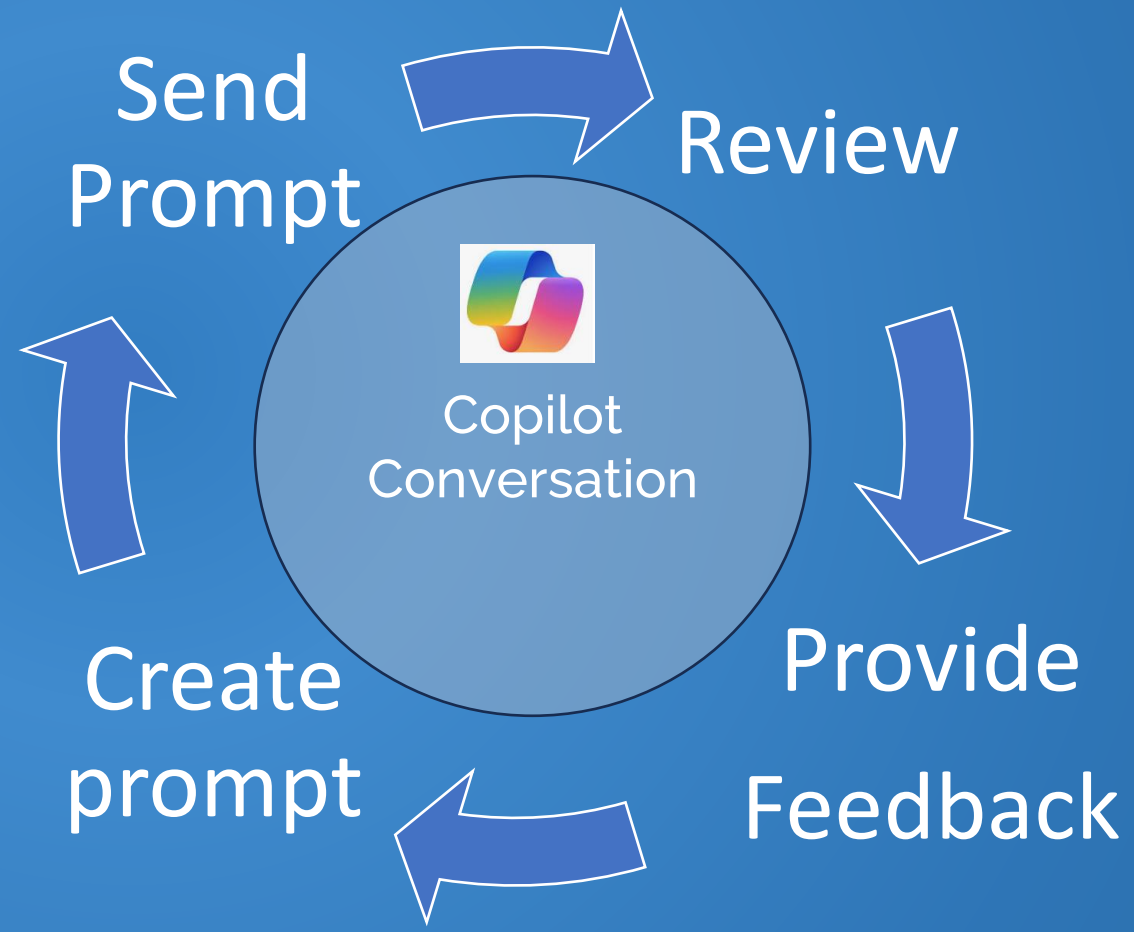
Copilot will ask you questions about your plans for the task

Toolkit Tip #4: Think Like a Sculptor

- **Start Broad, Then Refine**
- **Use Conversational Follow-ups**
  - *"That's a good start; can you expand on the second point?“*
  - *"Rewrite that for a different audience."*
- **Shape Incrementally**

The Prompt Cycle

Think of Copilot as Copilot as a conversational partner to hone the results.

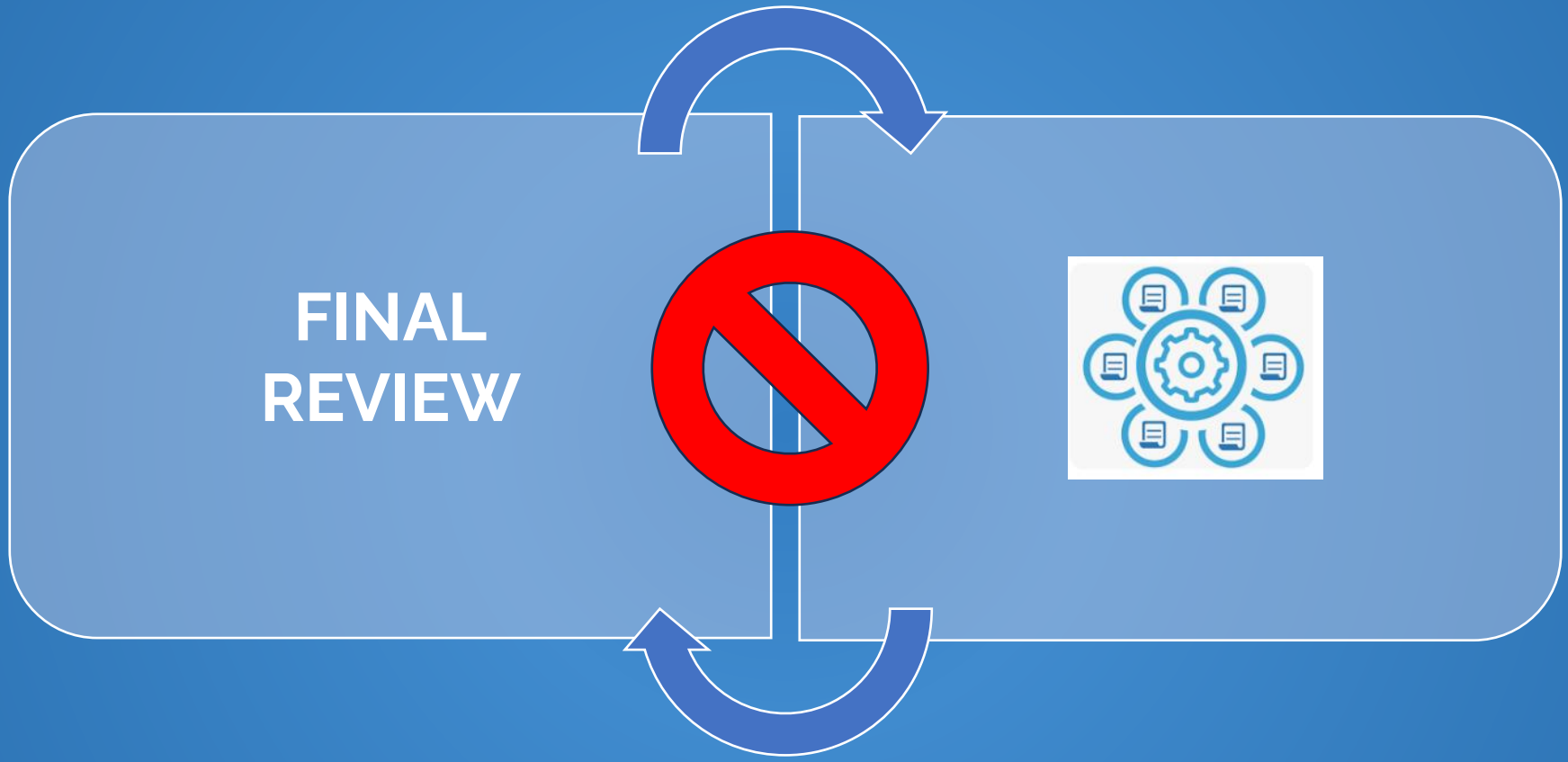


Toolkit Tip #5:
Your Most Important Role:
Final Review

Be the Final Editor & Fact-Checker

- Treat AI output as a brilliant draft, not a final fact.
- Always verify critical data, names, and sources.
- You own the accuracy and integrity of the final product.

You are the Final Reviewer



Verify, Confirm and Double-check

Toolkit Tip #6: Use Meta-Prompts

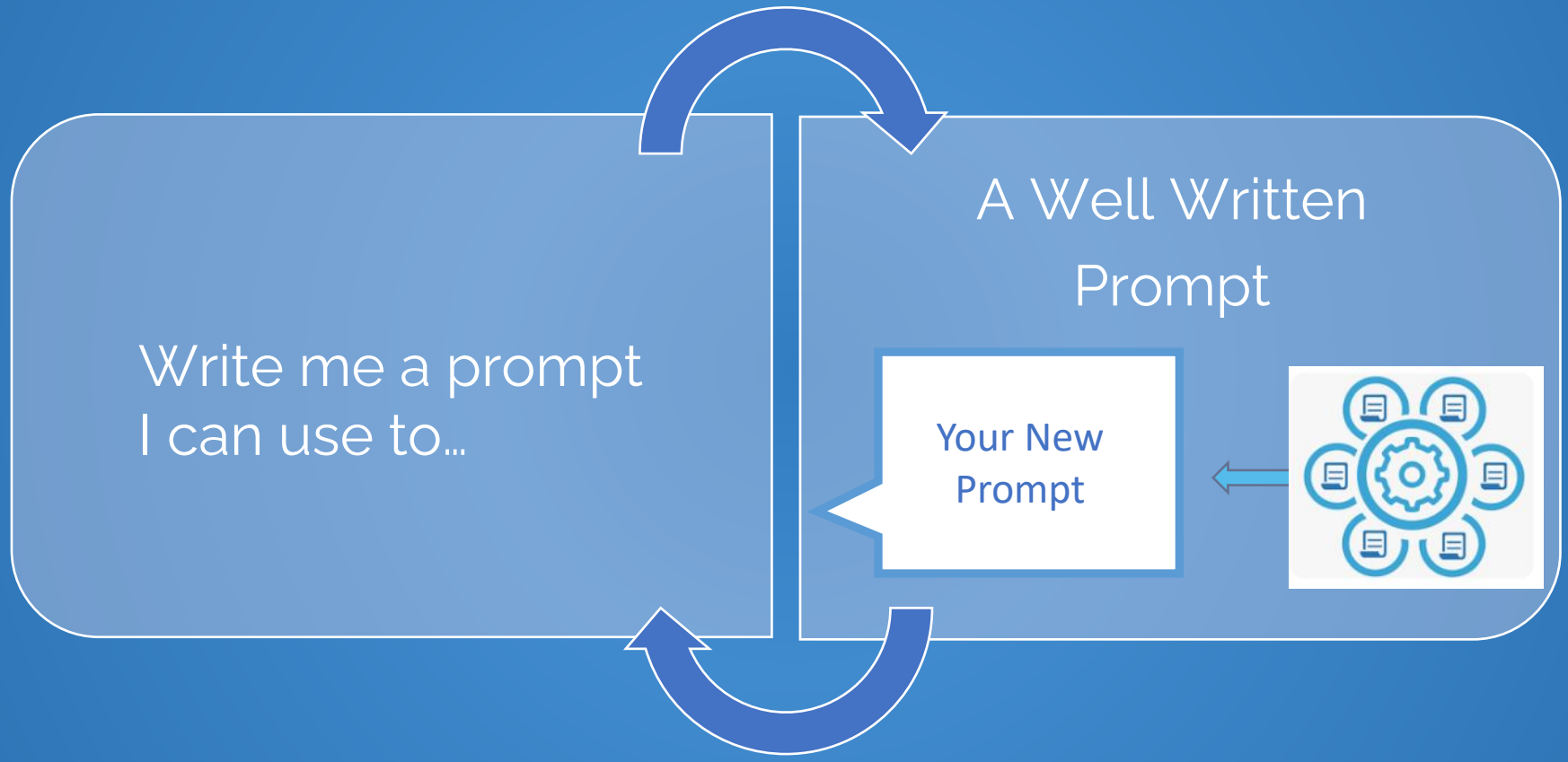
Ask Copilot to act as your expert prompt engineer.

When you're unsure how to get the best result, ask Copilot to write the detailed prompt for you.

- The core idea is to use prompts to enhance other prompts.

- Prompts are used to generate, refine, or analyze other prompts, rather than directly answering a user's question.

Copilot Can Write Prompts



These are ideal for images.

Meta-Prompts Used to Generate a Proposal

To Generate a Proposal

"Create a prompt I can use in Microsoft Word that generates a professional project proposal. The prompt should include guidance for tone, structure (e.g., headings and bullet points), and relevant formatting elements like bold for section titles and numbered lists for deliverables."

To Ensure Accessibility

" Generate a prompt for Word that instructs Copilot to format training materials for accessibility. Include instructions for using heading styles, alt text for images, and spacing that supports readability."

Bonus- Ask Copilot to evaluate your prompts.

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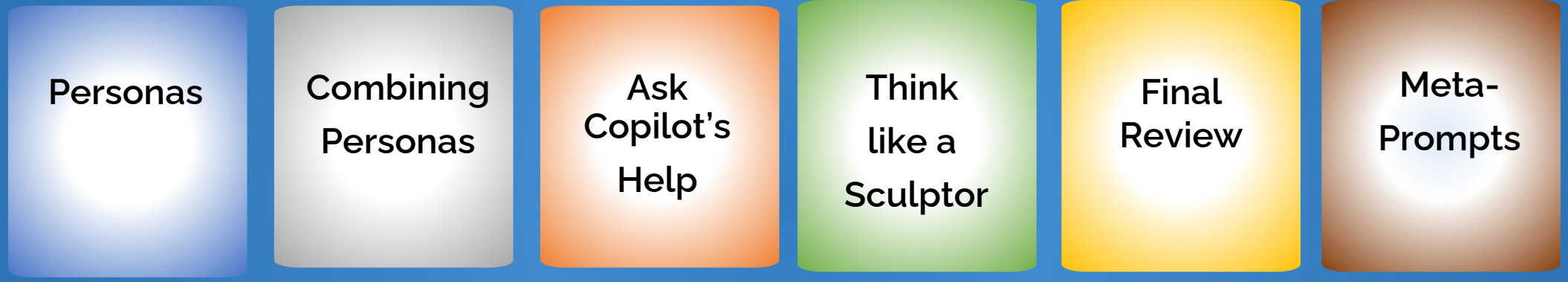
A Visual Summary



Remember that prompting is a conversation. The more precise and curious you are, the smarter your outputs become.

Resources from Microsoft

Copilot Prompt Gallery
A collection of prewritten prompts

Microsoft Learn- Prompt Training
Explore how you can use the power of AI in Word

Microsoft Learn- Prompt Library
The prompt library feature provides a collection of predesigned prompts, serving as *templates to expedite the creation of AI prompts*.

Lead Designer & Developer Suzanne Margolis

Creative & Strategic Support The iterative design process was supported by collaborative sessions with Google's Gemini Pro for strategic brainstorming and layout suggestions, and with Microsoft's Copilot for content refinement.

Graphics & Audio Suite Graphics were created using Adobe Creative Cloud, Inkscape, and Microsoft Designer. Audio elements were created and edited in Audacity.