

# The Copilot Prompt Guide

Your source for prompts that are proven to work! You don't need to start from scratch.

Copilot prompts serve as instructions, directions or commands to guide Copilot, Microsoft's AI-powered tool, on specific tasks and queries. By understanding the structure of a prompt and its utility, you can effectively leverage Copilot to accomplish a diverse range of tasks within Microsoft 365 apps.



The articles linked below aim to equip you with strategies to enhance the effectiveness of your interactions with Microsoft's AI tool, Copilot, by emphasizing the importance of detailed context, specific instructions, positive phrasing, and iterative refinement in prompts. Using these guidelines, you will learn to improve the quality and accuracy of your Copilot responses and how to critically assess outputs for best results.

## Learn About Copilot Prompts

Some key takeaways from the readings:

- Including detailed context and specific instructions in your prompts can significantly improve the quality of Copilot's output.
- The structure of your prompt affects the response, with later parts likely being emphasized more.
- It's more effective to give Copilot positive instructions about what to do rather than what not to do.
- Iterating on prompts with more specificity can lead to progressively better results.
- Always review Copilot's responses for accuracy and appropriateness, due to the potential for biased or incorrect output.

Select the links, which are provided here, to navigate to the articles and read through them.

- [Edit a Copilot prompt to make it your own](#)  (article on Microsoft website).
- [Get better results with Copilot prompting](#)  (article on Microsoft website).

Now, try to improve your prompt engineering skills to use in Copilot.

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