

The Microsoft Poster for Prompt Engineering

Microsoft has put together a job aid that identifies the four key ingredients in a well-formed natural language prompt:

- 1. Goal
- 2. Context
- 3. Source
- 4. Expectations

This guide aims to provide a comprehensive understanding of Microsoft’s AI tool—Copilot—highlighting its key components and functionalities to enable users to fully leverage its capabilities for enhanced productivity and improved decision-making in their workflows.

Microsoft 365 Copilot: The Art and Science of Prompting

Select the link that follows to read through this resource.

[Link to Resource: [Microsoft 365 Copilot: The art and science of prompting](#) 

Now, use this framework to form your own 4-sentence prompt with Copilot in Word and PowerPoint.

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