Day-1 Copilot Playbook

25 Ready-to-Use Prompts with explanations, use cases, and pitfalls to avoid.

Outlook

Prompt: Summarise unread emails since 9am. Why: saves triage time. Pitfalls: missing nuance.

Word

Prompt: Draft a 1-page project update. Why: saves blank-page time. Pitfalls: ensure fact-checking.

Excel

Prompt: Explain Q1 vs Q2 variance. Why: speeds analysis. Pitfalls: oversimplification.

PowerPoint

Prompt: Generate 5-slide summary. Why: exec comms. Pitfalls: check visuals.

Teams

Prompt: Summarise transcript into key actions. Why: speeds meeting outcomes.

Verification Habits

Always validate outputs. Techniques: re-prompting, triangulation, SME review.