EC

Day-1 Copilot Playbook

This playbook introduces 25 prompts across Outlook, Word, Excel, PowerPoint, and Teams with context, use cases, and pitfalls to avoid.

Why Copilot?

Studies: UK Gov trial (~26min/day saved), Forrester TEI (353% ROI), Microsoft WTI (75% adoption).

Outlook Prompts

Example: Summarise unread emails by priority with Copilot.

Word Prompts

Example: Draft executive summary with tone guidance.

Excel Prompts

Variance analysis, KPI dashboards with natural language.

PowerPoint Prompts

Generate 5-slide summaries of reports, add risk slide.

Teams Prompts

Summarise transcripts into actions, assign owners.

Verification & Next Steps

Always validate Copilot outputs, re-prompt for accuracy, use SMEs. Resources: https://www.microsoft.com/en-us/worklab, https://tei.forrester.com/go/Microsoft/365Copilot