**Practice Prompts – Technical Focus**

**Copilot in PowerPoint:**

* Design a professional slide introducing our quarterly business goals. Use a clean layout with bold headings. Include an image that reflects teamwork.
* Create a summary slide for our latest marketing campaign results. Highlight key metrics in a colorful chart. Add a brief bullet list of recommendations for improvement.
* Generate a timeline of our product development milestones. Use visual icons for each date. Ensure all text is concise and easy to read.
* Develop a comparison slide of our competitors’ features. Present data in a table format. Make our strengths stand out using contrasting colors.
* Build a closing slide with a thank you message. Insert our company logo in the corner. Add contact information using a modern font style.
* Summarize customer feedback in a visually engaging slide. Use a word cloud to display common themes. Highlight one positive testimonial in a callout box.
* Create a slide to introduce the project team members. Insert professional headshots and short bios. Arrange the content in a grid layout for clarity.
* Design a slide explaining our sustainability initiatives. Include icons representing each initiative. Use green accents to reinforce the theme.
* Craft an agenda slide for an upcoming workshop. List topics and time slots in a clear format. Incorporate a subtle background image to add interest.
* Develop a data-driven slide to show sales growth over the past year. Use a line graph for visual impact. Annotate the highest and lowest points with brief notes.

**Copilot Analyst:**

* Analyze the latest quarterly sales data and identify any trends. Create a summary table of key findings. Offer insights into the potential causes of changes in sales.
* Examine our customer retention rates over the past three years. Visualize the data as a graph. Suggest actionable steps to improve retention based on your analysis.
* Review inventory levels for our top ten products. Point out any items with unusually high or low stock. Recommend inventory management strategies to optimize supply.
* Evaluate the cost breakdown for our recent marketing campaigns. Highlight the most expensive activities in a pie chart. Advise on areas where costs could be reduced.
* Compare employee productivity across departments this year. Present your findings in a bar graph. Propose methods for boosting productivity where it is lagging.
* Assess monthly website traffic and user engagement rates. Summarize the data in an easy-to-read dashboard. Identify which content performed best and why.
* Calculate average order value for each sales channel. Display results in a comparative table. Discuss implications for channel strategy moving forward.
* Summarize customer complaint data from the past six months. Categorize complaints by type and frequency. Provide recommendations for reducing complaint rates.
* Analyze the impact of recent price changes on overall revenue. Use graphs to illustrate before-and-after results. Draw conclusions about price sensitivity among customers.
* Investigate overtime hours worked by employees last quarter. Show distribution by department and role. Suggest ways to manage workload more efficiently.

**Copilot Researcher:**

* Summarize the most recent advancements in renewable energy technology. Focus on innovations released within the past year. Highlight their potential impact on the industry.
* Research current trends in remote work policies among Fortune 500 companies. Identify common benefits and challenges. Present your findings in a concise overview.
* Compile key statistics about global e-commerce growth. Use reputable sources from the past twelve months. Explain what these numbers mean for online retailers.
* Investigate the effects of artificial intelligence on healthcare delivery. Find recent studies and expert opinions. Conclude with a brief assessment of future implications.
* Explore the causes and effects of urbanization in major world cities. Provide examples from both developed and developing nations. Discuss potential solutions for urban challenges.
* Review the latest research on consumer behavior in the fashion industry. Summarize emerging preferences and shopping habits. Suggest how brands might adapt their strategies.
* Identify top strategies used by organizations to achieve digital transformation. Reference case studies from the technology sector. Outline best practices for implementation.
* Examine recent developments in cybersecurity threats. Detail the most common types of attacks. Offer tips on minimizing risk for businesses.
* Survey new methods for improving employee well-being in the workplace. Present findings from academic and industry sources. Recommend practical applications for HR teams.
* Summarize the environmental impact of electric vehicles based on recent research. Focus on lifecycle emissions and resource usage. Evaluate the sustainability of EV adoption.