# Prompts

[Gallery](https://copilot.cloud.microsoft/en-US/prompts)

[Scenario Library](https://adoption.microsoft.com/en-us/scenario-library/)

# SharePoint List Structure: “Copilot Prompt Library”

**➕ Create a new list using the “Blank List” option, then use these columns:**

|  |  |  |
| --- | --- | --- |
| Column Name | Type | Description |
| Prompt Title | Single line text | Clear, descriptive title of the prompt (e.g., “Weekly Campaign Summary”) |
| Objective | Multiple lines of text | What the prompt is meant to achieve |
| Sample Prompt | Multiple lines of text | The exact prompt text to use with Copilot |
| Optimized Version | Multiple lines of text | If the original prompt was refined, paste the improved version |
| Context/Resources | Hyperlink or text | Link to supporting documents or data (Excel, Power BI, etc.) |
| Use Case Examples | Multiple lines of text | Where or how to use this prompt in practice |
| Contributor | Person or Group | Auto-fills when users contribute |
| Department/Team | Choice (e.g., Marketing, Sales, HR, Finance) | Helps with sorting and filtering |
| Tags | Choice (multi-select) | Tag prompts (e.g., Report, Email, Analysis, Brainstorm, Meeting) |
| Last Updated | Date and Time | Tracks edits and improvements |
| Feedback / Notes | Multiple lines of text | Input from others about prompt effectiveness or improvements |

## Bonus Tips for SharePoint Usability

* **Enable version history** to track changes and see prompt evolution.
* **Add a “Like” column** (Yes/No or Star Rating) to crowdsource the best prompts.
* **Group by Department or Tag** for better navigation.
* Add a **custom view**: “Top Rated Prompts,” “Recently Updated,” “Sales Use Cases,” etc.
* Pin the SharePoint List as a **tab in Microsoft Teams**.