

■ Microsoft Copilot Prompt Engineering Cheat Sheet

Top 10 Prompts for Word, Excel, and PowerPoint to maximize productivity with Microsoft Copilot.

■ Microsoft Word

1. Draft a 2-page report on [topic] in a formal tone.
2. Summarize this 10-page document into 5 bullet points.
3. Draft a professional email/letter to [recipient].
4. Rewrite the text to make it concise and clear.
5. Adjust this paragraph to sound persuasive for a sales pitch.
6. Create an SOP for onboarding employees.
7. Make a comparison table between [Product A] and [Product B].
8. Check this document for grammar and clarity.
9. Draft a project proposal including objectives and deliverables.
10. Write a 3-minute speech introducing our company at a conference.

■ Microsoft Excel

1. Summarize key trends in this dataset in 5 bullet points.
2. Create a line chart showing monthly sales trends.
3. Highlight unusual spikes or drops in revenue.
4. Write a formula for year-over-year growth by category.
5. Create a pivot table of sales by region and product.
6. Forecast next 6 months of sales from this dataset.
7. Group expenses into categories (travel, supplies, salaries).
8. Explain this dataset in simple terms for non-technical audience.
9. Find the top 5 highest-performing sales reps.
10. Check this worksheet for formula errors and suggest corrections.

■ Microsoft PowerPoint

1. Convert this document into a 10-slide presentation.
2. Summarize this report into 5 executive-level slides.
3. Redesign this slide with icons and visuals.
4. Turn this dataset into 3 slides with charts.
5. Generate speaker notes in persuasive tone.
6. Reorganize slides into story flow (problem → solution → benefits).
7. Condense 20 slides into 5 impactful slides.
8. Simplify jargon for a non-technical audience.
9. Add 2–3 real-world case studies to slides.
10. Make this slide visually appealing with a modern theme.