



# PROMPT ENGINEERING

---





# Prompt Engineering

**Surendra Panpaliya**

Founder and CEO, GKTC Innovations

<https://www.linkedin.com/in/surendrarp>



# Surendra Panpaliya: AI Visionary

## Extensive Digital Transformation Experience

With over 25 years in IT, his expertise drives digital transformation and technological innovation for global organisations.

## Empowering IT Professionals

He has mentored and trained more than 25,000 IT professionals, equipping them with advanced technology skills and knowledge.

## Advancing AI Adoption

Through collaborations with numerous multinational firms, he has promoted the adoption of AI-driven strategies across diverse industries.

# Getting Microsoft 365 Copilot



## Access Official Copilot Pages

Begin by navigating to the official Copilot website to explore options for personal or business use.

## Select the Right Copilot Plan

Choose a suitable Copilot plan, such as Pro for individuals or a business version, depending on your needs.

# Getting Microsoft 365 Copilot



## Complete Purchase and Setup

Follow the purchasing steps, sign in with your account, and ensure you meet any system or subscription prerequisites.

<https://www.microsoft.com/en-in/store/b/copilotpro>

# Agenda



**Module 1: Introduction to Prompt Engineering**



**Module 2: Prompting Basics Across Microsoft 365 Apps**



**Module 3: Prompt Engineering Techniques & Patterns**



**Module 4: Use Case Simulation by Industry**



**Module 5: Advanced Prompting, Limitations & Governance**

# 1. Introduction to Prompt Engineering



What is Prompt Engineering?



Importance in the context of Microsoft 365 Copilot



Types of prompts: Instructional, Conversational, Contextual



Prompt Engineering vs Traditional Search

# 1. Introduction to Prompt Engineering



**Demo:**



Live example: Poor vs Well-Structured prompt in Word Copilot



**Exercise:**



Break a vague prompt into a refined, high-performing one

## 2. Prompting Basics Across Microsoft 365 Apps

App	Prompt Style	Examples
Word	Rewriting, summarizing, transforming	“Rewrite this as a formal letter”
Excel	Data analysis, trends, forecasting	“Explain quarterly trends in this table”
Outlook	Drafting, summarizing, tone adjustment	“Summarize this thread in bullet points”
PowerPoint	Slide creation, enhancement	“Create 3 slides from this document”
Teams	Summarize meetings, extract actions	“Summarize this meeting with next steps”

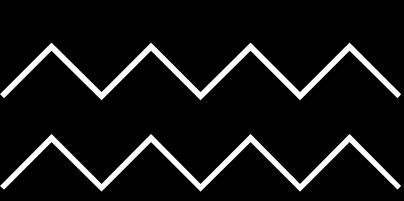
## 2. Prompting Basics Across Microsoft 365 Apps



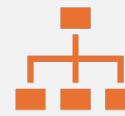
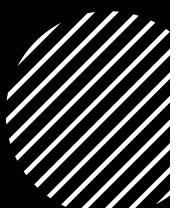
### Hands-on Lab:



Try 2 prompts per app using sample datasets or emails



### 3. Prompt Engineering Techniques & Patterns



Role-based prompting (“Act as a Project Manager...”)



Tone and style control



Output formatting (tables, lists, emails, slides)



Iterative prompting (Refine > Correct > Expand)

# 3. Prompt Engineering Techniques & Patterns

## Examples:

“You are a Finance Controller. Summarize the key risks in this P&L.”

“Turn these 5 bullet points into a persuasive email to leadership.”

## Hands-on Lab:

Exercise sheet with weak prompts; refine using best practices

# 4: Use Case Simulation by Industry

Industry	Sample Prompt
Healthcare	“Summarize this case file into layman's terms” (Word)
Retail	“Draft a promotional email using this product data” (Outlook)
IT/Services	“Create a client status update slide from this email chain” (PowerPoint)
HR	“Write a policy document outline from these notes” (Word)
Manufacturing	“Summarize this inspection report into key observations” (Excel + Word)

# 4: Use Case Simulation by Industry



# 5. Advanced Prompting, Limitations & Governance

Prompt chaining (multi-step outputs)

Prompt reusability & templates

Copilot limitations and best practices

Governance: data sensitivity, compliance, and prompt hygiene

# 5. Advanced Prompting, Limitations & Governance



**Exercise:**



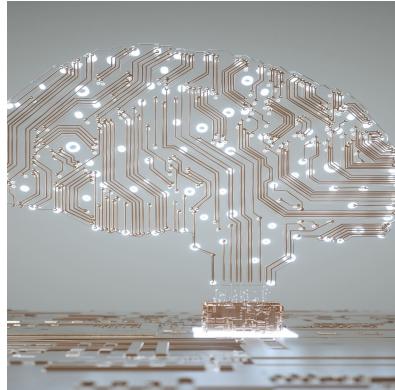
Design a 3-step prompt flow (e.g., extract > rephrase > format)

# Introduction to Prompt Engineering



## Fundamentals of Prompt Engineering

Prompt engineering involves designing effective queries to interact with AI language models and obtain desired responses.



## Significance in Artificial Intelligence

Well-crafted prompts are crucial for leveraging AI capabilities and improving the accuracy and relevance of model outputs.



## Expert Insights and Best Practices

Leading experts share strategies to optimise prompt engineering for more effective interactions with advanced language models.

# Agenda



What is Prompt Engineering?



Importance in the context of Microsoft 365 Copilot



Types of prompts: Instructional, Conversational, Contextual



Prompt Engineering vs Traditional Search

# Agenda



**Demo:**



Live example: Poor vs Well-Structured prompt in Word Copilot



**Exercise:**



Break a vague prompt into a refined, high-performing one

# What is Prompt Engineering?



The practice of designing,  
structuring,



Refining instructions (prompts)



To AI systems like Microsoft 365  
Copilot



Generate relevant, accurate, and  
actionable outputs.



# Understanding Prompt Engineering

## Crafting Effective Prompts

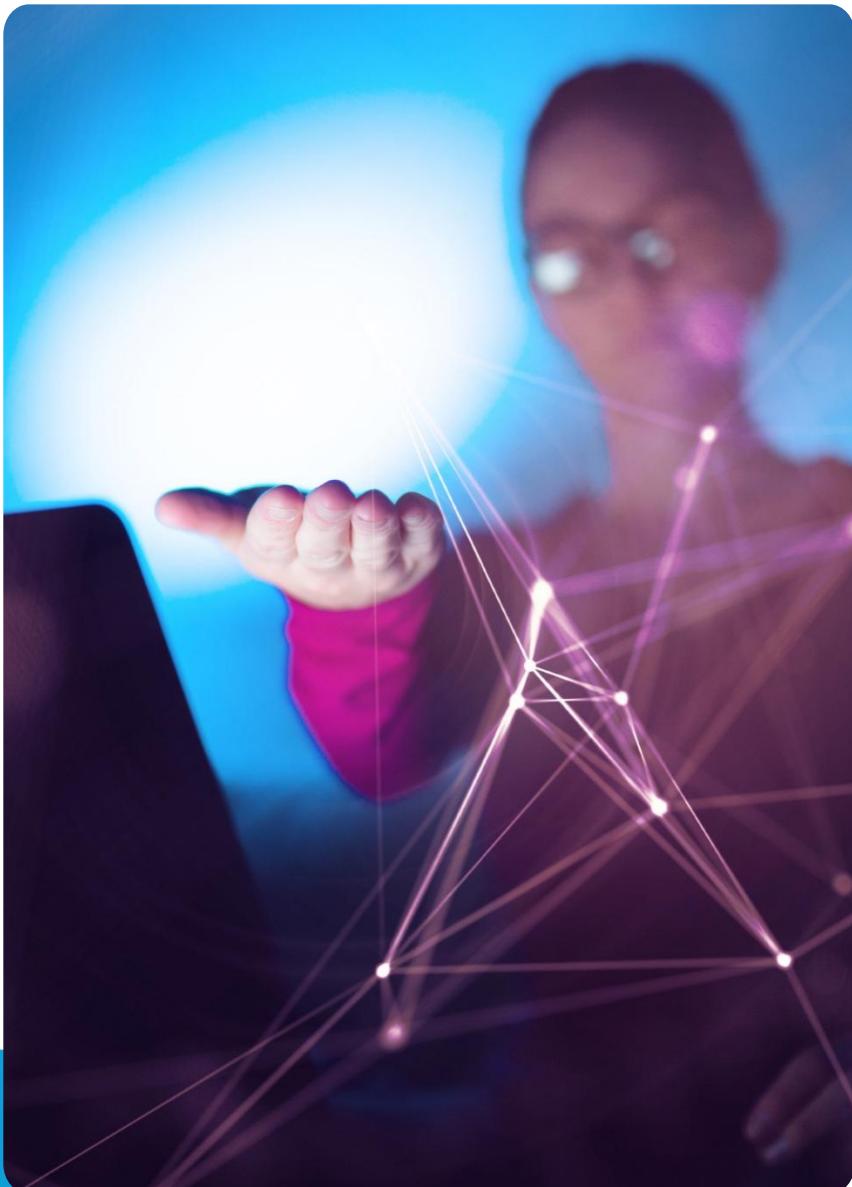
Prompt engineering involves carefully writing prompts to ensure AI gives relevant and accurate responses. Clear language is essential.

## Optimising AI Performance

Refining and organising prompts guides AI systems to produce the best possible results for different tasks or queries.

## Actionable and Relevant Results

Good prompt engineering ensures the AI's output is actionable, relevant, and useful for the user's needs.



# Mastering Effective AI Queries

## **Value of Clear Questions**

Formulating precise questions is essential for obtaining valuable and accurate AI responses in any context.

## **Importance of Specific Details**

Including specific details in your queries helps guide the AI to provide more relevant and targeted answers.

## **Structured Query Approach**

Organising your queries in a way AI understands boosts the usefulness and relevance of its output.

# Optimising AI Performance



## Refining and Organising Prompts

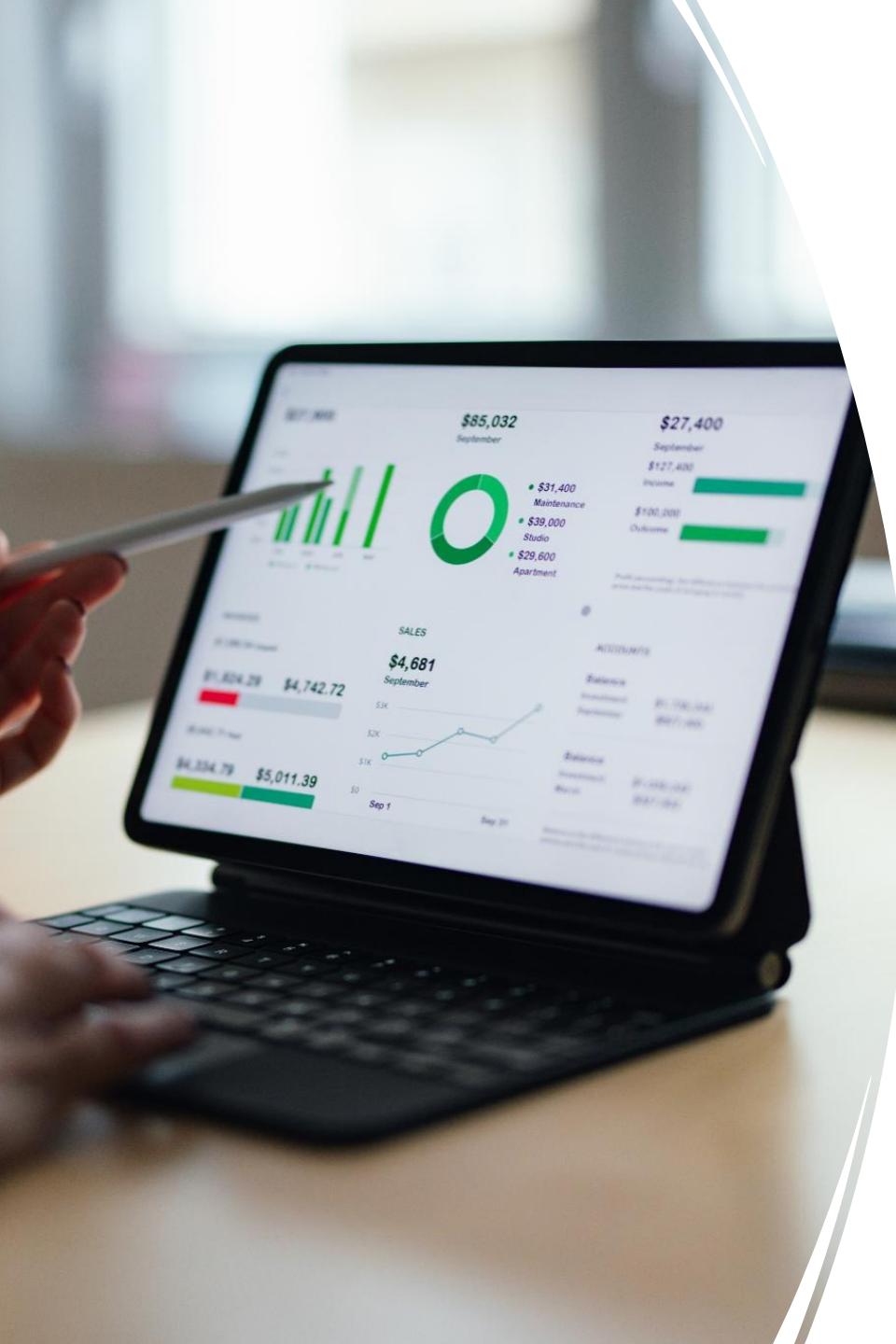
Refined and well-organised prompts guide AI more effectively, resulting in higher-quality outcomes and precise understanding of the task.

## Clear and Structured Communication

Clear, structured prompts help AI interpret tasks accurately, which significantly improves the accuracy of its responses.

## Professional Slide Design

Pairing concise explanations with clear images on slides makes information more visually appealing and easier to understand.



# Unlocking Copilot's Full Potential

---

## Efficient Data Analysis

Crafted prompts help Copilot analyse complex data quickly and summarise lengthy documents with clarity and accuracy.

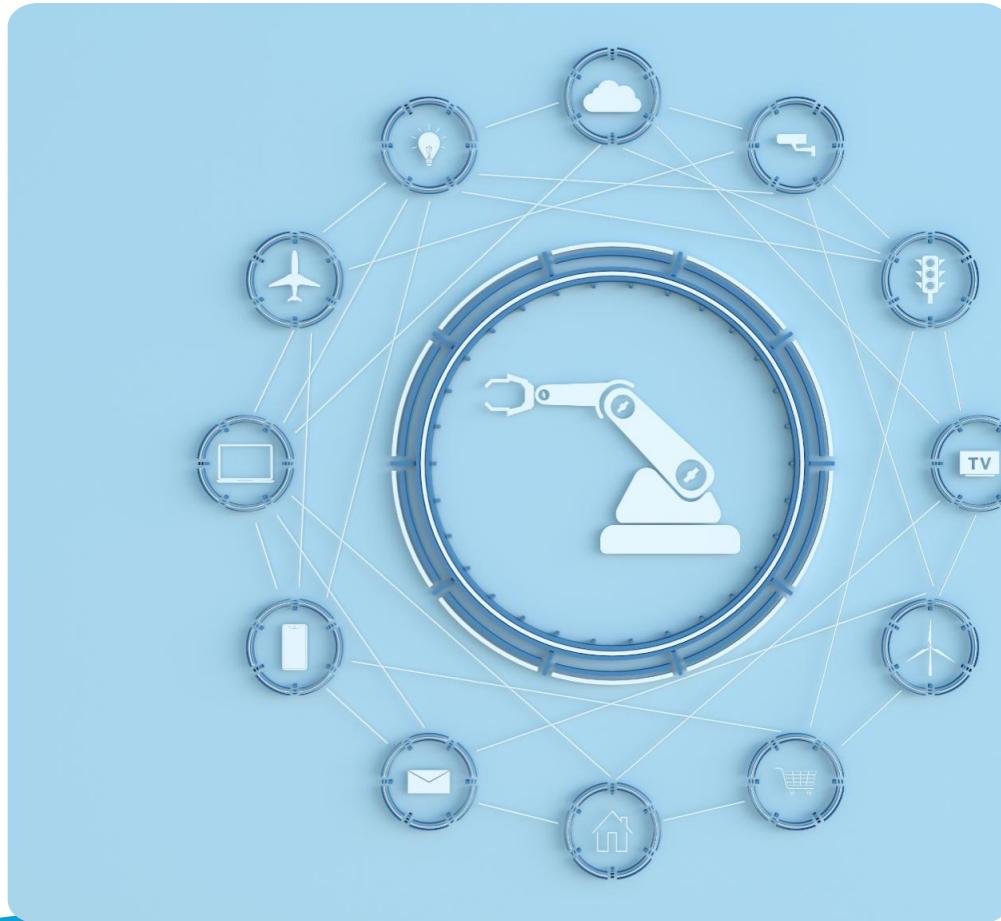
## Automating Tasks

Thoughtful prompts allow Copilot to automate repetitive tasks, saving valuable time and improving productivity for users.

## Generating Business Insights

Copilot suggests useful business insights, supporting better decisions and strategic planning within organisations.

# Maximising Copilot's Impact



## AI-Driven Productivity

Integrating AI into common office tools boosts efficiency and helps users accomplish tasks faster and smarter.

## Smarter Data Insights

Business Analysts gain improved data analysis and reporting by leveraging high-quality AI prompts for deeper insights.

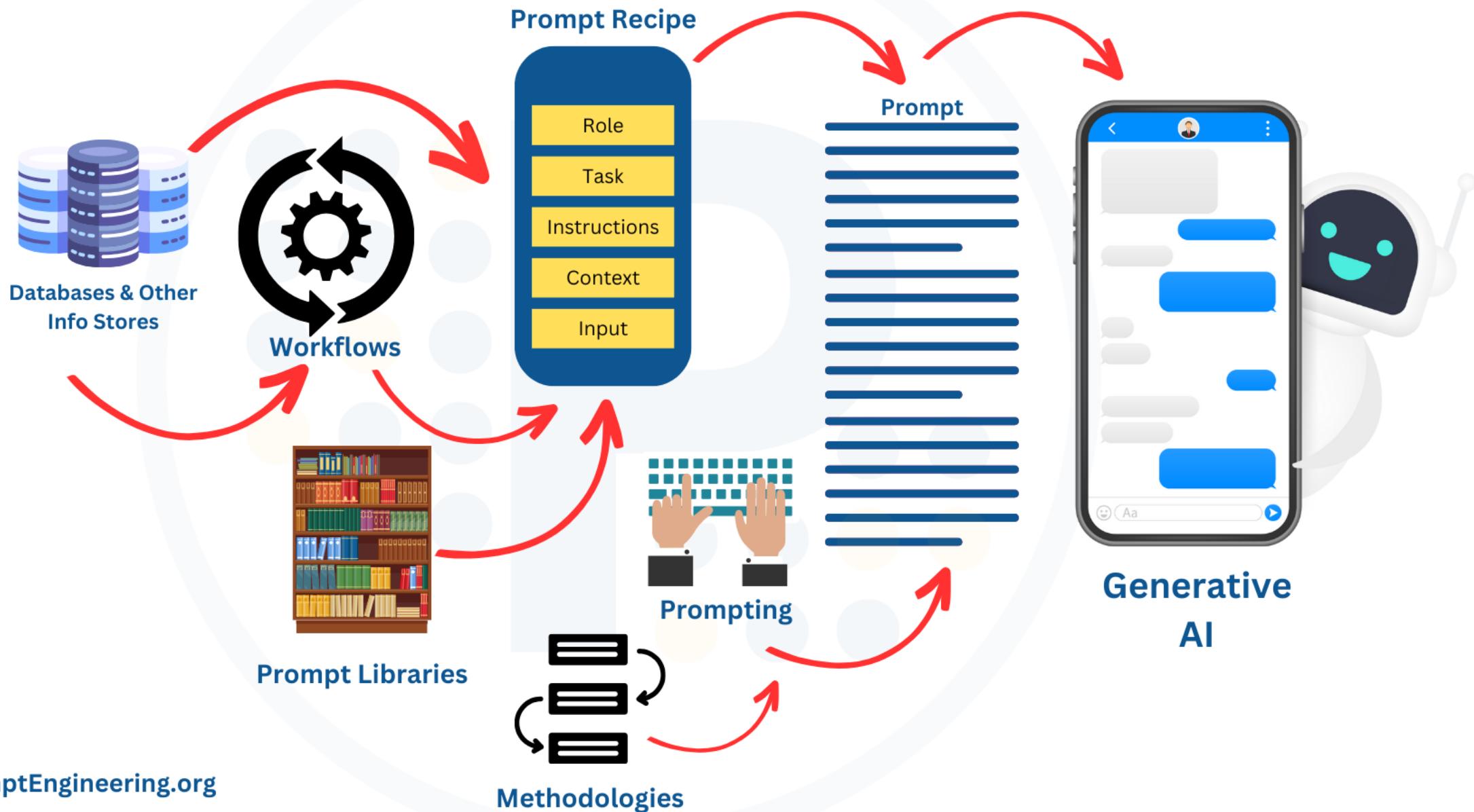
## Automated Tasks & Communication

Functional teams streamline workflows with automation and improved collaboration, saving time and reducing manual effort.

## Driving AI Adoption

AI Champions promote organisation-wide adoption, demonstrating clear productivity gains and measurable improvements.

# What is Prompt Engineering? Everything that goes before the prompt





# Understanding Prompt Engineering

## Effective Instruction Creation

Crafting instructions for AI models helps achieve more accurate and relevant outputs for various tasks.

## Model Capabilities and Limits

Understanding how AI models work and what they can or cannot do is crucial in prompt engineering.

## Improved Performance and Efficiency

Mastering prompt engineering leads to more efficient workflows and better results in training and professional environments.

# Importance of Microsoft 365 Copilot



## AI-Driven Productivity Boost

Copilot integrates AI assistance into Office apps, making routine tasks like document creation and email management much faster and easier.



## Streamlined Data Analysis

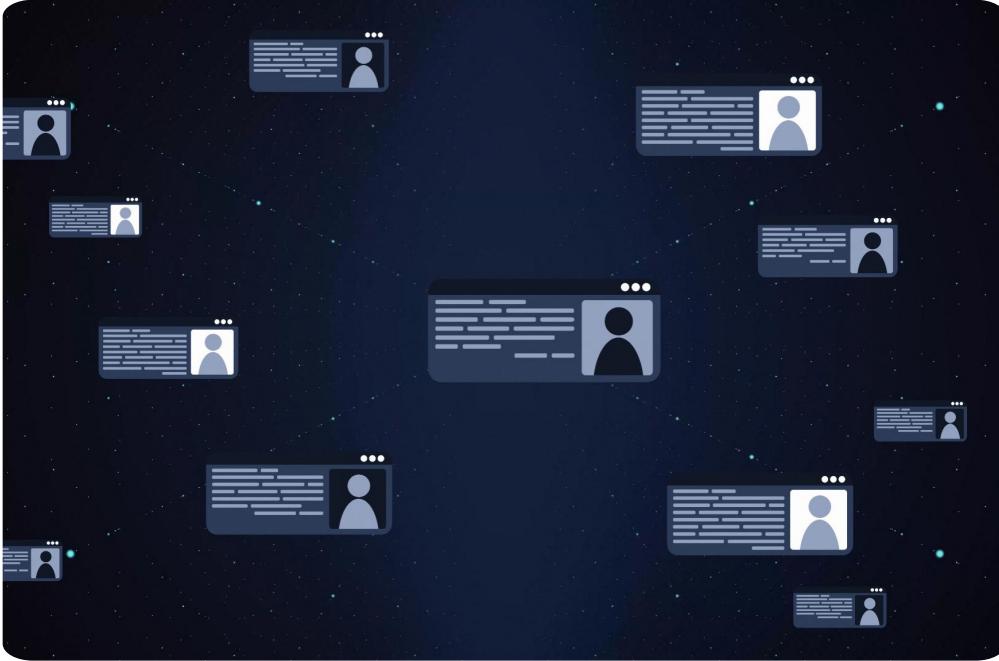
The tool simplifies complex data analysis, enabling users to quickly make sense of information and improve decision making.



## Empowering Organisational Efficiency

With routine tasks automated, users focus on high-value activities, leading to greater organisational effectiveness.

# Exploring Prompt Types



## Instructional Prompts

Instructional prompts provide clear commands or tasks, directing the AI to perform specific, targeted actions or outputs.

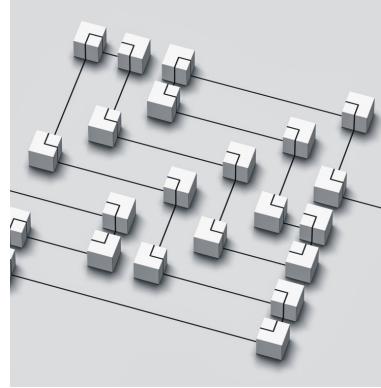
## Conversational Prompts

Conversational prompts simulate natural dialogue, encouraging interactive and engaging back-and-forth communication with the AI.

## Contextual Prompts

Contextual prompts offer background information or scenarios, allowing the AI to tailor responses for more relevant, situational outputs.

# Understanding Instructional Prompts



## Purpose of Instructional Prompts

Instructional prompts help guide AI systems to perform clear and well-defined tasks, improving their usefulness and reliability.

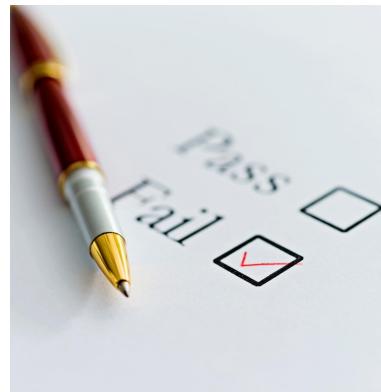
## Clarity and Specificity

Clear and specific prompts, such as 'Summarise this article in three points,' ensure the AI understands what is required.

## Enhanced AI Response Quality

Well-written prompts increase the accuracy and relevance of AI-generated responses, making interactions more effective.

# Enhancing Results with Conversational Prompts



## Start with Broad Prompts

Initiate the process by providing a general prompt, such as requesting a summary of meeting notes, to set the context.

## Refine Through Follow-ups

Make adjustments by asking specific follow-up questions, like narrowing the focus to only action items identified.

## Achieve Tailored Results

This step-by-step, conversational approach efficiently produces outputs that are closely aligned with your specific needs.

# Enhancing Outputs with Context

## Role of Contextual Prompts

Context in prompts provides background details, leading to more targeted and meaningful responses tailored to user needs.

## Guiding Outputs with Data

Referencing specific data or scenarios in prompts helps direct outputs to address practical requirements effectively.

## Example: Analysing Sales Trends

Attaching an Excel sheet with North India sales trends enables tailored strategies and actionable, data-driven insights.



# A.C.T.O.R.S Framework

AIM

CONTEXT

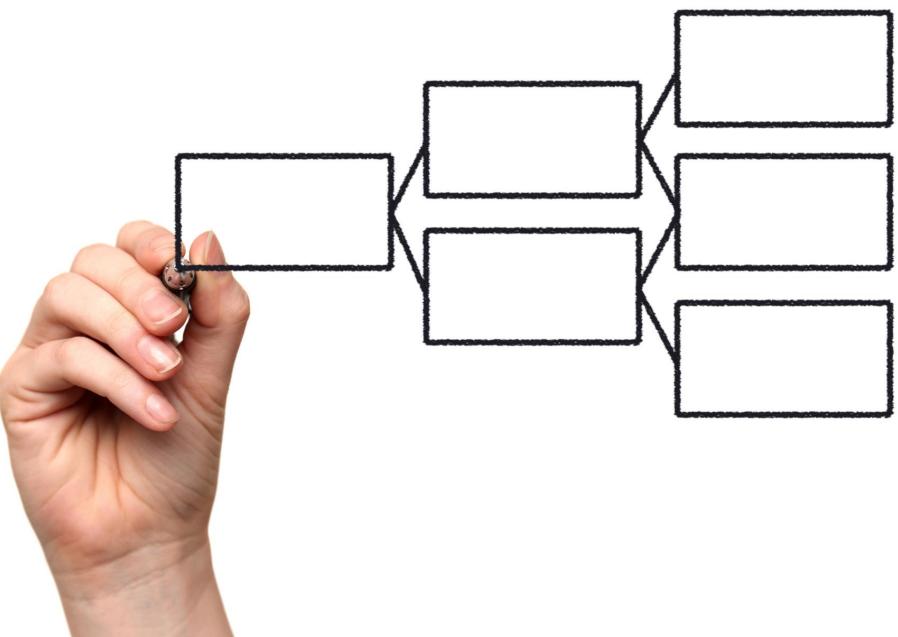
TASKS

OUTPUT  
FORMAT

RULES &  
CONSTRAINTS

SHOW  
EXAMPLES  
(FEW-SHOT)

# A.C.T.O.R.S Framework Essentials



- Aim and Context define the purpose and background of the prompt.
- Tasks specify detailed actions the AI should perform.
- Output format determines how the result should be presented.
- Rules and constraints set boundaries and guidelines for responses.
- Examples provide clarity through sample inputs and desired outputs.

# Prompt Structure (A.C.T.O.R.S.)

System (role): You are a helpful, rigorous {role}.

Follow constraints strictly.

User:

Aim: {what to achieve, success criteria}

Context: {domain, audience, source material, data snippets}

# Prompt Example

System: You are an expert prompt engineer and teacher.

Be friendly, concise, and highly structured.

User:

Create a step-by-step beginner's guide to prompt engineering that includes:

# Prompt Structure (A.C.T.O.R.S.)

Tasks:

- 1) {subtask A}
- 2) {subtask B}
- 3) {subtask C}

# Prompt Example

- Phases: understanding the model, goal-setting, prompt structure, techniques (role/few-shot/decomposition/self-checks), refinement loop, testing/evals, common mistakes.
- Clear headings, bullets, and short examples for each phase.
- At least two copy-paste prompt templates (general + strict JSON).
- A mini QA checklist and a 7-day practice plan.
- Conclude with actionable tips and a short list of authoritative resources.

# Prompt Structure (A.C.T.O.R.S.)

Output format: {JSON schema / Markdown sections / tables}

Rules & constraints:

- Tone: {e.g., friendly, concise}
- Limits: {word/char caps, IST dates, INR units}
- Sourcing: {what you may/may not assume}
- If unsure: say “I don’t know”.

# Prompt Example

Constraints:

- Use Indian conventions if relevant (e.g., IST, INR).
- Keep explanations crisp; avoid filler.
- If you're unsure about something, say "I don't know."
- No invented citations; list only well-known, official resources.

# Prompt Structure (A.C.T.O.R.S.)

Examples:

Input → {short example}

Desired Output → {short, realistic example}

# Prompt Example

Output format:

# Title

## Phase 1 ...

...

## Resources



# Why This Prompt Works

## Expert Role Assigned

Giving the model an expert role improves the quality and depth of the generated answers, making them more insightful.

## Clear Goal Set

Defining a clear objective, like creating a step-by-step guide, leads to more focused and actionable responses.

## Audience Level Specified

Targeting explanations for beginners makes content more accessible and easy to understand for newcomers.



# Mastering Prompt Engineering

## Clarity and Structure

Prompts should be structured with clear instructions, relevant context, and specific examples for optimal results.

## Iterative Refinement

Test different prompt variations and analyse model outputs, refining for clarity and precise intent.



# Mastering Prompt Engineering

## Common Mistakes to Avoid

Avoid vague prompts, excessive information, and lack of examples, as these reduce effectiveness and clarity.

## Skill Development Resources

Explore guides and forums to expand prompt engineering expertise and stay updated with best practices.



# Crafting Effective Prompts

---

## Organise with Headings and Bullets

Use clear headings and bullet points to structure your prompts, making them easier to follow and understand.



# Crafting Effective Prompts

---

## Provide Clear Examples

Examples help clarify your instructions, ensuring your expectations are understood and followed accurately.



# Crafting Effective Prompts

---

## Avoid Common Mistakes

Steer clear of vague requests, inconsistent formatting, and unclear expectations to improve prompt effectiveness.



# Crafting Effective Prompts

---

## Encourage Actionable Responses

Structured, clear prompts foster precise, actionable answers from AI, benefiting both users and results.

# Demo

Poor vs Well-Structured prompt in Word Copilot

# Setup

- **In Word (desktop or web)**
- Open a blank document.
- Paste the **sample messy meeting notes** below (acts as your “source” content).
- Click the **Copilot** button → **Draft with Copilot** (right pane opens).

# Sample messy meeting notes

(paste into Word)

Project: “RevX” Quarterly Review – Notes (20 Aug 2025)

Attendees: Rahul (PM), Anjali (BA), Vivek (Eng), Meera (QA), Priya (Ops), Arjun (Client – CFO office)

Context: Q3 rollout focus. North revenue ↓7% vs Q2; APAC supply delays.

Feature: Auto-Recon v2 @ ~80% complete. SIT target: 25 Aug. UAT window: 28 Aug–5 Sep. Tentative go-live: 10 Sep.

Dependencies: Tally ERP integration still flaky (auth token refresh); Postgres 14 freeze for prod through Sep.

Performance: p95 = 1.8s (SLO 1.5s) on invoice match flow under 1.2k rps; GC spikes on recon job.

# Sample messy meeting notes

**(paste into Word)**

Quality: 17 open defects; GST rounding bug (#1432) impacts invoices > ₹10L; data mismatch on vendor import.

Budget: +₹12,00,000 approved for extra infra + test env; spend must stay within FY25 cap.

Decisions: Keep Postgres 14; push Auto-Recon v2 UX polish post go-live; expand QA for UAT window.

Risks:

R1: Tally integration instability → could push UAT by 3–4 days (Owner: Vivek).

R2: Perf gap (p95>1.5s) may break SLO at peak (Owner: Priya).

R3: GST rounding bug affects finance reporting accuracy (Owner: Meera).

# Sample messy meeting notes

**(paste into Word)**

Action items:

- Vivek: token refresh fix + retry policy by 23 Aug
- Meera: hotfix GST rounding (#1432) by 24 Aug; re-run regression pack
- Priya: perf tuning (cache + batching) to hit p95 ≤1.5s by 27 Aug
- Anjali: prep UAT scenarios for AP + Vendor flows by 25 Aug
- Rahul: comms to client on revised UAT/go-live dates if slippage, by 26 Aug

Success criteria for go-live: zero Sev-1 defects, p95 ≤1.5s, UAT sign-off, finance approval on rounding fix.

# Show a Poor Prompt

**You say (in Copilot panel):**

Summarize the meeting.

# Show a Poor Prompt

- **What typically happens (call out the pitfalls):**
- Generic summary, misses **RAG status**,
- timelines, and **who owns what**.
- Doesn't respect **business tone** or
- **executive-ready** formatting.

# Show a Poor Prompt

- May omit critical metrics (p95, budget, dates).
- Teaching point:
- **Keyword-y** prompts → “search-like” answers.
- Copilot needs **role, task, context, format, constraints**.

# Show a Well-Structured Prompt

Act as a PMO analyst. Create an EXECUTIVE SUMMARY of the “RevX” review using only the content in this document.

Output spec:

- 1) H2 “Executive Summary” (≤120 words, formal tone for CXOs).
- 2) H2 “Project RAG Status” → a 3-column table [Area | Status (R/A/G) | Reason] for Scope, Schedule, Quality, Performance, Budget.
- 3) H2 “Key Decisions” → bullets.

# Show a Well-Structured Prompt

- 4) H2 “Top Risks & Mitigations” → a 4-column table [Risk | Probability | Impact | Mitigation/Owner].
- 5) H2 “Next 7 Days Plan” → bullets with \*\*owners\*\* and \*\*due dates in DD-MMM-YYYY\*\*  
(use dates already in notes).
- 6) Keep numbers in \*\*INR\*\*.  
Keep technical terms (p95, SLO, GST) as-is.

Do not invent data; cite only what exists here.

# What to highlight as it generates:

- It uses **the right voice** (executive-ready, concise).
- It **structures** the output (headings, tables, bullets).
- It keeps **owners & dates, metrics**, and **currency** intact.
- It avoids hallucinating (you told it “**use only this document**”).

# Quick Refinements

Run these as **follow-ups** (no need to repaste the big prompt):

## A) Tighten length

Make the Executive Summary 90–100 words and preserve all key metrics and dates.

## B) Sharpen tone

Rewrite the Executive Summary in a crisp board-brief tone. Avoid filler and keep only the most decision-relevant points.

# Quick Refinements

## C) Add decision focus

Append a one-paragraph “Go/No-Go Readiness” assessment referencing p95 target, UAT sign-off, Sev-1 threshold, and budget approval.

## D) Format polish

Convert “Next 7 Days Plan” into a checklist with [ ] boxes and keep owners and due dates.

# **Importance in the Context of Microsoft 365 Copilot**

Microsoft 365 Copilot is embedded in everyday tools like Word, Excel, PowerPoint, Outlook, and Teams.

The **quality of prompts** directly determines the **value Copilot delivers**:

# What Made the Good Prompt “Good”?

**Role:** “Act as a PMO analyst”

**Task:** “Create an executive summary...”

**Context:** “Using only content in this document”

**Format:** Headings, tables, bullets, dates, currency

**Constraints:** Formal tone, word limits, no new data

**Safety:** “Do not invent data” to reduce hallucinations

# Copy-Ready Cards (handy for your slide)

## Poor Prompt

Summarize the meeting.

# Copy-Ready Cards (handy for your slide)

## **Well-Structured Prompt (Word Copilot)**

Act as a PMO analyst. Create an EXECUTIVE SUMMARY of the “RevX” review using only the content in this document.

Output spec:

- 1) H2 “Executive Summary” (≤120 words, formal tone for CXOs).
- 2) H2 “Project RAG Status” → a 3-column table [Area | Status (R/A/G) | Reason] for Scope, Schedule, Quality, Performance, Budget.
- 3) H2 “Key Decisions” → bullets.

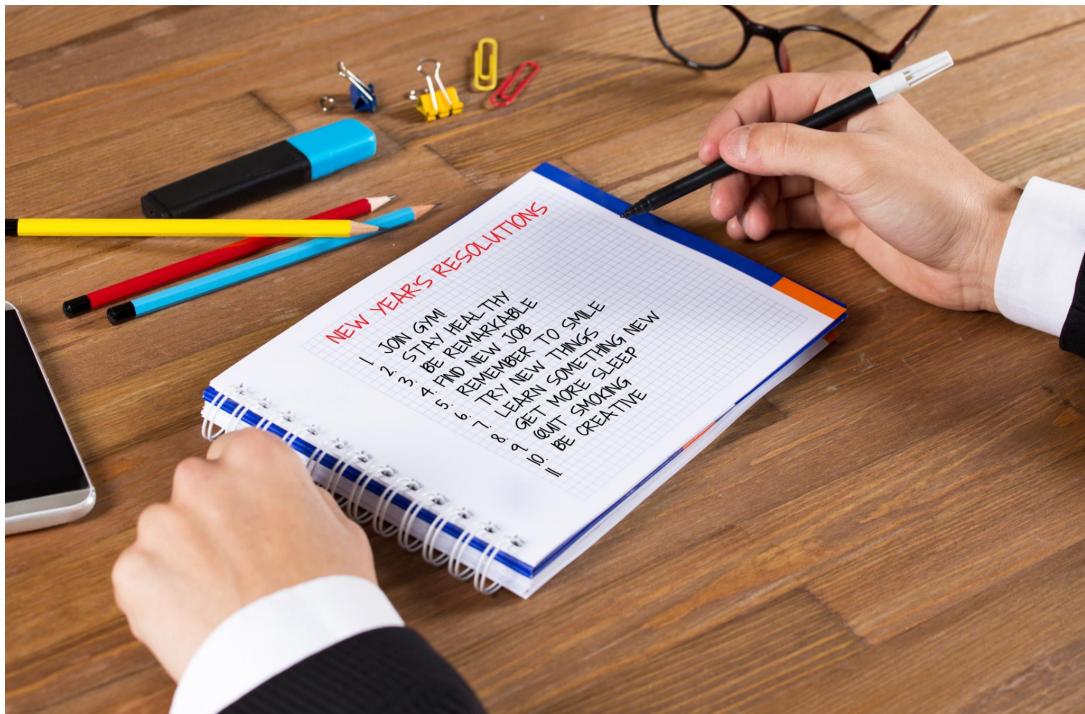
# Copy-Ready Cards (handy for your slide)

- 4) H2 “Top Risks & Mitigations” → a 4-column table [Risk | Probability | Impact | Mitigation/Owner].
- 5) H2 “Next 7 Days Plan” → bullets with owners and due dates in DD-MMM-YYYY.
- 6) Keep numbers in INR. Keep technical terms as-is. Do not invent data.

# 3 Follow-Ups

- 1) Make the Executive Summary 90–100 words; keep key metrics/dates.
- 2) Convert “Next 7 Days Plan” into a checklist with [ ] boxes.
- 3) Add a “Go/No-Go Readiness” paragraph referencing SLO, UAT sign-off, Sev-1, budget.

# Effective Troubleshooting Tips



## Restore Missing Information

Always reinsert missing owners or due dates exactly as specified to ensure data accuracy and accountability.

## Maintain Formal Tone

Rewrite any overly casual content into a formal, professional style suitable for board-level communication.

# Effective Troubleshooting Tips



## Use Only Provided Information

Avoid inventing or guessing details. Rely strictly on the information that has been shared.

## Correct and Concise Tables

If tables are incorrect, rebuild the RAG table with the specified columns and keep reasons brief.

# Microsoft 365 Copilot in Business



## Empowering Business Analysts

Copilot streamlines data analysis and automates routine business tasks, saving analysts time and reducing manual work.

## Boosting Team Productivity

Functional teams benefit from improved productivity, seamless collaboration, and more efficient workflow management with Copilot.

## Role of AI Champions

AI Champions help drive Copilot adoption, promote best practices, and maximise its value organisation-wide.

# Boosting Business Analyst Productivity



## Clear Requirement Documentation

Precise prompts help create clearer requirement documents and reduce ambiguity in project specifications.

## Smarter Data Insights

Targeted questions and focused analysis lead to more meaningful and actionable data insights for business growth.

## Streamlined Report Creation

Efficient instructions enable faster creation of reports, saving valuable time on documentation and analysis.

## Improved Stakeholder Communication

Better communication helps reduce misunderstandings and ensures all stakeholders are aligned on project goals.

# Boosting Team Productivity



## Automation of Repetitive Tasks

Automation streamlines routine activities, allowing teams to save time and focus on higher-value work.

## AI-Assisted Communication

AI tools help create professional emails faster and more accurately, improving team communication.

## Efficient Meeting Summaries

Automated meeting summaries keep all team members informed and aligned on key points and decisions.

## Intelligent Presentation Design

AI offers smart suggestions for presentation design, making creation faster and results more impactful.

# Empowering AI Champions



## Fostering AI Literacy

AI Champions educate teams to improve AI literacy and build organisational capability, driving continuous learning and growth.

## Demonstrating Productivity Gains

By effectively highlighting productivity improvements, AI Champions secure stakeholder support for wider AI initiatives.

## Driving Strategic Adoption

AI Champions lead the creation of robust adoption strategies, enabling sustainable and scalable transformation across departments.

# Transforming Copilot with Prompts



## AI Integration in Productivity Tools

Microsoft 365 Copilot uses AI within everyday business applications, streamlining tasks and boosting overall efficiency.



## Strategic Prompt Engineering

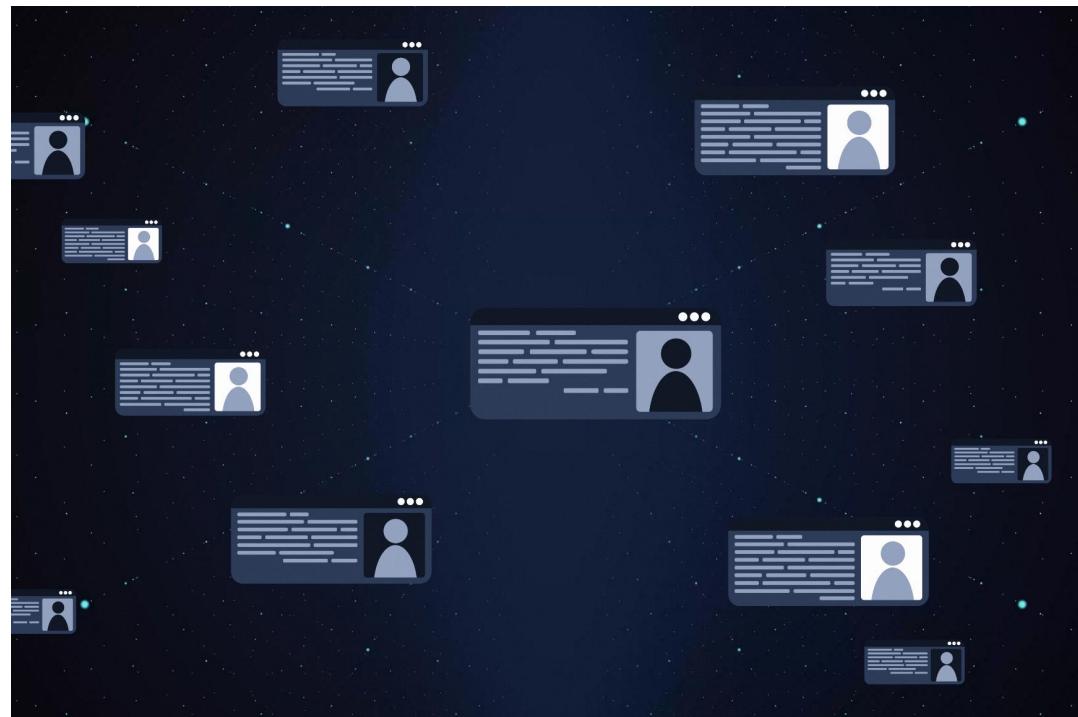
Crafting precise prompts transforms Copilot from a basic assistant to a valuable strategic partner for businesses.



## Enhanced Decision-Making

Well-designed prompts enable Copilot to deliver advanced insights, improve communication, and support better decision-making.

# Types of Prompts Explained



## Instructional Prompts

Instructional prompts provide clear commands or instructions, such as asking someone to summarise an article or complete a task.

## Conversational Prompts

Conversational prompts are designed to encourage dialogue and interaction, for example by asking someone how they are today.

## Contextual Prompts

Contextual prompts provide background information or scenarios, guiding responses based on a specific situation or context.

# Instructional Prompts

Direct and task-focused.

Example:

*“Generate a project status report for last quarter including risks, blockers, and next steps.”*

# Effective Instructional Prompts



## Guiding Learning Objectives

Instructional prompts help learners by offering clear directions or questions that support learning goals and progress.

## Specific and Concise Prompts

Prompts should be clear, focused, and tailored to the desired skill, making instructions easy to understand.

## Encouraging Critical Thinking

Effective prompts inspire students to think deeply, analyse, and actively engage with the subject matter.

# Conversational Prompts Demo



## Guiding Interactive Experiences

Conversational prompts lead users smoothly through interactive sessions, making complex processes feel intuitive and user-friendly.

## Initiating and Deepening Dialogue

Prompts help start conversations and keep them engaging by offering relevant cues that deepen the interaction.

## Demonstrating System Adaptability

In demos, prompts reveal how systems understand context, respond appropriately, and adapt to user needs in real time.

# Conversational Prompts

More interactive, where you refine results iteratively.

Example:

You: “*Summarize yesterday’s meeting notes.*”

Copilot: Provides a summary.

You: “*Make it shorter and highlight only action items.*”

# Harnessing Contextual Prompts



## Guiding AI with Context

Contextual prompts provide essential background or situational information to help steer AI models toward accurate responses.

## Enhancing Response Relevance

By tailoring prompts, AI output becomes more relevant and suited to specific needs or user queries.

## Improving Communication Clarity

Effective contextual prompts reduce ambiguity, leading to clearer, more human-like interactions with artificial intelligence systems.

# Contextual Prompts

Provide background information for more personalized outputs.

Example:

*“Using the attached Excel sheet,  
identify top 5 sales trends in the North India region and  
suggest strategies to improve.”*



# Prompt Engineering vs Search

---

## Traditional Search Methods

Traditional search relies on keywords to locate documents, often requiring manual review of results to find relevant information.

## Prompt Engineering Capabilities

Prompt engineering enables users to request specific analyses or summaries, allowing AI tools to generate instant, targeted insights.

## Efficiency and Insight

With prompt engineering, users can extract trends and understand performance changes without opening multiple files, saving time and effort.

# Prompt Engineering vs Traditional Search

Traditional Search	Prompt Engineering with Copilot
You enter keywords.	You give instructions or context.
Returns links/documents you must read.	Returns ready-to-use answers, summaries, insights, or drafts.
Requires manual filtering.	Automates filtering and tailors output to your need.
One-way interaction.	Iterative: you refine prompts for better results.



# Effective Copilot Prompts

---

## Start with Clear Searches

Begin by entering a specific search term, such as a document name or topic, to find relevant information efficiently.

## Use Focused Prompts

Issue precise instructions, like asking for a summary or improvements, to get the most relevant results from Copilot.

## Receive Quick Insights

Copilot delivers concise summaries, actionable insights, or analysis based on your tailored requests for rapid decision-making.

# Summary



## Crafting Clear Prompts

Precise and specific prompts lead to more accurate and useful AI-generated results for business tasks.

## Treat AI as a Teammate

Assign tasks to Copilot as you would to a team member, not as a mere search tool.

## Structured, Contextual Requests

Well-structured and contextualised requests greatly improve the quality and relevance of AI outputs.

# Let's Connect



## Professional Email Contact

[surendra@gktcs.com](mailto:surendra@gktcs.com)

## LinkedIn Networking

<https://www.linkedin.com/in/surendrarp>

## Company Website Information

<https://www.gktcs.com>

## Direct Phone Assistance

**+91 9975072320**

Happy Learning!!  
Thanks for Your  
Patience 😊

Surendra Panpaliya  
GKTCS Innovations

