Assignments: Mastering Prompt Engineering for Microsoft 365 Copilot

⏱️ *Total Time: 25 minutes (5 minutes per task)*

Task 1 – Refine a Weak Prompt (Word Copilot)

- **Scenario:** You are given the weak prompt → *"Summarize this report."*
- **Assignment:** Rewrite this into a **well-structured prompt** for Microsoft Word Copilot that:
    1. Sets a **role** (e.g., Finance Analyst).
    2. Specifies **tone & style** (formal, concise).
    3. Defines the **output format** (3 bullet points).
- **Expected Outcome:** A refined prompt such as → *"Act as a Finance Analyst. Summarize this report into 3 concise bullet points highlighting key financial risks in a professional tone."*

Task 2 – Excel Data Insight Prompting

- **Scenario:** You are given a simple quarterly revenue dataset in Excel (Q1–Q4 values).
- **Assignment:**
    1. Write a prompt for Copilot to **explain quarterly trends**.
    2. Extend your prompt to also **forecast the next quarter**.
- **Expected Outcome:** Prompt like → *"Analyze the quarterly revenue dataset. Explain the trend over Q1–Q4 and forecast Q5 revenue, highlighting risks and growth drivers."*

Task 3 – Outlook Communication Drafting

- **Scenario:** You need to update a client about **delayed financial reports**.
- **Assignment:**
    1. Draft a Copilot prompt that rewrites your raw notes → *"Report not ready, will send later"*
    2. Ensure it is **polite, professional, and client-ready**.
- **Expected Outcome:** Prompt like → *"Rewrite this note into a professional client email explaining a short delay in the financial report and assuring delivery by Friday."*

Task 4 – PowerPoint Executive Slides

- **Scenario:** You have a text summary of an **investment portfolio update**.
- **Assignment:**
    1. Create a Copilot prompt that generates a **3-slide executive summary deck**.
    2. Specify formatting (titles + bullet points).
- **Expected Outcome:** Prompt like → *"Create a 3-slide presentation summarizing this investment portfolio update with titles and bullet points suitable for senior leadership."*

Task 5 – Prompt Chaining Flow (Finance Use Case)

- **Scenario:** You need to transform a raw **balance sheet report** into a polished executive document.
- **Assignment:** Design a **3-step prompt chain**:
    1. Extract → Key financial ratios (Excel).
    2. Rephrase → Into executive summary (Word).
    3. Format → As a 2-slide leadership deck (PowerPoint).
- **Expected Outcome:** A documented **multi-step Copilot workflow** showing how outputs connect across apps.