

Prompt Engineering & Microsoft Copilot Integration

Surendra Panpaliya

Generative AI

Gen-AI

Program Objectives



Understand **Generative AI evolution,**



Models, and architectures.



Learn how **LLMs (GPT-4, GPT-5)** work



Transformers,
tokenization, encoding
& decoding.

Program Objectives



**Explore Prompt
Engineering**



(ACTORS Framework)
and safe AI use.



**Understand RAG
(Retrieval-Augmented
Generation)**



**AI Agent
architectures.**

Program Objectives



Study **LangChain**,
LangGraph,
LangSmith,



Learn about **vector**
databases

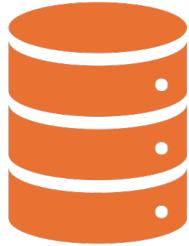


AutoGen ecosystems
through demos.



PGVector, **Chroma**,
Milvus and their
secure use.

Program Objectives



Apply concepts to
healthcare datasets



Explore **AI governance,**
data privacy,

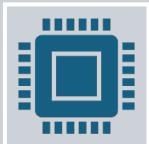


Security in enterprise
environments.

Agenda



DAY 1: Evolution of Generative AI and Model Architecture



DAY 2: Prompt Engineering & Microsoft Copilot Integration



DAY 3: RAG Architecture and LangChain Fundamentals

Agenda



DAY 4: LangGraph, LangSmith & Multi-Agent Architecture



DAY 5: AutoGen Multi-Agent System and AI Governance

Transformer Architecture & Attention Mechanism



Self-Attention and its role in LLMs



Encoder-only, decoder-only, and
encoder-decoder variations



Use cases and model examples
for each type

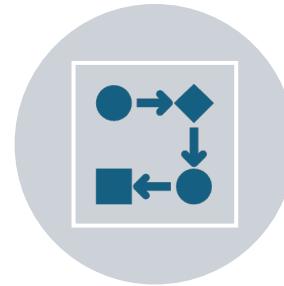
What is a Transformer in LLM?



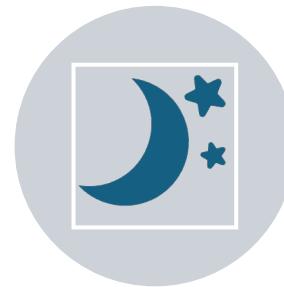
Deep Learning Models



Power almost every modern **Generative AI system**



Designed to handle sequential data (like text).



from ChatGPT to Copilot to Gemini.

What is a Transformer in LLM?



A Deep learning
model architecture



introduced by
Vaswani et al.



in the paper



*“Attention Is All You
Need” (2017)*

Self-Attention: The Core Mechanism



WHAT IT DOES?



EACH WORD EXAMINES
ALL OTHER WORDS



IN A SENTENCE TO
DECIDE WHAT MATTERS
MOST.



WORDS BECOME
**QUERIES, KEYS, AND
VALUES.**

Encoder–Decoder Design



A Transformer has two main blocks:



Encoder:



Reads and understands the input



“Summarize the patient’s medical report.”

Decoder



Uses that understanding

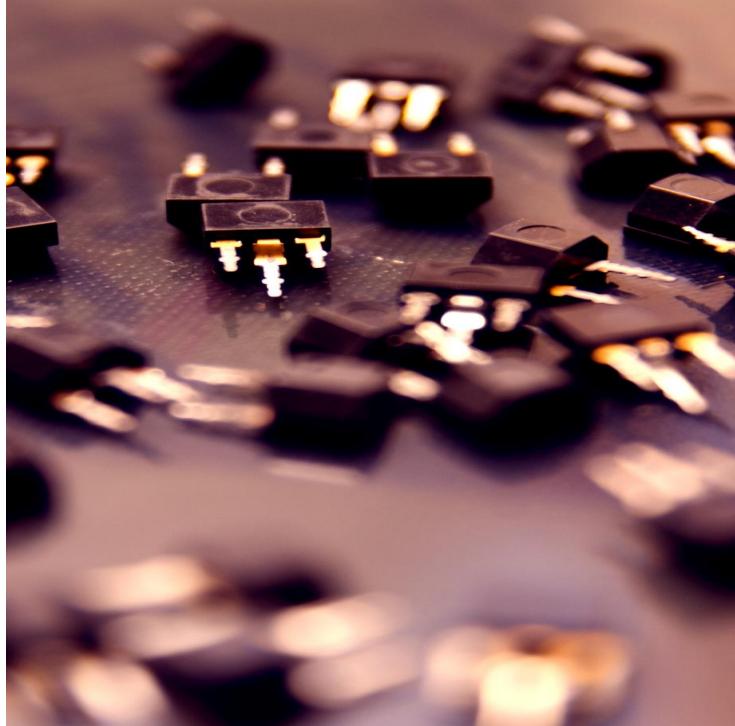


to generate output



“Patient is stable, needs follow-up.”

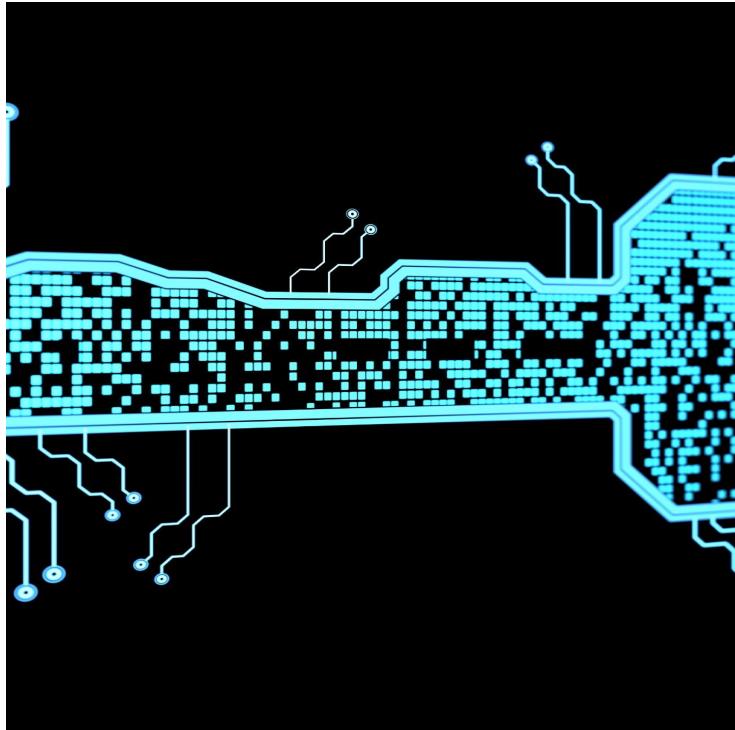
Understanding Encoder–Decoder Design



Role of the Encoder

The encoder processes the input data, extracting essential information and context for further processing.

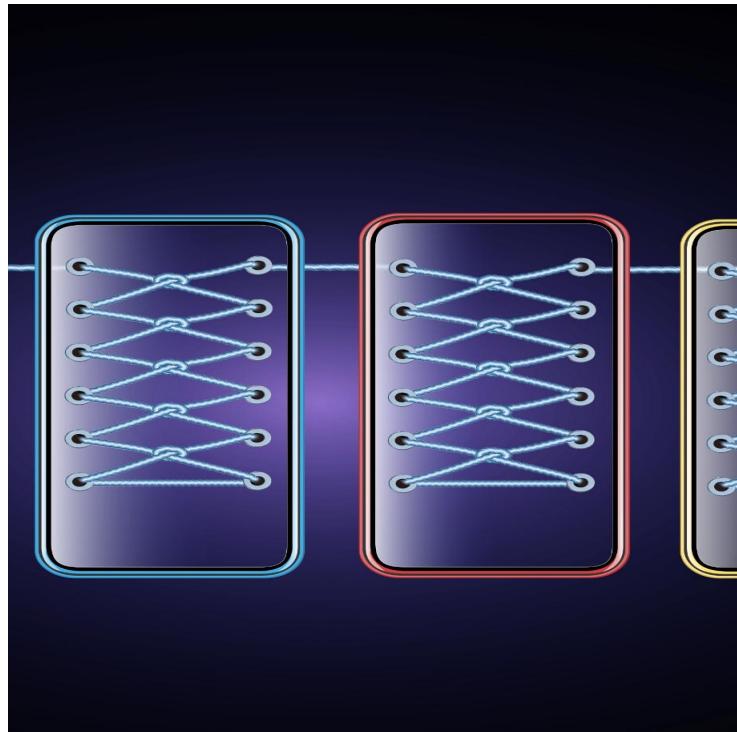
Understanding Encoder–Decoder Design



Function of the Decoder

The decoder uses the encoded context to generate meaningful output, enabling coherent and purposeful results.

Understanding Encoder–Decoder Design



Applications in Language Tasks

Encoder–decoder design enables tasks like summarising medical reports and efficient language generation in various domains.

Encoder-Only



Structure: Stack of self-attention layers (like BERT)



Best for:

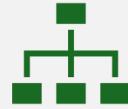


Understanding tasks,
classification,



search embedding, document
summarization.

Decoder Only



Structure:



Masked self-attention + feed-forward layers (like GPT)

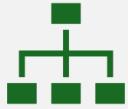


Best for:



Generating text, chatbots, email copy.

Encoder- Decoder



Structure:



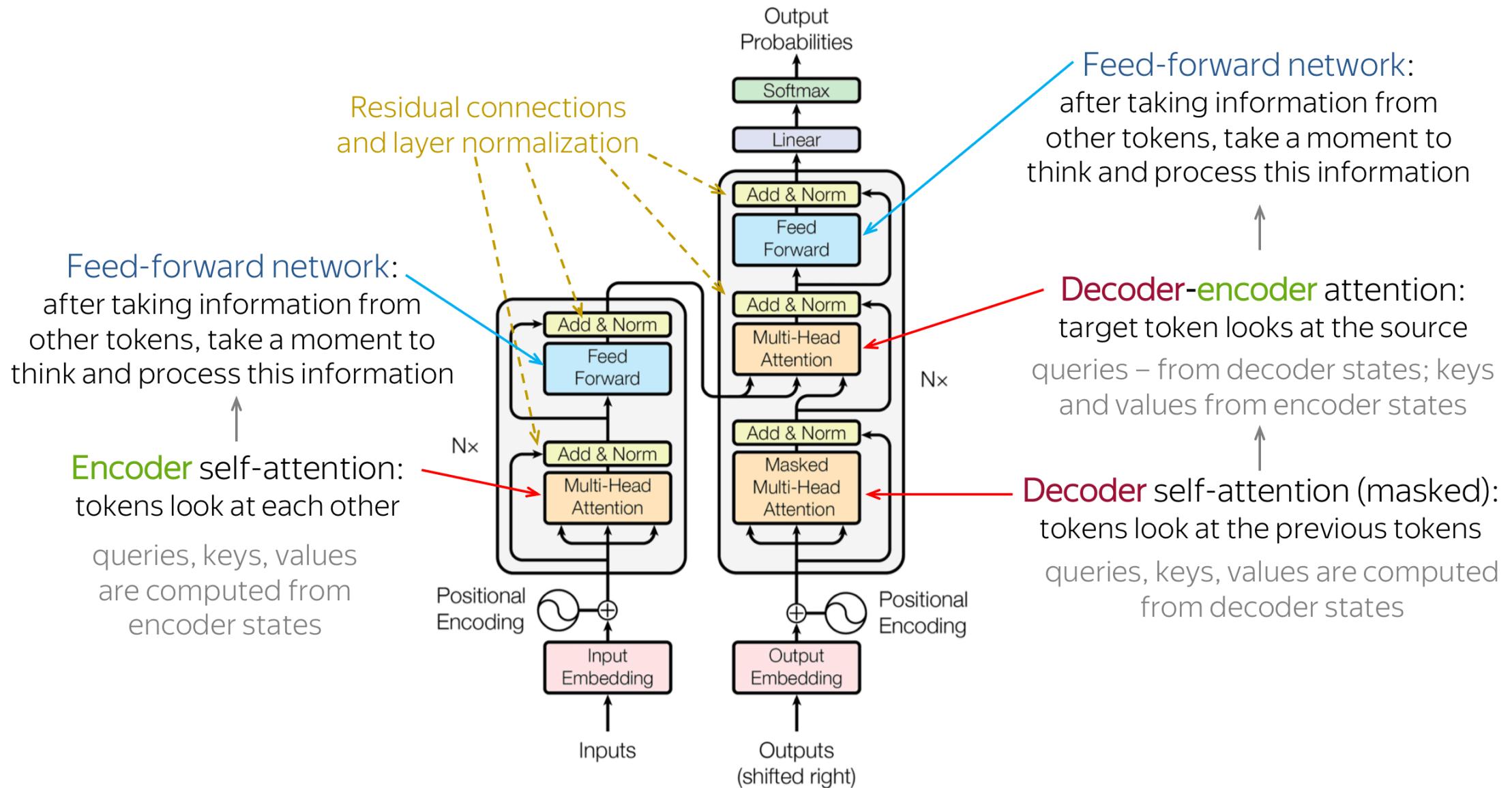
Encoder processes input →



Decoder uses both self- and
cross-attention



(original “Attention is All You Need”)



ENCODER (Left Side)



Takes the input sentence and



processes it into



an abstract representation

Input Embedding + Positional Encoding



Words are converted into



vectors (Input Embedding).

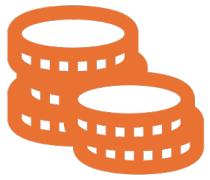


Positional information is added



so the model knows the order of words.

Encoder Self-Attention (Multi-Head Attention)



Each word (token)



**attends to all
other words**



in the sentence.



Helps understand
context.

Encoder Self-Attention Example



in “he saw a bat,”



“bat” can mean an animal or



a sports item depending



on the context.

Why Is It Called Multi-Head Attention?

Multi-head means

We split the attention into

Multiple parallel “heads”

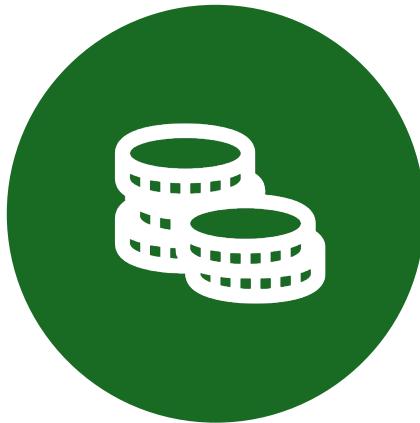
Each head learns to focus on

different types of relationships or patterns.

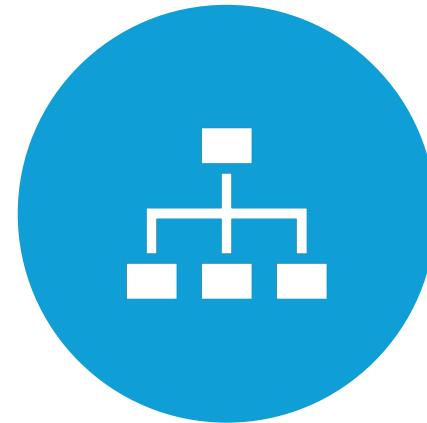
Feed-Forward Network (FFN)



A SMALL NEURAL
NETWORK APPLIED



INDEPENDENTLY TO
EACH TOKEN.



PROCESSES THE
INFORMATION FURTHER.

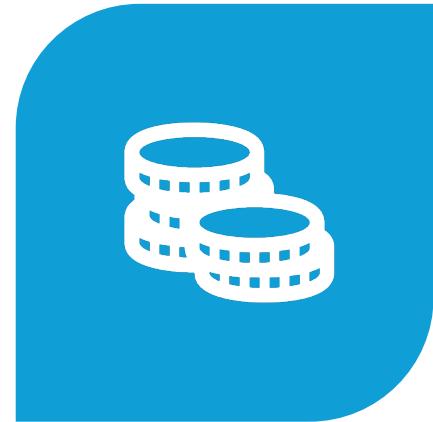
DECODER (Right Side)



GENERATES THE
OUTPUT



LIKE A TRANSLATED
SENTENCE OR



NEXT TOKEN IN LLM.

Output Embedding + Positional Encoding



Previous output tokens
are embedded



shifted right for
training.



Positional encoding is
added.

Masked Multi- Head Self- Attention

Like encoder attention,

but **masked** to prevent future
tokens

from being seen

Add & Norm

Decoder-Encoder Attention

The decoder token now **attends to encoder outputs**.

This is where the decoder “looks”

at the encoded input sentence

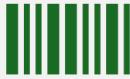
to decide what to generate.

Add & Norm

Feed-Forward Network



Further processes the information



(same as encoder's FFN).



Add & Norm



Also repeated N times.

A Linear layer + Softmax
converts

FINAL STEP:
Output
Probabilities

the final decoder output

to probabilities over
vocabulary.

FINAL STEP: Output Probabilities

The token with

the highest probability

is selected as

output (e.g., next word).

Workflow in Simple Steps



Step 1: Input Tokenization

Text → split into small units called

Tokens [“Patient”, “has”, “fever”]

Vectors [1012, 2074, 452]

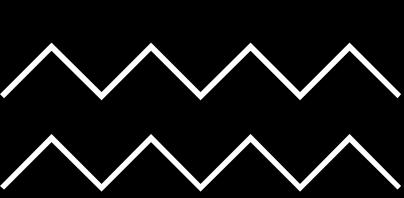
Step 2: Positional Encoding

Transformers read all tokens in parallel,

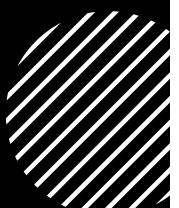
Add “positional encoding”

Model knows order:

“Patient has fever” ≠ “Fever has patient”



Step 3: Encoder Attention



Each encoder layer compares



all tokens with each other and



calculates **attention scores**



how much each word should focus on others.

For example

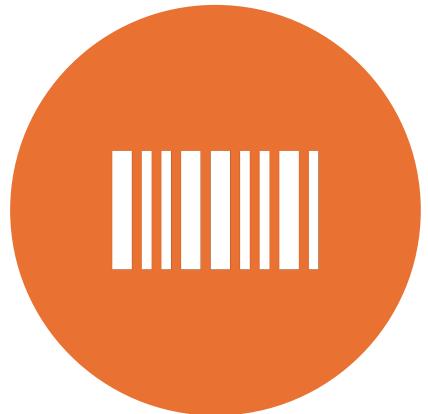
"The patient with fever took paracetamol."

When encoding "fever," attention gives

more weight to "patient" and "paracetamol"

than to "The" or "with".

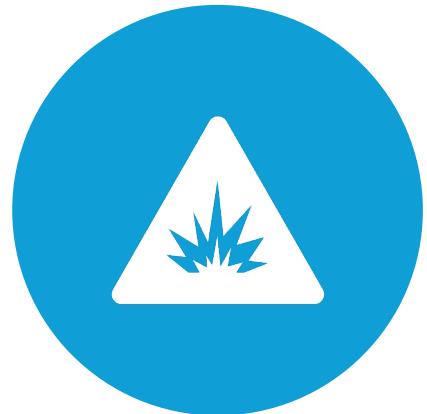
Step 4: Decoder Attention + Generation



DECODER TAKES ENCODER'S
SUMMARY (CONTEXT).



PREDICTS THE NEXT TOKEN
STEP BY STEP



(AUTOREGRESSIVE
GENERATION).

Step 4: Decoder Attention + Generation



Uses *masked attention*



to avoid looking at future words.

INPUT TEXT

"Patient has fever and headache."

[TOKENIZATION + POSITIONAL ENCODING]

ENCODER

Multi-Head Self-Attention
Feed Forward Network
Add & Norm (stabilize learning)

... N Layers ...

Encoded representation (Context Vectors)



DECODER

Masked Self-Attention (looks backward)
Encoder-Decoder Attention (context)
Feed Forward + Add & Norm

... N Layers ...

[LINEAR + SOFTMAX LAYER]

[LINEAR + SOFTMAX LAYER]

|

GENERATED OUTPUT

"The patient should rest and hydrate."

Attention Mechanism

Imagine every word “looks” at every other word

decides how important it is.

Example:

Sentence — “The patient with fever took paracetamol.”

Attention Mechanism

Query →	The	patient	with	fever	took	paracetamol
The	0.1	0.0	0.0	0.0	0.0	0.0
patient	0.2	0.4	0.2	0.3	0.0	0.0
fever	0.1	0.2	0.1	0.5	0.2	0.3
paracetamol	0.0	0.1	0.0	0.5	0.2	0.6

Attention Mechanism

The darker values (bold) show

Where attention is focused.

This mechanism helps the model

“understand context”

“fever” relates strongly to “paracetamol”.

Encoder–Decoder Summary

Component	Function	Example in Pharma
Encoder	Reads and understands input text	“Summarize patient’s lab results”
Decoder	Uses understanding to generate new text	“Patient shows improvement...”
Attention	Links related words to understand meaning	“fever” ↔ “paracetamol”

Encoder–Decoder Summary

Component	Function	Example in Pharma
Tokenization	Converts text into numbers	“Patient” → [5123]
Positional Encoding	Adds order information	“Patient has fever” (right order)

Real-World Example (Pharma Context)



Prompt:



“Summarize the following patient record:



Blood Pressure 150/95,



Cholesterol 210 mg/dL,



prescribed Amlodipine.”

Transformer Process



Encoder converts each token into vectors (words → meaning).



Attention focuses on “150/95” and “Amlodipine”.



Decoder predicts next tokens →



“The patient has hypertension under medication.”

Summary



A **Transformer** is like a *super-reader*



Can look at all words in a paragraph at once,



Decide which are most important



Write new text based on that understanding



Hands-on Activities

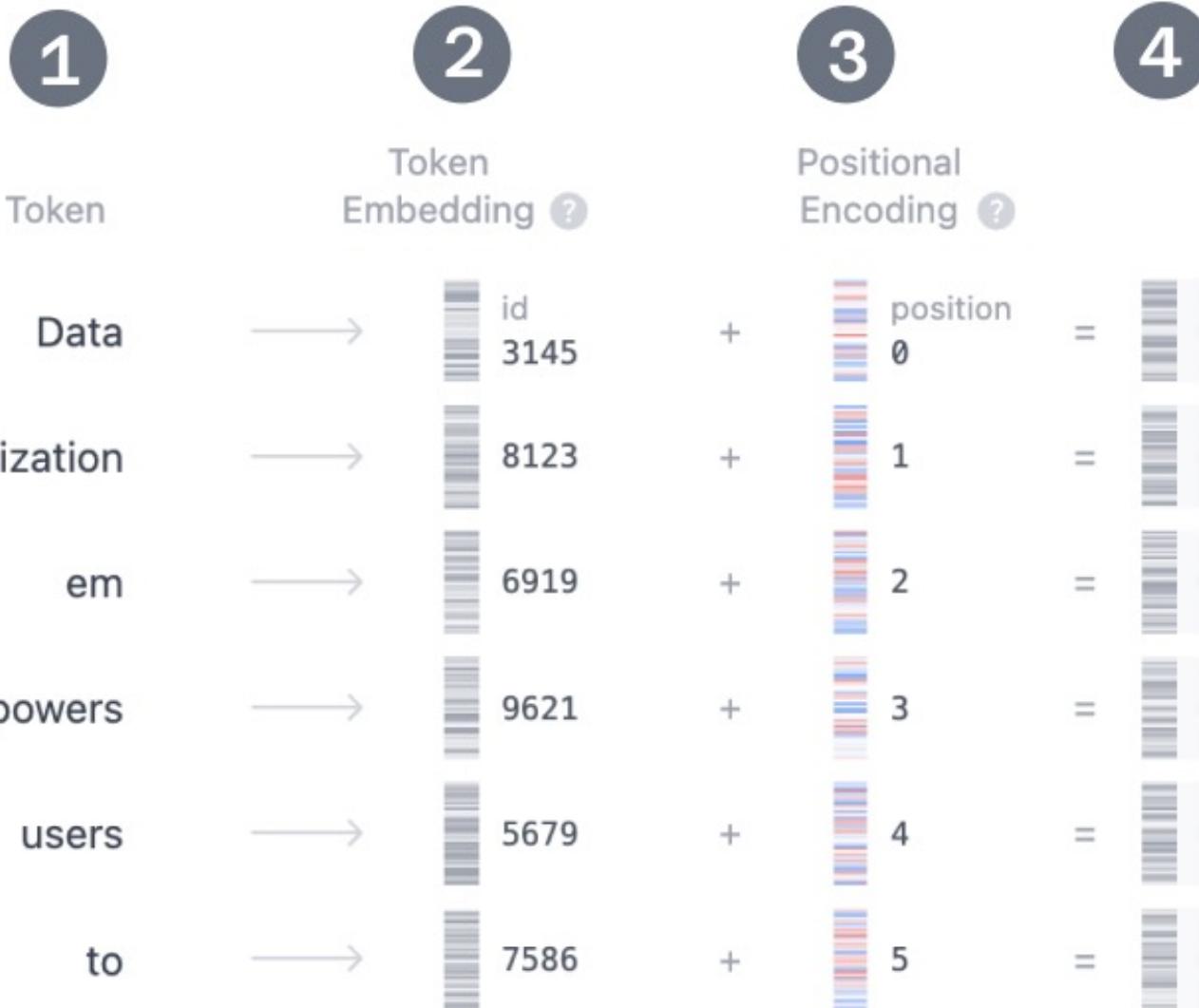
Visualizing Attention Flow

**Encoder and Decoder
Comparison**

Exploring GPT Architecture

Prompt:

Data visualization empowers users to •••



Visual Activity – Attention Flow

Objective: Visualize how tokens interact via attention heads.

https://youtu.be/ECR4oAwocjs?si=OMym_5OrPue2vHrk

Tools: Use interactive tool

<https://poloclub.github.io/transformer-explainer/>

Encoder and Decoder Basics

FEATURE	ENCODER	DECODER
Primary Function	Processes input text	Generates output text
Usage	BERT, T5 (input side)	GPT, T5 (output side)
Directionality	Bidirectional	Autoregressive
Context	Understands input context	Uses encoder context

Attention Mechanism and Visualization

ATTENTION TYPE	DESCRIPTION	APPLICATION
Self-Attention	Each token attends to all others in the same sequence	Contextual embedding generation
Cross-Attention	Decoder attends to encoder outputs	Sequence-to-sequence tasks
Multi-Head Attention	Multiple attention layers run in parallel	Enhanced feature extraction



PROMPT ENGINEERING



Surendra Panpaliya

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



Surendra Panpaliya

- **25 years of experience** driving AI-powered digital transformation across industries.
- **Founder & CEO, GKTCS Innovations** – building future-ready enterprises.
- **Empowered 35,000+ IT professionals** through training, mentoring, and consulting.
- **Partnered with 300+ multinational corporations** to accelerate business growth.
- Specialist in **AI-driven strategies, Generative AI, and advanced technology adoption**.

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>



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.

Prompt Engineering



Think of it as

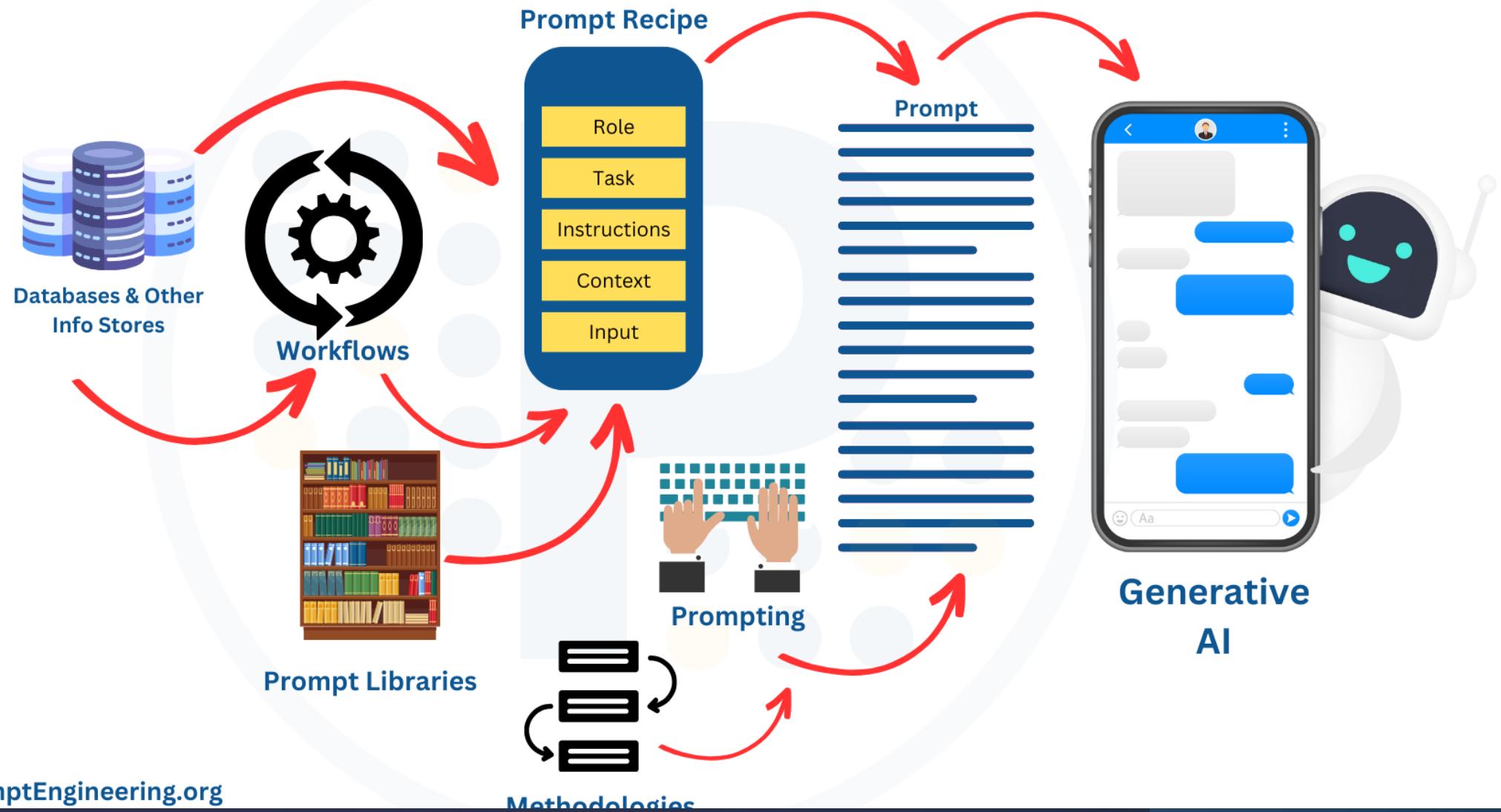


**Programming the
model**



**with natural
language.**

What is Prompt Engineering? Everything that goes before the prompt



Why prompts fail?

Ambiguity

Missing
context

Incorrect
goals

Ambiguity

Issue: Vague requests lead to irrelevant or generic results.

✗ “Summarize the report.”

✓ “Summarize this *clinical trial report* for a *pharmacovigilance officer*. Highlight *adverse reactions*, *sample size*, and *trial duration*.”

Missing Context

Issue: The model lacks details like audience, regulations, or data type.

 “Write a policy on patient data.”

 “Draft a *HIPAA and CDSCO-compliant* data handling policy for a *pharma clinical data management system*, emphasizing *PHI security and anonymization*.”

Incorrect Goals

Issue: The output format or purpose doesn't match your intent.

✗ “Explain AI in healthcare.”

✓ “Create a *PowerPoint outline* for a hospital CIO explaining how AI improves radiology diagnostics accuracy using FDA-approved models.”

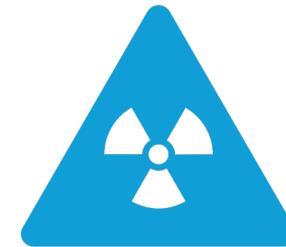
Types of Prompts



Instructional Prompts



Few-Shot Prompts



Zero-Shot Prompts

Types of Prompts

Chain-of-Thought
(reasoning
prompts)

Role-based
Prompts

Persona + Style
Prompts

Roles in GPT-5 Prompts

**System
Role**

**User
Role**

**Assistant
Role**

System Role

Defines **rules, personality,**

and behavior of the assistant.

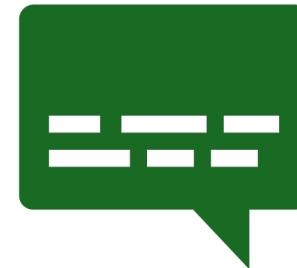
Highest priority

it sets the context that persists.

System Role

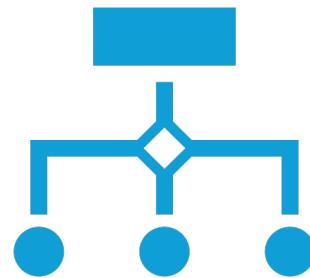


Sets the governing policy for
the model:



persona, tone,
boundaries, format.

System Role



Think of it as the “SOP” the model must follow.

User Role

Represents the **end user's input or request**.

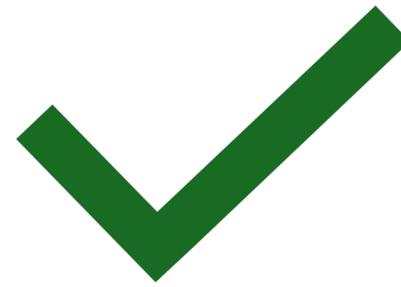
The business request/question.

This is where you pass the task plus any fresh context.

Assistant Role



Can pre-seed examples
Of ideal



Answers or tool-use
traces.

Assistant Role

Powerful for **few-shot** prompting

and enforcing style/format.

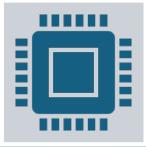
Mental model



System = “Who you are + how to behave.”

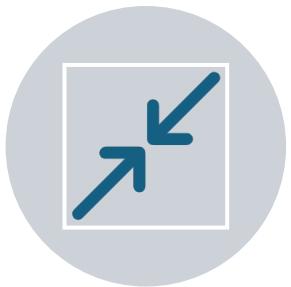


Assistant = “Here’s how a great answer looks.”

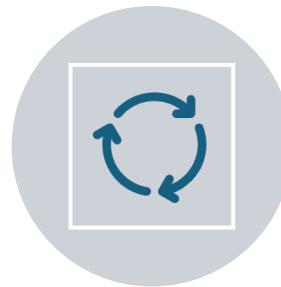


User = “Do *this* job now with this data.”

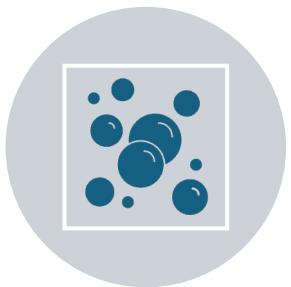
Prompt Patterns



Zero-shot:



system + user (fastest; good when rules are clear).



Few-shot:



add assistant examples to demonstrate style/structure.

Prompt Patterns



Structured output:



ask for JSON; validate downstream.



Persona switching:



tailor system role for



Developer / Team Lead / PM.

Summary



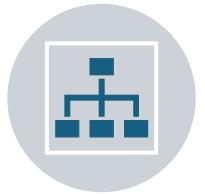
Prompt Engineering
= designing
instructions.



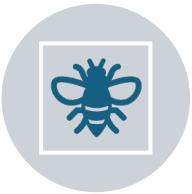
Types = Zero-shot,
Few-shot,
Instruction,



Chain-of-Thought,
Role-based,
Persona/Style.



GPT-5 Roles =
System (rules),



User (queries),
Assistant
(replies/history).

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

AIM

CONTEXT

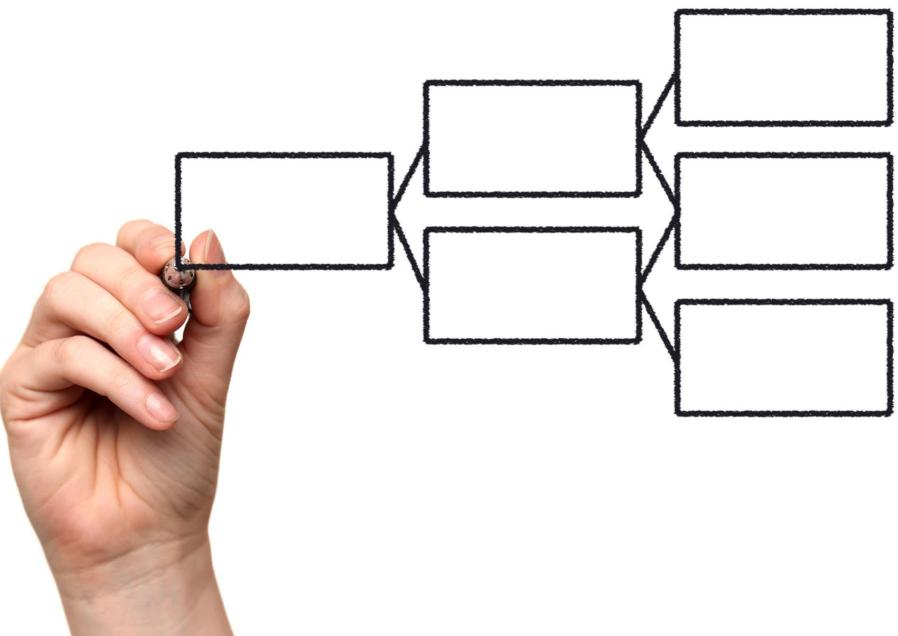
TASKS

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 Copilot 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.

Prompt Example

Clear headings, bullets, and short examples for each phase.

At least two copy-paste prompt templates (general + strict JSON).

Prompt Example

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

ACTORS Framework

Element	Healthcare & Pharma Example	Infrastructure Example
A – Aim	<p>Define clear purpose: “Create a 2-page brief for clinical data scientists to adopt AI-driven adverse event detection.”</p>	<p>“Prepare a proposal to adopt AI-based construction monitoring systems for bridge projects.”</p>

ACTORS Framework

Element	Healthcare & Pharma Example	Infrastructure Example
C – Context	<p>Add details: “Audience – regulatory affairs; Region – India/US; Compliance – HIPAA, CDSCO, FDA 21 CFR Part 11.”</p>	<p>“Audience – infrastructure PMO; Standard – IS codes, RERA guidelines; Technology – IoT, BIM.”</p>

ACTORS Framework

Element	Healthcare & Pharma Example	Infrastructure Example
T – Task	<p>“1) Explain current process gaps; 2) Map where AI fits; 3) List top 3 benefits and regulatory impacts.”</p>	<p>“1) Identify lifecycle challenges; 2) Suggest 3 use cases for AI; 3) Provide cost-benefit table.”</p>

ACTORS Framework

Element	Healthcare & Pharma Example	Infrastructure Example
O – Output	“Output a 3-column table: Challenge	AI Solution

ACTORS Framework

Element	Healthcare & Pharma Example	Infrastructure Example
R – Refinement	<p>“Before finalizing, verify that terms align with WHO GxP guidelines.”</p>	<p>“Add one sustainability metric and verify safety compliance references.”</p>

ACTORS Framework

Element	Healthcare & Pharma Example	Infrastructure Example
S – System Check	<p>“You are a senior pharma regulatory consultant ensuring ethical AI usage in patient data.”</p>	<p>“You are a civil infrastructure AI architect designing scalable, secure, and compliant solutions.”</p>

Healthcare / Pharma Prompt Example

A: Generate a training outline for *AI in Drug Discovery* for R&D scientists.

C: Focus on *machine learning for compound screening*; audience = pharma R&D teams; compliance = CDSCO/FDA.

T: (1) Explain data curation steps, (2) Describe ML models used, (3) Add a section on explainability.

O: Output as a 5-module training plan with objectives, duration, and learning outcomes.

R: Verify inclusion of *ethical AI* and *clinical validation* aspects.

S: You are a *pharma AI strategist* working for a *global drug development company*.

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Quick Domain Tips



For Healthcare & Pharma



Always mention **compliance frameworks** (HIPAA, CDSCO, GxP).



Include **data integrity** and **traceability**.

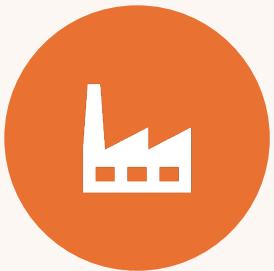


Define audience (R&D, clinicians, regulatory teams).



Prefer structured formats (tables, SOPs, flowcharts).

ChatGPT



DEVELOPED BY
OPENAI,



CHATGPT IS A
CONVERSATIONAL AI
CHATBOT



POWERED BY LARGE
LANGUAGE MODELS
(LLMS)



LIKE GPT-4 AND
BEYOND.

ChatGPT



Quite general-
purpose



Write content,



answer
queries, code,



creative
tasks,



teach
concepts

ChatGPT

Available both in free and paid tiers (e.g., “Plus”).

Some advanced features

(plugins, file uploads, etc)

are in premium plans.

Microsoft Copilot



Developed by Microsoft,



Copilot is more of a productivity-assistant AI,



deeply integrated into Microsoft's ecosystem



Microsoft 365 apps like Word, Excel, PowerPoint, Outlook)

Microsoft Copilot



Designed to help with
tasks like



summarising
documents,



analysing
spreadsheets,



assisting in Office
workflows.

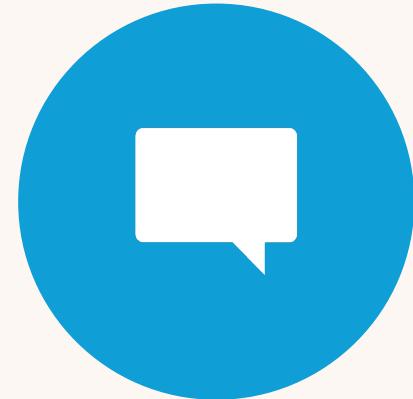
Microsoft Copilot



ASSIST YOU INSIDE
THE TOOLS



USE EVERY DAY



RATHER THAN
“GENERAL CHAT”.

Key Differences

Feature	ChatGPT	Microsoft Copilot
Purpose / Scope	Broad versatility. Good for many types of tasks (creative writing, code, explanations).	Productivity and enterprise workflow focus. Built into Office apps and business context.

Key Differences

Feature	ChatGPT	Microsoft Copilot
Integration with Productivity Tools	Works as standalone chatbot; can plug into tools via API or plugins, but you usually move output into your apps manually.	Strong integration with Microsoft apps (Word, Excel, Teams, Outlook) — data flows, contexts, and document access built-in.

Key Differences

Feature	ChatGPT	Microsoft Copilot
Enterprise / Data and Compliance	Generic environment; you control how you feed in data, may require extra controls for corporate use.	Designed for enterprise usage: security, compliance, corporate data contexts—especially for organisations already using Microsoft ecosystems.

Key Differences

Feature	ChatGPT	Microsoft Copilot
Flexibility / Creativity	Very flexible; can explore ideas, creative tasks, coding, training content, custom prompt workflows.	More structured: excels in tasks tied to documents/spreadsheets/presentations and workflows within Office; less “free-form” than ChatGPT in some creative tasks.

Key Differences

Feature	ChatGPT	Microsoft Copilot
Ecosystem / Vendor Lock-in	OpenAI platform; many integrations via API; works across domains.	Tightly bound to Microsoft ecosystem best if you already use Microsoft 365 heavily.

Key Differences

Feature	ChatGPT	Microsoft Copilot
Pricing & Access	Free version + paid upgrade (Plus, Enterprise etc). Some limitations on features in free tier.	Often requires Microsoft 365 or specific licensing; business tiers; may be less accessible for casual use.

Healthcare & Pharma



Need strong compliance



Patient data confidentiality, regulatory standards

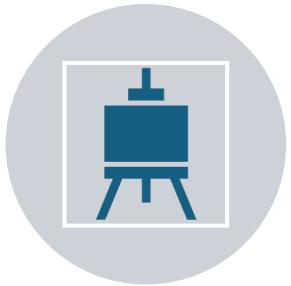


Copilot may offer stronger enterprise controls and



integration with corporate systems (which matters).

Healthcare & Pharma



If you need creative
training content,



(white-papers, scenario
design, new
frameworks),



broader generative work



ChatGPT may give you
more flexibility.

Healthcare & Pharma



If you're working in hospital IT systems
or



pharma R&D docs inside



Office apps (Word, Excel),



Copilot's seamless integration could
save time.

Which One Should You Use?



Work requires deep integration with



Office tools,
document/spreadsheet workflows,



enterprise security



go for Copilot

Which One Should You Use?

If work requires
creative
generation,

flexible
prompt
engineering,

wide-ranging
tasks beyond
Office,

training
content,

domain-
agnostic

go ChatGPT.



Demo

Poor vs Well-Structured prompt in Word Copilot

Setup

Word	In Word (desktop or web)
Open	Open a blank document.
Paste	Paste the sample messy meeting notes below (acts as your “source” content).
Click	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.

Quick Refinements

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.

Quick Refinements



D) Format polish



Convert “Next 7 Days Plan” into a checklist



with [] boxes and keep owners and due dates.

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

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.

Sample Text

Source Text (paste into Word):

Hi Team,

We didn't do so well last quarter. Revenue was lower than expected, and there were supply issues. Let's try harder this quarter.

Regards,

Surendra

Weak Prompt



Rewrite this.



✖ Copilot may just reword a few phrases but still keep it casual.



👉 **Learning point:** Too vague, no audience, no tone.

Refined Prompt



Rewrite this as a formal business letter for senior leadership.



Tone: professional and solution-oriented.



Keep it within 120 words.

Example Scenario: Rewriting

Source Text (paste into Word):

Hi Team,

We didn't do so well last quarter. Revenue was lower than expected, and there were supply issues. Let's try harder this quarter.

Regards,

Surendra

Example Scenario: Summarizing

Prompt

Summarize this letter in two sentences for an internal team update.

Output:

“The last quarter underperformed due to supply chain challenges. Corrective measures are underway, and the focus is now on efficiency and recovery.”

Example Scenario: Transforming

Prompt

Turn this letter into a bulleted action plan for the operations team.

Output:

Strengthen supplier partnerships

Improve operational efficiency

Regain revenue momentum in the new quarter

Takeaway



Rewriting = Change **tone, audience, style**



(casual → formal, long → short).



Summarizing = Reduce length while keeping **core meaning**.

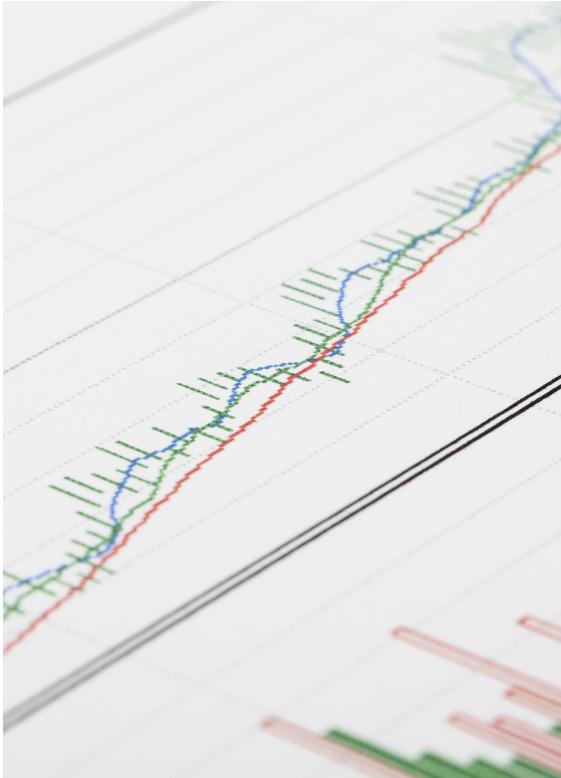


Transforming = Convert into a **new shape**



(bullets, checklist, email, table).

Prompting Basics in Excel



Analysing Data Effectively

Excel Copilot helps identify trends and make forecasts by thoroughly analysing your data sets.

Crafting Clear Prompts

Define patterns, timeframes, and formats in your prompts to obtain accurate and relevant results.

Achieving Actionable Insights

Precise instructions enable Copilot to deliver tailored insights, making data exploration more efficient and actionable.

Example Scenario: Data Analysis

Quarter	Revenue (₹ Cr)	Expenses (₹ Cr)	Profit (₹ Cr)
Q1	50	30	20
Q2	52	32	20
Q3	48	34	14
Q4	55	33	22

Refined Prompt

Explain quarterly trends in this table as a business analyst.

Include:

- 1) Revenue trend and drivers
- 2) Expense changes
- 3) Profit movement and risks
- 4) Use percentages where relevant

Limit to 120 words, formal business tone. Output in bullet point format

Example Scenario: Forecasting

Prompt

Forecast revenue and profit for next 2 quarters based on past trends.

Provide results in a table with Q5 and Q6 values, plus short explanation.



Prompting Basics in PowerPoint

Surendra Panpaliya

Founder and CEO, GKTC Innovations

Example Scenario: Slide Creation

Source Document (e.g., pasted from Word):

RevX Q3 Review – 20 Aug 2025

Revenue down 7% vs Q2; APAC supplier delays.

Auto-Recon v2 ~80%. SIT: 25 Aug. UAT: 28 Aug–05 Sep. Go-Live: 10 Sep (tentative).

Perf: p95 = 1.8s (SLO 1.5s) at 1.2k rps.

Quality: 17 open defects; GST rounding bug (#1432) affects invoices > ₹10L.

Budget: +₹12,00,000 approved; FY25 cap enforced.

Risks: Tally auth refresh may slip UAT 3–4 days (Vivek). Perf gap at peak (Priya). GST rounding accuracy (Meera).

Actions: Vivek token refresh by 23 Aug; Meera hotfix by 24 Aug; Priya perf tuning by 27 Aug; Anjali UAT scenarios by 25 Aug; Rahul client comms by 26 Aug.

Weak Prompt

Create 3 slides from this document.

✖ Output: Copilot may just copy-paste text into 3 slides.

👉 **Problem:** No structure, no audience focus, cluttered.

Refined Prompt

Create 3 slides from this document for an executive audience.

Structure:

- Slide 1: “Executive Summary” → 3 bullets on revenue, quality, performance
- Slide 2: “Key Risks & Mitigations” → table [Risk | Impact | Owner | Mitigation]
- Slide 3: “Next 7 Days Plan” → checklist with owners and due dates in DD-MMM-YYYY

Constraints: Use professional tone, ≤6 bullets per slide, no filler text, only data from this document.

Further References

[https://www.moreusefulthings.co
m/prompts](https://www.moreusefulthings.com/prompts)



Happy Learning!!
Thanks for Your
Patience 😊

Surendra Panpaliya
GKTCS Innovations

