

COPILLOT CHEAT SHEET

PROMPT FRAMEWORK

Act as a **[Role]** and **[Task]** a **[Output]** in a **[Tone]** tone.

EXAMPLE PROMPT

Act as a **Project Manager**, develop a **Dynamics CRM implementation schedule that accounts for 6 months of work beginning in September. Distribute the work across three resources** and use a **professional** tone.

Role

****Optional**** Provide a role that Copilot should act as while returning a response

Teacher	Marketing Director
Doctor	Accountant
Coach	Diplomat
Lawyer	Comedian
Journalist	Filmmaker
Poet	Critic
Philosopher	Event Planner
Programmer	Architect
Librarian	Financial Advisor
Dietitian	Detective
Gardner	Personal Trainer
Project Manager	Travel Guide

Output

What you want Copilot's response to return based on your prompt

Plan	Strategy
Tips	Advice
Questions	Code snippets
Schedule	Itineraries
Song	Impersonations
List	Games
Code	Ingredients
Poem	Scripts

Tone

Attitude conveyed through the language and style of the message

Professional	Friendly
Confident	Enthusiastic
Academic	Firm
Humorous	Sarcastic
Formal/Informal	Optimistic
Apologetic	Whimsical

Task

A specific action or set of actions that the user requests Copilot to perform

Summarize	Craft
Design	Develop
Write/Rewrite	Explain
Create	Suggest
Plan	Draft
Personalize	Translate

Copilot for Microsoft 365 Use Cases

Word

Draft new documents
Summarize long documents
Rewrite sections of documents

Outlook

Draft effective emails
Summarize emails
Improve with coaching

Excel

Create charts on existing data
Create formulas
Summarize trends

Teams

Recap meetings
Generate questions during meetings
Change the tone of messages

PowerPoint

Create presentations
Summarize lengthy presentations
Format presentations

OneNote

Generate ideas
Rewrite text
Design a plan

Whiteboard

Generate ideas
Categories ideas
Summarize notes