SOURCEPASS
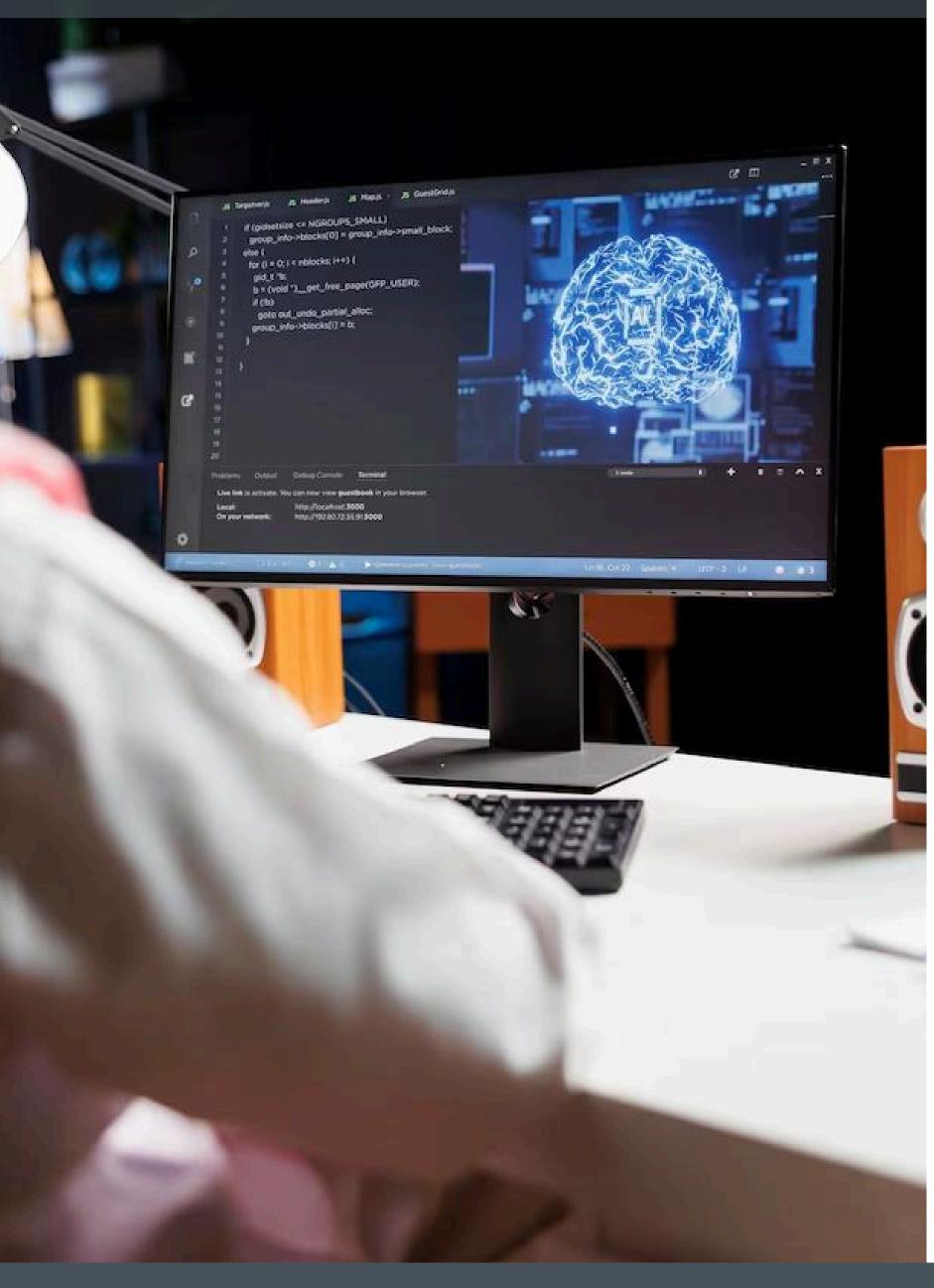## CENTER OF EXCELLENCE FOR MICROSOFT

Mastering Copilot for Microsoft 365
Do's and Don'ts for Crafting Powerful Prompts

Do

Be clear and specific.
Provide specific instructions such as topic, purpose, tone and required length.

Keep it conversational.
Always provide feedback to help the AI learn and match your preferences.

Give examples.
Use specific keywords or phrases to prompt Copilot for relevant and creative text.

Ask for feedback.
Requesting feedback helps Copilot understand your needs for better responses.

Check for accuracy.
Always check Copilot's responses for accuracy, grammar, and appropriateness. Occasionally, mistakes may occur.

Provide details.
Offer Copilot context like genre, characters, and plot for more accurate responses.

Be polite.
Being respectful improves Copilot's performance and collaboration.

Don't

Be vague.
Avoid vague language and instruct Copilot clearly for better-quality responses.

Request inappropriate or unethical content.
Remember, Copilot is not responsible for your content or its consequences. Respect local laws and others' rights.

Use slang, jargon, or informal language.
This may cause Copilot to give low-quality, inappropriate or unprofessional responses.

Give conflicting instructions.
Requesting feedback helps Copilot understand your needs for better responses.

Interrupt or change topics abruptly.
This could disrupt Copilot's writing process. Always close or finish a task before starting a new one. When starting a new task, write "New task."