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."

sourcepassmcoe.com • (916) 787-3223 • mcoeinfo@sourcepass.com