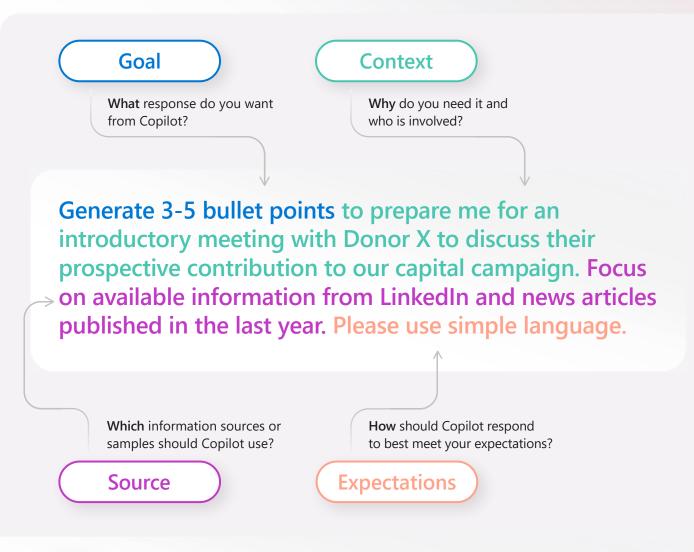


Prompts are how you ask Microsoft Copilot to do something for you — like creating, summarizing, editing, or transforming. To get the best response, it's important to **focus on some of the key elements below** when phrasing your Copilot prompts.





Take note

When creating a prompt, think of it as if you were talking to a helpful coworker – no need to stress over order, formatting, or structure; just keep it conversational.