

Top Prompts to try first with Copilot Basic



Communications

- **Write** a press release on [topic] with headline, subhead, 3 key points, and a quote placeholder.
- **Review** this post and look for gaps or sections that may be confusing for my audience. Then suggest updated copy.
- **Generate new versions** of the post to have a few options to consider. **Translate** into French.



Executive Offices

- **Summarize** news, why it matters, customer impact, and team questions in 2 minutes.
- **Give me some suggestions** of humorous ways to begin this speech.
- **Create** likely press questions with clear answers and note any uncertainties.



Finance

- **Build** a table from these public filings comparing revenue growth, margins, and cash flow.
- **Create** scenarios (base/upside/downside) for revenue with [assumptions] and [impact].
- **Draft** 6 likely analyst/investor questions with clear answers; flag any uncertainties.



Human Resources

- **Outline** hiring trends and suggest 3 actions to improve talent acquisition.
- **Generate** 10 great interview questions based on [resume] and [job description].
- **Create** a checklist for conducting effective performance reviews, including preparation steps and follow-up actions.



Information Technology

- **Provide** a high-level outline with guidance on how to implement [tool/service] and create 30-minute training including key concepts, demos, and best practices.
- **Create** a document detailing the architecture of [system] in non-technical language.
- **Rewrite** this code.



Legal

- **Create** a 30-minute training outline on [topic: data privacy, IP, etc.] with objectives and key points.
- **Locate** the regulation, associated articles, and materials to generate an executive summary.
- **Summarize** recent changes in [jurisdiction] law and their impact on our operations.



Marketing

- **Create** a 100-word LinkedIn blurb from the uploaded document, ensuring the caption is friendly and informative with relevant emojis.
- **Generate a photoreal image** of [product] on [surface/setting] with [lighting] and [background mood].
- **Proofread** this with Chicago Style grammar rules and provide five options for headlines using each of these five key words.

Top 10 to try first with Copilot Basic



1

Ask a question

Get insights and answers to your questions.

- How does [product] compare to [competitor product]? Provide the comparison in a table.



2

Draft an email

Generate an email draft and personalize the tone and length.

- Draft an email to [name] that informs them that [Project X] is delayed two weeks. Make it short and casual in tone.



3

Summarize a document

Simplify a long document, article, or PDF.

- Give me a bulleted list of key points from <insert file>.



4

Generate new ideas

Boost your creativity with ideas for your tasks such as agendas, image creation, social media posts, etc.

- Suggest 10 compelling taglines based on <insert file>.



5

Draft a document

Start from a full draft rather than a blank page.

- Write an outline for a creative brief for a video project.



6

Improve your writing

Write and edit like a pro.

- Generate three ways to say [text].



7

Learn something new

Quickly learn new skills and topics.

- Explain how a large language model works in simple terms.



8

Create an image

Leave behind stock images and text-only reports by creating images easily.

- Illustrate a romantic pop art image of an office worker experiencing a dramatic coffee crisis.



9

Translate a message

Read and write content in other languages.

- Translate the following text into French: [text].



10

Lighten up your work

Add some fun to your emails, messages, and meetings.

- Suggest 5 office-friendly jokes.

For more prompt examples check out the [Prompt Gallery](#)