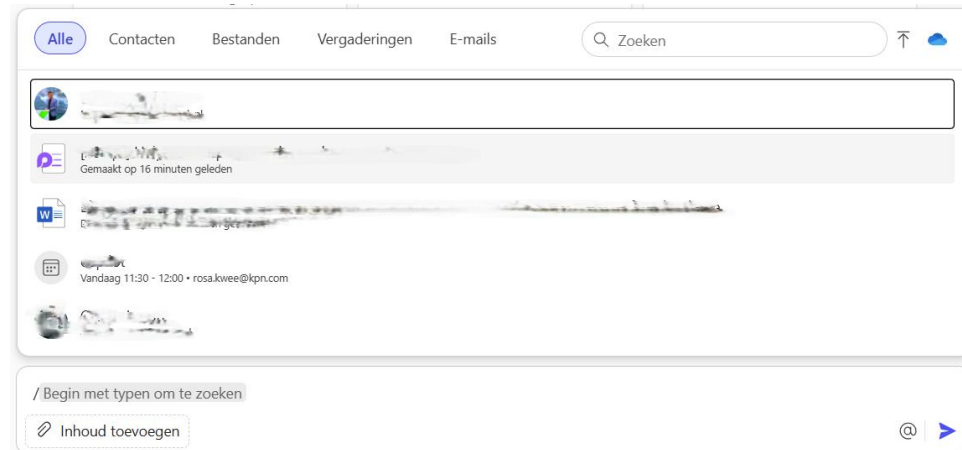




# Microsoft 365 Copilot – Cheat Sheet

## What do you want to achieve?

- **Goal** – What do you want to achieve?
- **Context** – Which background information is relevant?
- **Details/expectations** – What form, length, tone?
- **Source(s)** – If necessary, add files, emails, or people with “/”



← If necessary, add files, emails, or people using “/”.

## Prompts

### Generate

Give me several ideas for [organizing ...]. Use bullet points to list the ideas. Use information from my email or from the internet.

### Summarize

Provide a summary of the technology trends in the [telecom and ICT] sector. Use bullet points to present the trends, each followed by a brief explanation. After every summary, include “Source:” followed by the source name associated with the source material.

### Summarize

Summarize my flagged emails. List action items in one column of the table, and, where possible, propose follow-up actions in another. The table should have the following columns: Subject | Summary | Action Item | Follow-up. If I am mentioned directly, make the subject line bold.

### Compare

Compare the reports /Rapportage 2024Q1.docx and /Rapportage 2024Q2.docx. Present the differences in revenue, margin, and NPS in a clear table with the columns KPI, Q1 Value, Q2 Value, and Delta. Below the table, add three concrete recommendations to address the variances.

### Generate

Prepare an agenda for the meeting [client alignment meeting A]. Draw up the agenda on the basis of the following [documents] and provide a brief explanation for each agenda item. Ensure the agenda is set out in an email format, use formal language, and include a welcome message and a closing.

### Generate

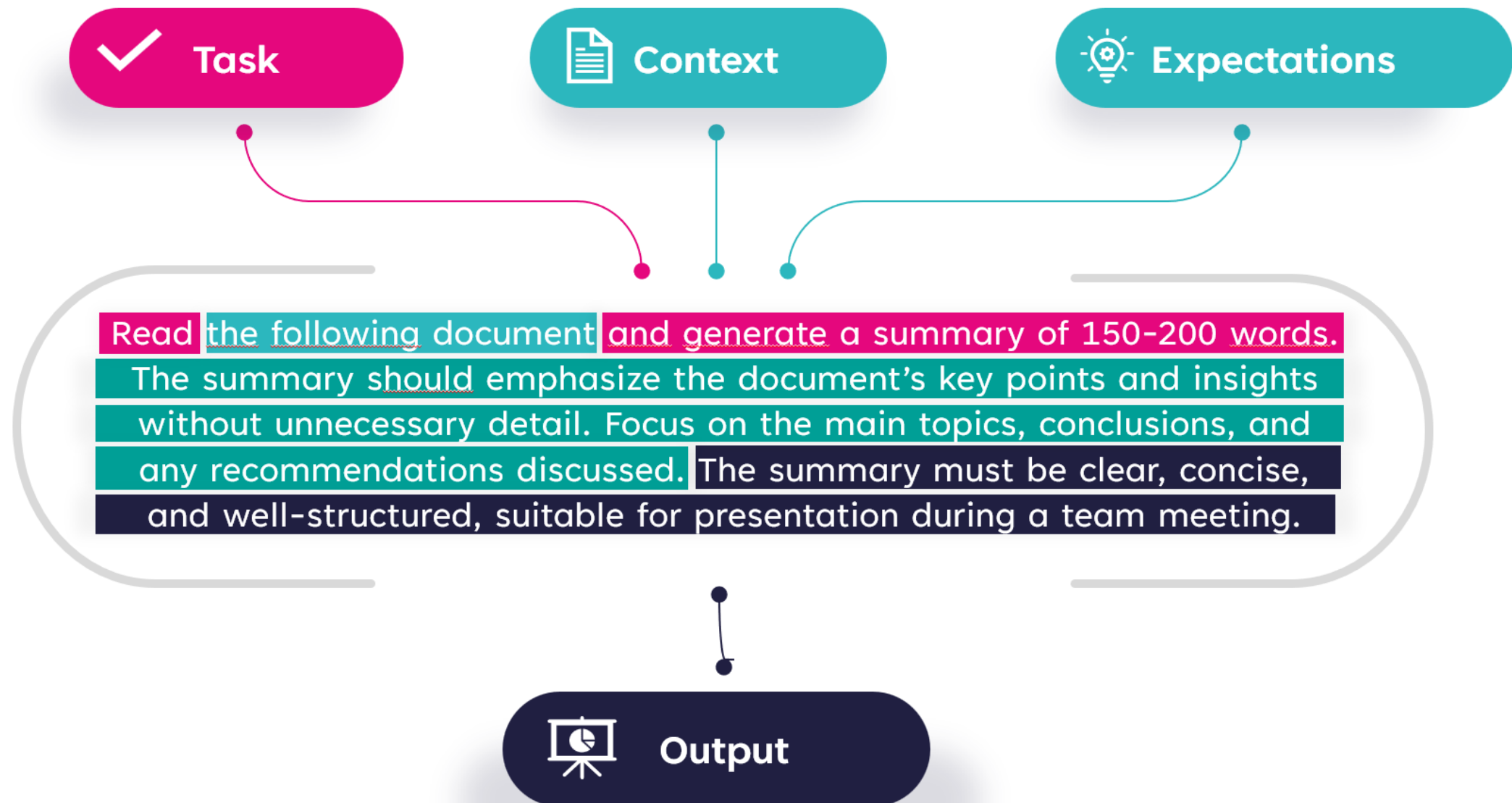
Prepare a daily summary of news from the [telecom and ICT] sector. Use paragraphs to summarize each news article. Begin each paragraph with a strong topic sentence phrased as a statement and make the topic sentence bold. After each summary, include “Source:” followed by the name of the source linked to the source material.

## Best practices

- Be specific: the more concrete your prompt, the better the answer.
- Provide context: upload or refer to relevant documents with “/”.
- Check the output: Copilot can make mistakes; always run the facts through a quick check.
- Privacy & rights: Copilot respects M365 permissions; confidential information remains within your tenant.
- Iterate! For example, ask “make it shorter,” “give three options,” “add bullets.”



# The proper structure of your prompt



## Contact details

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