Copilot

Lenovo Digital Workplace Solutions

How to prompt your AI assistant like a pro

ChatGPT vs Copilot for Microsoft 365: What's the difference?

ChatGPT
A generative AI model that uses large language model technology and machine learning to respond to natural human input.

VS

Copilot for Microsoft 365
An AI-powered digital assistant that provides personalized assistance to users for various tasks and activities.

Compared to ChatGPT, Copilot for Microsoft 365 is more effective at contextualizing and personalizing responses as it can combine the power of large language models with your data in Microsoft Graph and Microsoft 365.

Keep these in mind when prompting any AI tool

Know its limitations
Copilot is limited to your current conversation, so give lots of details

Communicate clearly
Pay attention to punctuation, grammar, and capitalization

Use quotation marks
This helps Copilot know what to write, modify, or replace for you

Start fresh
Avoid interrupting and type "new topic" when you're switching tasks

Microsoft

Copilot

The art and science of prompting

Tell AI what you need
Be direct and provide many details as possible when prompting.

✓ **Learn about projects and concepts:**
"What is [Project X] and who are the key stakeholders working on it?"

✓ **Summarize information:**
"Write a session abstract of this [presentation]."

✓ **Edit text:**
"Check this product launch rationale for inconsistencies."

✓ **Create engaging content:**
"Create a value proposition for [Product X]."

✓ **Transform documents:**
"Transform this FAQ doc into a 10-slide onboarding guide."

✓ **Catch-up on missed items:**
"Provide a summary of the updates and action items on [Project X]."

Include the right prompt ingredients
To get the best results, focus on some of these key elements when prompting.

Generate 3-5 bullet points to prepare me for a meeting with Client X to discuss their "Phase 3+" brand campaign. Focus on Email and Teams chats since June. Please use simple language so I can get up to speed quickly.

Goal
What response do you want from Copilot?

Context
Why do you need it and who is involved?

Source
Which information sources or samples should Copilot use?

Expectations
How should Copilot respond to best meet your expectations?

Microsoft

Keep the conversation going

Follow up on your prompts with AI chatbot to gain more useful, tailored responses.

Generating content ideas

Lead with broader requests, then give specific details about the content.

Gaining insights

Ask for a summary of a specific file, then ask relevant questions to gain

Enabling insightful meetings

Request a meeting recap, then ask for more information about what you should know.

Translating languages

Ask Copilot to translate a sentence to one of the supported languages, then ask for more context or a regional dialect.

Storytelling assistance

Ask Copilot to write a story, then guide it by giving more specific, relevant details.

Solving technical problems

Present a technical problem, then narrow it down or ask for step-by-step guidance.

Did you know?

Using a polite tone gets you a better response, as your AI assistant will mirror the levels of professionalism, clarity, and detail in the prompts you provide. For example, rather than ordering your chatbot around, start your prompts with "please".

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Microsoft