



# Top 10 prompts to try with Microsoft 365 Copilot

Legend / = reference files, chats, meetings [ ] = [Details you insert]

## Copilot in Outlook\* 1

### Calendar conflict resolution

- Schedule a meeting /person [timeframe] to discuss [topic]. Preferred [time of day] and add a meeting room.

## Copilot in Outlook\* 2

### Prepare for meetings

- I think I have a meeting coming up with /person. What's on the agenda and when's the next instance?

## Voice in Copilot Chat 3

### Refine your pitch

- Copilot, I need to practice my sales pitch. I'll say it out loud, then tell me how I can be more concise.

## Copilot in Teams\* 4

### Prepare for meetings

- Draft talking points for the unresolved questions in this email based on the feedback from /insert meeting series

## Copilot in Teams\* 5

### Align with leadership

- Brainstorm additional strategies from /insert meeting based on what my manager cares about

## AI in SharePoint\* 6

### Create a document library

- Create a document library for [program or project] assets. Include columns for asset type, product area, owner, review status, publish date, channel, and region. Create views for "Due this week," "Waiting on legal," and "Ready to publish."

## Copilot in Word\* 7

### Update status reports

- Update the document with the latest information from my emails and Teams chat with my manager. Keep the structure intact and add a Key outcomes / Risks / Next steps' section.

## Copilot in PowerPoint\* 8

### Develop project updates

- Create an executive ready PowerPoint summarizing the current state of our work in [Project Name] — what's progressing well, what's blocked, and what needs attention next. This is for the quarterly product review next week, so let's focus on key updates from the last quarter.

## Copilot in Excel\* 9

### Visualize customer insights

- [Use existing data set] Analyze the customer data imported from my recent email attachment and group accounts by behavioral similarity using clustering. Create a summary table and charts showing the key characteristics of each segment.

## Copilot in Excel\* 10

### Extract insights & visualize data

- [Use existing data set] Build a 'Revenue Heatmap' sheet with a pivot table summarizing revenue by Geography × Industry. Add a heatmap with conditional formatting color scale, a top-10 table, and a chart to summarize the insights.

For more prompt examples, click "Browse more prompts" below the Copilot Chat prompt box

\***Copilot in Outlook:** Calendar scheduling actions are currently available in Lexical English only. **Excel & Word:** Generally available in Jan. 2026 for Windows desktop, Mac, and web for Microsoft 365 Copilot users (excluding EU/UK for Word). **PowerPoint:** Rolled out to Frontier in Nov. 2025 (Windows) and rolling to generally available on web started in February (excluding EU and UK). **Copilot in Teams** is generally available for Microsoft 365 Copilot licensed users on desktop, mobile, and web. **AI in SharePoint:** Microsoft 365 Copilot license is required. Some features may only be available in Public Preview.