

CoPilot Prompt Cheat Sheet

✦ **Stop staring at the blank box.** CoPilot is only as good as what you ask it. Give it a clear request and it hands back a first draft in seconds — so you start your day ahead instead of from scratch.

1 The R-T-F-A-C Prompt The 5-part recipe that fixes generic answers — add what the ask needs.

R · WHO

Role

Who CoPilot should be.
"Act as my customer-service lead..."

T · WHAT

Task

Exactly what you want done. "...draft a reply..."

F · HOW

Format

Shape of the answer. "...three short, warm paragraphs..."

A · FOR WHOM

Audience

Who it's for. "...to a long-time client..."

C · BACKGROUND

Context

The why & the material. "...upset about a delay; use the thread below."

PUT IT TOGETHER — R-T-F-A-C

Act as my customer-service lead and **draft a reply in three short, warm paragraphs to a long-time client who's upset about a shipping delay** — use the email thread below and offer a clear next step.

■ R Role ■ T Task ■ F Format ■ A Audience ■ C Context

2 Steal These — Copy, Paste, Go Open the app, open CoPilot, and try one right now.

Outlook

"Summarize this email thread and list what I need to do."
"Draft a polite reply that declines but offers to meet next week."

Teams

"Recap the meeting I missed — list the decisions and action items."
"What was I personally asked to do in this chat?"

PowerPoint

"Draft a 5-slide outline from this document."

Word

"Turn these bullet points into a one-page summary in plain English."
"Make this sound more confident and about 20% shorter."

Excel

"Explain what this spreadsheet is telling me in three bullets."
"Suggest a formula to total column C by month."

CoPilot Chat

"Catch me up on everything about Project X from the last two weeks."

3 Make It Even Better

- **Don't love the answer?** Just say "make it shorter," "warmer," or "more formal." CoPilot revises — you don't restart.
- **Give it more, not less.** The more context you add, the less you'll have to fix.
- **Use "quotes"** around any exact words you want CoPilot to keep, change, or work from.
- **New task? Say "new topic."** It clears the slate so old requests don't muddy the new one.

TRY THIS TOMORROW MORNING

Beat the Monday pile-up

Before your first meeting, open Teams or CoPilot Chat and type:

"Catch me up on what I missed and what I owe people."

4 Where's CoPilot? Three Doors In If you can't find it, you can't use it — start here.

IN YOUR APPS

The ribbon

Look for the CoPilot icon at the top of Word, Excel, Outlook, PowerPoint & Teams.

ANYTIME

CoPilot Chat

Open the CoPilot app, or go to m365.cloud.microsoft — the safest place to practice.

ON NEWER PCs

The CoPilot key

Many new keyboards now have a dedicated CoPilot key — one tap and you're in.