Top 10 to try first with Microsoft 365 Copilot Chat

1

Ask a question
Get insights and answers to your questions.

→ **How do exothermic reactions compare to endothermic reactions? Provide the comparison in a table.**

2

Draft an email
Generate an email draft and personalize the tone and length.

→ **Draft an email to [student] that informs them that [assignment X] is now due one week later. 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 organic chemistry labs for students 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 radiation works in simple terms.**

8

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

→ **Illustrate a 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 university-friendly organic chemistry jokes.**

For more prompt examples, select "View prompts" above the Copilot Chat prompt box