



Microsoft Copilot Popular Prompts Vol.1

Welcome to the Microsoft Copilot Prompt Library—a curated collection of popular and effective prompts designed to help you unlock Copilot’s full potential. Whether you're streamlining workflows, generating content, or exploring new ideas, these examples offer a solid starting point.

Microsoft Office 365

Program	Prompt Title	What it does	Prompt
Word	Project Summary	Refines executive summary and adds next steps	Update the executive summary for clarity, bold key findings, and insert a bulleted list of next steps.
Word	Style Cleanup	Applies formatting and branding	Clean up this document using title case for headers and apply branding from '/Latest brand guidelines'.
Word	Customer Feedback Summary	Summarizes feedback and trends	Summarize recent customer feedback and highlight key trends.
Word	Policy Draft	Creates a new policy document	Draft a remote work policy for our company, including expectations and tools.
Excel	Sales Analysis	Analyzes sales data and visualizes insights	Run a full analysis on this sales data set. Make it visual.
Excel	Loan Calculator	Builds amortization schedule	Build a loan calculator with monthly payments and a schedule of principal and interest.
Excel	Budget Tracker	Creates household budget with visuals	Create a monthly budget tracker with conditional formatting and a donut chart.
Excel	Forecasting	Projects future trends	Forecast next quarter's revenue based on current trends and seasonality.
Excel	KPI Dashboard	Builds a dashboard for performance metrics	Create a KPI dashboard for marketing performance including CTR, conversion rate, and ROI.
PowerPoint	Retirement Deck	Creates persuasive slides	Create slides to encourage employees to fund retirement accounts with visuals and analogies.
PowerPoint	Product Launch	Builds a launch presentation	Create a product launch deck for our new app, targeting investors and customers.
PowerPoint	Training Slides	Generates training materials	Build a training presentation for onboarding new hires in customer service.
PowerPoint	Quarterly Review	Summarizes quarterly performance	Create a quarterly business review deck with charts and key metrics.
PowerPoint	Vision Statement	Visualizes company vision	Design a slide that communicates our company's vision and mission.
Outlook	Email Draft	Writes professional email	Draft an email to the team about the upcoming product launch. Keep it concise and enthusiastic.
Outlook	Meeting Follow-up	Summarizes meeting and action items	Summarize yesterday's meeting and list action items with owners.
Outlook	Calendar Review	Reviews upcoming schedule	Review my calendar for the week and highlight conflicts or overlaps.
Outlook	Out of Office	Creates auto-reply message	Write a professional out-of-office reply for Oct 2–6.
Outlook	Email Summary	Summarizes long email threads	Summarize this email thread in three bullets and highlight decisions made.
Teams	Meeting Recap	Summarizes chat and assigns tasks	Summarize this Teams thread and list three action items with owners.
Teams	Brainstorm Summary	Captures ideas from chat	Summarize the brainstorming session and categorize ideas by theme.
Teams	Poll Creation	Creates a quick poll	Create a poll asking the team to vote on the next team-building activity.
Teams	Status Update	Posts a team update	Post a status update summarizing this week's progress and blockers.
Teams	Agenda Builder	Builds meeting agenda	Create a meeting agenda for the Q4 planning session with time slots and topics.

Microsoft Dynamics

Dynamics Sales	Pipeline Overview	Shows open opportunities	Show my pipeline.
Dynamics Sales	Meeting Prep	Summarizes notes and emails	Prepare for sales meetings with a summary of notes and recent emails.
Dynamics Sales	Account Summary	Summarizes account details	Summarize this account including revenue, industry, and contacts.
Dynamics Sales	Lead Updates	Lists new leads	What's newly assigned to me?
Dynamics Sales	Sales Changes	Shows recent record changes	What's changed for my sales records in the last 7 days?
Dynamics Sales	File Summary	Summarizes documents	Summarize this proposal document.
Dynamics Sales	News Insights	Finds news about accounts	Get latest news for this account.
Dynamics Sales	SharePoint Files	Retrieves related files	Show files from SharePoint related to this opportunity.
Dynamics Sales	Follow-up Emails	Lists emails needing replies	Show emails that need follow-up.
Dynamics Sales	Lead Scoring	Analyzes lead quality	Score these leads based on likelihood to convert.

Microsoft Power BI

Power BI	Executive Summary	Summarizes report for leadership	Give me an executive summary of this report.
Power BI	Trend Analysis	Highlights trends	Highlight trends in customer retention over time.
Power BI	KPI Breakdown	Explains performance metrics	Explain the relationship between revenue, location, and interest.
Power BI	Visual Creation	Builds new visuals	Create a bar chart showing monthly sales by region.
Power BI	Report Comparison	Compares two reports	Compare Q2 and Q3 performance across departments.
Power BI	Customer Segmentation	Analyzes customer groups	Segment customers by behavior and demographics.
Power BI	Forecasting	Predicts future outcomes	Forecast next quarter's profit based on current data.
Power BI	Data Quality Check	Validates data integrity	Check for missing or inconsistent data in this report.
Power BI	ROI Analysis	Calculates return on investment	Analyze ROI for marketing campaigns by channel.

Microsoft Power BI

GitHub	Code Review	Reviews code with feedback	Review this code and suggest improvements.
GitHub	API Documentation	Documents API endpoints	Generate API documentation from this codebase.
GitHub	Unit Test Creator	Builds unit tests	Create unit tests for this function.
GitHub	Onboarding Plan	Creates onboarding guide	Create a developer onboarding plan for this repo.
GitHub	Security Review	Audits REST API	Perform a REST API security review and list issues.
GitHub	Refactor Code	Improves code structure	Refactor this code to improve readability and performance.
GitHub	Bug Fix Suggestion	Identifies and fixes bugs	Find and fix bugs in this module.
GitHub	Feature Scaffold	Adds new feature template	Scaffold a new feature for user authentication.
GitHub	Style Enforcement	Applies coding standards	Apply TypeScript style guidelines to this file.



Build Your Prompt Success Library

As you explore and experiment with Copilot prompts, remember that success often comes through iteration. Not every prompt will deliver perfect results on the first try—and that's okay. Copilot is continuously evolving, learning from interactions, and improving its ability to support your goals. By tracking the prompts that work well for you and refining those that don't, you'll build a personalized toolkit that grows more powerful over time. Stay curious, keep testing, and let your creativity guide the way.

Stay tuned for Volume 2.