



Microsoft 365 Copilot is an AI-powered productivity tool that works with Microsoft 365 apps to help you complete tasks more efficiently, enhance your productivity and skills, and improve your overall work experience – so you and your team can focus on the work that matters the most.

# The Great Microsoft 365 Copilot Journey

This experience is designed to help you get started with Copilot, learn **best practices**, and **get helpful tips** and tricks in a fun, easy-to-follow way. You'll discover the many benefits of Copilot by practicing **one prompt a day** for six weeks or completing the journey **at your own pace**.

## How it works

Each week focuses on a different benefit of Copilot you can build as a daily habit into your workday (like saving time). **Start by copying and pasting prompt #1 into the designated Microsoft 365 app** and practice throughout your day. The next day, practice prompt #2, and so on.



## START HERE Try a prompt each day

Copilot Chat 1 What's the latest from <code>/[person's name]</code> organized by emails, chats, and files?	Microsoft Teams 2 Recap the topic of this meeting.
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Microsoft Word 3 Summarize this document in three key points.
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Microsoft Outlook 4 Draft a reply to <code>/[person's name]</code> asking them for <code>[topic]</code> .
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**Week 1  
Manage your time**  
Use Copilot to free up time to focus on the important tasks



Copilot Chat 5 Summarize my week in the style of a comedy roast.
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Word 7 Use <code>/[file]</code> to create a <code>[describe document, e.g. a campaign brief for social media]</code> .	Copilot Chat 6 Suggest 10 compelling titles for <code>[topic, project, or /file]</code> .
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Microsoft PowerPoint 8 Create a presentation from <code>/[file]</code> .
Copilot Chat 9 Design an image of a <code>[try: a drawing of a database in colored pencil]</code> .

**Week 2  
Supercharge your creativity**  
Use Copilot to help kickstart your work

Word 12 Give me specific examples from this document on how I can improve it for <code>[try: a leadership review]</code> .	Microsoft Excel 13 Are there any trends in my data?
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**Week 3  
Expand your expertise**  
Use Copilot to gain additional knowledge and insights

Copilot Chat 10 Create a clever elevator pitch for a movie idea to help introduce <code>/[project]</code> to my leadership team.	Copilot Chat 11 Help me learn about <code>[topic]</code> .
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Copilot Chat 14 Give me tips to <code>[try: improve my LinkedIn presence]</code> .
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**Week 5  
Create Copilot agents**  
Use existing Copilot agents or create your own to get coaching



Copilot Chat 15 Help me improve my performance in the style of a <code>[tennis]</code> coach by looking at my recent work.
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Outlook 17 Write a follow-up email to <code>/[meeting]</code> to drive continued progress.
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Copilot Chat 16 Suggest common questions that can be asked to get a retrospective started with my colleagues.
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Copilot Chat 22 Select <b>Get agents</b> in the right-side pane of Copilot Chat and open <b>Idea Coach</b> Can you help me find fun exercises for my brainstorming session?	Copilot Chat 21 Select <b>Get agents</b> in the right-side pane of Copilot Chat and open <b>Prompt Coach</b> Analyze my prompt and provide feedback on how I could improve it: <code>[Insert your prompt]</code>
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Copilot Chat 20 Based on my recent work and my top 5 collaborators, create a superhero team with superhero names, superpowers and signature move.	Teams 19 What questions can the group ask to generate more ideas or insights? Limit each to 30-60 characters.
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Microsoft Loop 18 Daft an agenda for <code>/[meeting]</code> .
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**Week 4  
Enhance collaboration**  
Use Copilot to help your team be more impactful together



Copilot Chat 23 Select <b>Get agents</b> in the right-side pane of Copilot Chat and open <b>Visual Creator</b> An image of a simple gold trophy with confetti to recognize a job well done.
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Copilot Chat 24 Select <b>Get agents</b> in the right-side pane of Copilot Chat and open <b>Writing Coach</b> Help me write instructions to explain a complex process.
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Copilot Chat 25 Select <b>Get agents</b> in the right-side pane of Copilot Chat and open <b>Prompt Coach</b> Show me 3 good prompt examples [for fun Copilot prompts that will make my team laugh].
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<b>Tips &amp; Tricks 26</b> Use this resource to learn <b>which elements</b> to include in your prompt, <b>how to structure it</b> and more >
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<b>Create your own agent 27</b> Learn how to use <b>Copilot Chat agent builder</b> to easily create your own agents that fit your specific needs >
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<b>Get inspiration 28</b> Get ideas for how to use Copilot in your <b>specific role and industry</b> with this scenario library >
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<b>Dream up a destination 29</b> Apply your skills and create <b>your dream destination</b> with this step-by-step project—with no limits to your imagination >
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**Week 6  
Get tips and tricks**  
Learn about prompting best practices and use cases

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