

The building blocks of a good Copilot prompt

Quick Reference Guide

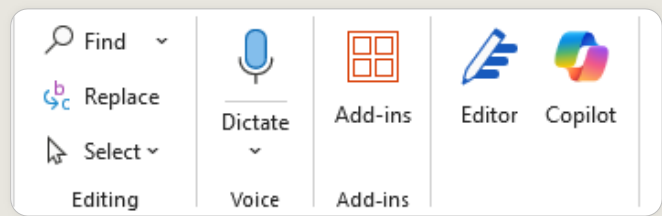


Clear Prompts = Better Results

Writing better prompts in Microsoft Copilot is the key to unlocking its full potential. A vague request gives you vague results—but with a clear, structured prompt, Copilot becomes a powerful productivity partner. In Word, for example, if you need a report summary, don't just say “summarise this.” Instead, use a focused prompt: define the goal, give context, point to your source, and set expectations. That's the GCSE framework—Goal, Context, Source, Expectations. By using it, you help Copilot deliver targeted, useful, and professional responses. So next time you prompt Copilot, prompt smarter. Give it what it needs and get results that work.

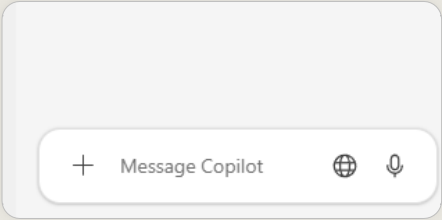
Accessing Copilot

In Ribbon – Home Tab – Copilot button



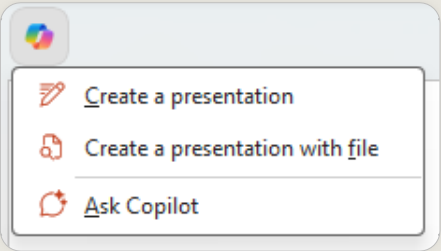
Insert a Prompt

At the bottom of Copilot window enter your prompt.



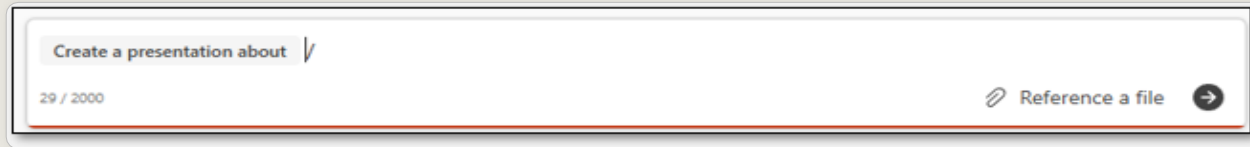
Using the Copilot Icon

The first two requests bring up a Copilot prompt on the main screen, whereas the third request opens the Copilot window on the right.



Link File

To reference a file for a presentation, use the paperclip or paste a link.



The screenshot shows a user interface for creating a presentation. It features a large text input field with the placeholder text "Create a presentation about /". Below the input field, on the left, is a character count "29 / 2000". On the right side of the input field, there is a paperclip icon followed by the text "Reference a file" and a right-pointing arrow icon.

Apply GCSE to Prompt

GCSE is a framework designed to help craft effective prompts that yield optimal results.

- **Goal** – Define the output (e.g. summary).
- **Context** – Explain the purpose and audience.
- **Source** – Reference the correct file or data.
- **Expectations** – Set tone, format, and level of detail.