Microsoft Copilot Prompt Starter Pack

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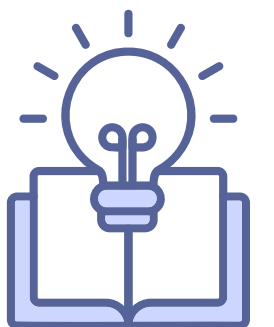
The 3 Keys to Prompting Like a Pro

1 **Tell Copilot What You Need**
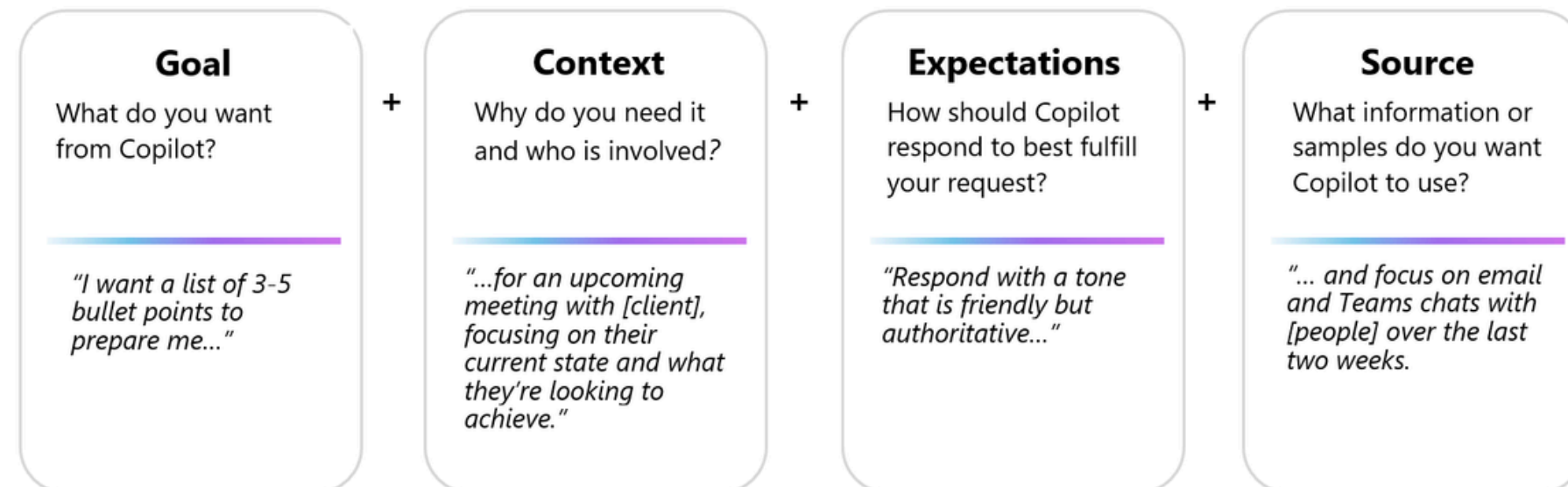Be clear and direct about your goal. Think of Copilot like a helpful coworker, what would you ask them?

2 **Include the Right Prompt Ingredients Using the G-C-S-E Framework**

Goal		**Context**		**Expectations**		**Source**
What do you want from Copilot?	+	Why do you need it and who is involved?	+	How should Copilot respond to best fulfill your request?	+	What information or samples do you want Copilot to use?
"I want a list of 3-5 bullet points to prepare me…"		*"…for an upcoming meeting with [client], focusing on their current state and what they're looking to achieve."*		*"Respond with a tone that is friendly but authoritative…"*		*"… and focus on email and Teams chats with [people] over the last two weeks.*

3 **Keep the Conversation Going**
Follow up, refine, and iterate. Copilot remembers your context and improves with each interaction.

The G-C-S-E Framework

Goal What do you want Copilot to do? (e.g., summarize, create, analyze)

Context Why do you need it? Who is it for? What's the background?

Source Where should Copilot look? (e.g., emails, files, chats, specific documents)

Expectations How should the output look? (e.g., tone, format, length, visuals)

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HR Prompt Examples

New Hire Welcome Packet

Quickly create a professional yet friendly guide for onboarding new employees to help them understand company benefits, policies, and what expectations.

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Create a friendly, easy-to-read welcome packet for new employees so they quickly understand our company, benefits, policies, and first-week expectations using our existing policy documents, benefits summaries, and onboarding notes and format it as a PDF with clear sections and simple language.

Job Description Writer

Write clear and engaging job descriptions for open positions.

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Write a job description for [job title] so potential candidates understand the role, responsibilities, and required skills using [role responsibilities.docx] and [skills requirements.xlsx] and format it in a professional, easy-to-read layout for posting online.

Refresh Employee Handbook

Refresh the employee handbook with current company policies and legal requirements in a clear, easy-to-use format.

STARTER PROMPT

Update our employee handbook to reflect the latest company policies and legal requirements so all employees are informed and compliant using [current handbook.doc] and [policy updates.docx] and organize it in a clean, clearly labeled Word document.

The G-C-S-E Framework

Goal + **Context** + **Source** + **Expectations**

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IT Prompt Examples

MFA Rollout Communication Plan

Create a clear communication plan for implementing multi-factor authentication, including timelines, FAQs, and training resources, so employees understand the change and how to comply.

STARTER PROMPT

Draft a communication plan for an MFA rollout so employees understand the change, why it's happening, and how to set it up using [IT security policy.docx] and [helpdesk ticket log.xlsx] and present it as a Word document with a phased timeline, FAQ section, and links to training resources.

Incident Response Report

Summarize a recent IT incident, detailing what happened, its impact, and the actions taken, so leadership can review and improve prevention measures.

STARTER PROMPT

Summarize details of the recent [incident name] so leadership can understand the cause, impact, and how it was resolved using [incident log.docx] and [system monitoring report.pdf] and format it as a clear one-page report with a summary, timeline, and recommended next steps.

System Health Dashboard

Compile a simple system health overview, showing uptime, usage, and any alerts, so IT teams can monitor and act on issues proactively

STARTER PROMPT

Create a weekly system health summary so IT can track uptime, usage, and performance trends using [system performance metrics.xlsx] and [error log.csv] and present it in an Excel dashboard with charts, status indicators, and short notes on any issues.

The G-C-S-E Framework

Goal + **Context** +
Source + **Expectations**

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Operations Prompt Examples

Weekly Operations Dashboard

Create a summary of key operational metrics for the week, highlighting performance trends, potential bottlenecks, and areas needing attention, so leadership and teams can take quick action.

STARTER PROMPT

Summarize weekly operational performance so leadership can monitor progress, spot issues, and make timely decisions using [operations report.xlsx] and [KPI tracker.xlsx] and present it in a one-page PowerPoint or Excel dashboard with charts and bullet points.

Process Improvement Recommendations

Review a core business process and identify inefficiencies, risks, or areas to streamline, providing practical recommendations for improvement.

STARTER PROMPT

Review and analyze the [specific process name] to find ways to reduce waste, save time, and improve quality using [process workflow.docx] and [performance data.xlsx] and provide a Word document with a summary of findings and top three recommendations.

Inventory Status & Reorder Plan

Compile a clear, up-to-date view of inventory levels, flag low-stock items, and create a reorder plan to maintain smooth operations.

STARTER PROMPT

Summarize current inventory status and recommend reorder actions to ensure we have the right products and supplies available using [inventory list.xlsx] and [sales data.xlsx] and present the results in an Excel table with a separate list of recommended reorder quantities.

The G-C-S-E Framework

Goal + **Context** + **Source** + **Expectations**

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Finance Prompt Examples

Quarterly Financial Performance Summary

Create a clear, high-level overview of the company's financial performance for the last quarter, highlighting revenue, expenses, and notable changes, and present it in a visual format leadership can review quickly.

STARTER PROMPT

Summarize our financial performance for the last quarter so leadership can quickly see revenue, expenses, and key changes using [quarterly financials.xlsx] and [budget vs actual report.xlsx] and present it in a short PowerPoint with charts and 3–4 bullet points.

Budget Forecast Plan

Build a forward-looking budget forecast for the next quarter or year, factoring in historical data and projected sales to guide strategic planning and spending decisions.

STARTER PROMPT

Create a budget forecast for the next [time period] so leadership can plan spending and investments using [past financial data.xlsx] and [sales projections.xlsx] and format it in an Excel table with totals and a short summary paragraph.

Expense Review Report

Analyze recent company expenses to identify major spending areas, flag unusual costs, and recommend potential cost-saving opportunities for leadership consideration.

STARTER PROMPT

Review company expenses for the last [time period] to find high-cost areas and potential savings opportunities using [expense report.xlsx] and [vendor contracts.pdf] and summarize in a Word document with a list of the top five savings recommendations.

The G-C-S-E Framework

Goal + **Context** + **Source** + **Expectations**

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Executive Prompt Examples

Strategic Risk Briefing

Create a high-level summary of the top business risks for the quarter, including their potential impact and recommended next steps, so executives can make informed decisions

STARTER PROMPT

Summarize the top three strategic risks for the quarter so executives can assess threats and prepare responses using [board meeting notes.docx], [financial performance report.xlsx], and [competitor analysis.docx] and format it as a one-page Word document with bullet points and risk ratings.

Quarterly Business Review (QBR) Deck

Build a concise presentation that covers financial performance, operational highlights, challenges, and strategic initiatives for the quarter, ready for an executive meeting.

STARTER PROMPT

Create a quarterly business review presentation so executives can review company performance and plan priorities using [quarterly summary report.docx] and [KPI dashboard.xlsx] and deliver it as a 6–8 slide PowerPoint with visuals, key metrics, and concise talking points.

Competitive Landscape Overview

Prepare a summary of competitor activities, market shifts, and industry trends to help executives identify opportunities and threats.

STARTER PROMPT

Summarize the current competitive landscape so executives can identify opportunities, threats, and positioning strategies using [market research report.pdf] and [competitor product analysis.xlsx] and present it as a one-page report with bullet points and a short recommendations section.

The G-C-S-E Framework

Goal + **Context** + **Source** + **Expectations**

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Sales Prompt Examples

Top Accounts Pipeline Summary

Summarize the current status of top customer accounts, highlighting deal stages, blockers, and next steps, so sales leaders can track progress and plan follow-ups.

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Summarize sales pipeline activity for our top [number] accounts so sales leaders can see progress, challenges, and upcoming actions using [CRM activity report.xlsx] and [sales meeting notes.docx] and present it as a table with columns for deal stage, blockers, next steps, and expected close date.

Win/Loss Analysis Report

Analyze recent closed deals to identify why opportunities were won or lost, and suggest actions to improve future close rates.

STARTER PROMPT

Summarize win/loss patterns for recent deals so sales teams can learn from successes and address weaknesses using [closed deals report.xlsx] and [customer feedback survey.xlsx] and provide a one-page Word document with key trends, reasons, and three recommendations.

Sales Email Templates

Create a set of personalized, high-impact sales email templates tailored to a specific audience or product.

STARTER PROMPT

Write three sales email templates for [product/service name] to help the sales team engage [target audience] and drive responses using [product brochure.pdf] and [customer persona.docx] and format each template with a subject line, body text, and a clear call-to-action.

The G-C-S-E Framework

Goal + **Context** + **Source** + **Expectations**

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Marketing Prompt Examples

Campaign Brainstorm Session

Generate fresh, creative marketing campaign ideas for a specific product or service without relying on pre-existing documents.

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Brainstorm marketing campaign ideas for [product/service name] to reach and engage [target audience] and align with our brand's tone using the latest and greatest marketing best practices and industry standards and provide five creative concepts, each with a short description, potential channels, and a key message.

SWOT Analysis Report

Analyze the strengths, weaknesses, opportunities, and threats for a specific product, service, or the overall business.

STARTER PROMPT

Conduct a SWOT analysis for [product/service/business name] to guide marketing strategy and identify areas for growth using your existing market knowledge and any available research data and present it as a table with four sections (strengths, weaknesses, opportunities, threats) and 3–5 points in each.

Social Media Content Calendar

Create a month-long social media posting plan with themes, post ideas, and suggested formats for each platform.

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Build a 30-day social media content calendar to promote [product/service name] and increase engagement with [target audience] using [brand style guide.pdf] and any relevant product info and present it as a table with dates, post ideas, platform, and format (image, video, text).

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Goal + **Context** + **Source** + **Expectations**

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