



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.

START HERE

Try a prompt each day

1 Copilot Chat

What's the latest from /[person's name] organized by emails, chats, and files?

1 Microsoft Teams

Recap the topic of this meeting.

3 Microsoft Word

Summarize this document in three key points.

4 Microsoft Outlook

Draft a reply to /[person's name] asking them for [topic].

5 Copilot Chat

Summarize my week in the style of a comedy roast.

7 Word

Use /[file] to create a [describe document, e.g. a campaign brief for social media].

6 Copilot Chat

Suggest 10 compelling titles for [topic, project, or /file].

8 Microsoft PowerPoint

Create a presentation from /[file].

9 Copilot Chat

Design an image of a [try: a drawing of a database in colored pencil].

Week 2
Supercharge your creativity

Use Copilot to help kickstart your work

12 Word

Give me specific examples from this document on how I can improve it for [try: a leadership review].

13 Microsoft Excel

Are there any trends in my data?

Week 3
Expand your expertise

Use Copilot to gain additional knowledge and insights

10 Copilot Chat

Create a clever elevator pitch for a movie idea to help introduce /[project] to my leadership team.

11 Copilot Chat

Help me learn about [topic].

14 Copilot Chat

Give me tips to [try: improve my LinkedIn presence].

15 Copilot Chat

Help me improve my performance in the style of a [tennis] coach by looking at my recent work.

Week 5
Create Copilot agents

Use existing Copilot agents or create your own to get coaching



22 Copilot Chat

Select **Get agents** in the right-side pane of Copilot Chat and open **Idea Coach**

Can you help me find fun exercises for my brainstorming session?

21 Copilot Chat

Select **Get agents** in the right-side pane of Copilot Chat and open **Prompt Coach**

Analyze my prompt and provide feedback on how I could improve it: [Insert your prompt]

20 Copilot Chat

Based on my recent work and my top 5 collaborators, create a superhero team with superhero names, superpowers and signature move.

19 Teams

What questions can the group ask to generate more ideas or insights? Limit each to 30-60 characters.

18 Microsoft Loop

Daft an agenda for /[meeting].

Week 4
Enhance collaboration

Use Copilot to help your team be more impactful together



23 Copilot Chat

Select **Get agents** in the right-side pane of Copilot Chat and open **Visual Creator**

An image of a simple gold trophy with confetti to recognize a job well done.

24 Copilot Chat

Select **Get agents** in the right-side pane of Copilot Chat and open **Writing Coach**

Help me write instructions to explain a complex process.

25 Copilot Chat

Select **Get agents** in the right-side pane of Copilot Chat and open **Prompt Coach**

Show me 3 good prompt examples (for fun Copilot prompts that will make my team laugh).

26 Tips & Tricks

Use this resource to learn **which elements** to include in your prompt, **how to structure it** and more

27 Create your own agent

Learn how to use **Copilot Chat agent builder** to easily create your own agents that fit your specific needs

28 Get inspiration

Get ideas for how to use Copilot in your **specific role and industry** with this scenario library

29 Dream up a destination

Apply your skills and create your **dream destination** with this step-by-step project—with no limits to your imagination

Week 6
Get tips and tricks

Learn about prompting best practices and use cases



30 Get your badge

Congrats! Download your Great Copilot Journey **completion badge** and share it with your team and network