

# Prompt Engineering for Microsoft 365 Copilot

Duration: 60 mins

## Session Overview:

This course introduces prompt engineering for the Copilot era, focusing on how to create structured, goal-driven prompts for reliable outcomes. It covers how Copilot interprets intent, context, and document grounding, followed by practical guidance on designing effective enterprise prompts and avoiding common mistakes. The course concludes with hands-on use of prompt templates to ensure consistency, precision, and control across analytical, instructional, and summarization tasks.

## Learning Outcomes

- Understand the evolution of prompt engineering and its importance in the Copilot era
- Explain how Copilot interprets intent, context, and grounded data
- Design structured, enterprise-ready prompts using roles, goals, constraints, and output formats
- Identify and correct common prompt design mistakes
- Apply prompt templates to achieve consistent, precise, and repeatable outcomes across tasks

## Session Agenda

### Module 1: Introduction to Prompt Engineering in the Copilot Era

- Evolution of prompt engineering
- Why Copilot requires structured, goal-driven prompts

#### Demo:

- Compare an unstructured chat-style prompt vs a structured Copilot prompt for the same task (e.g., “summarize this document”)
  - Show how Copilot behaves differently when given a clear role and goal
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### Module 2: How Copilot Interprets Prompts

- Intent recognition vs literal instruction following
- Role of conversational memory and context retention
- Grounding prompts in documents and data

#### Demo:

- Use Copilot in Word to show intent-based interpretation
  - Ground a prompt explicitly to a document and compare outputs
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### Module 3: Prompt Design

- Components of an effective enterprise prompt using parameters;
  - Role
  - Goal
  - Context
  - Input
  - Constraints
  - Output format
- Common prompt design mistakes and mitigation

#### Demo:

Live construction of a “poor” prompt and iterative improvement using the full architecture

- Show how adding constraints (tone, length, audience) changes Copilot’s output
  - Highlight a real-world enterprise mistake (overloading context) and how to fix it
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## **Module 4: Guide on Prompt Templates for Consistent Outcomes**

### **Demo:**

- Analytical prompt templates
- Instructional and summarization templates
- Constraint-based prompts for precision and control