



2W Recommended: Microsoft Copilot Prompts

★ = Example shared LIVE during webinar

Outlook:

Please summarize the emails I've received over the past two weeks and prioritize them based on urgency. Present the results in a table with the following columns: Sender, Date Received, Summary, and Action Required.

Find emails in the past 48 hours where someone is waiting on me (asks, pings, follow-ups). Focus on ones where I am the likely owner, and avoid broad communications. List by urgency and impact, and be succinct. Include links. If there are no requests, say "I didn't find anything." and nothing else.

Analyze this text and make suggestions on how to improve it

Draft a forward message explaining why I'm sending this email. First, if the reason for forwarding isn't clear from the original email, ask me clarifying questions one at a time until you understand the purpose. Then ask me whether I want a summary of the original email included. Once you have all necessary information, draft the forward message.

I need to respond to this email. Please read it, highlight where my input is directly needed, and then ask me one question at a time to help draft a reply that addresses where my input is needed. If there is no direct need for my input, just say so.

What should be on my radar from emails last week?

You are my email analyst. Review all unread emails in my Outlook inbox and summarize each one in a structured table. The table should have the following columns: Topic, Summary, Action Items, and Follow-Up Suggestions. If I am directly mentioned in the body of the message, format the Topic in bold to help me quickly identify where my name appears. Keep each summary concise but informative, and clearly identify any next steps or opportunities for follow-up when possible.

Summarize the attached document and tell me what I need to know, in three bullet points.



Excel:

Analyze this workbook and give me interesting data insights.

Analyze this file and describe any important trends, outliers, or anomalies. Suggest what the patterns might mean and what actions or follow-ups I should consider.

Are there any trends in this data?

Create a pivot table highlighting [fill this in].

Explain the error in this formula and suggest a fix.

Convert the selected data into an action-oriented table with these columns: Item | Insight | Owner (TBD) | Next step. Keep the wording consistent to the source.

Identify any inconsistencies in the data and recommend how to fix them.

Word:

Analyze this text and make suggestions on how to improve it.

Suggest a list of action items from this file.

Create a business report with findings from [file].

Make this 30% shorter without removing key decisions, risks, or next steps. Keep headings, and limit each section to a maximum of 5 bullets.

Can you help me rewrite this paragraph to make it clearer and more concise?

What are the main takeaways from this document?

Summarize the main risks in this statement of work.

Structure and refine this document.



PowerPoint:

Create three brief bullet points for this slide using insights from [insert recorded meeting title] held on [date].

Make a simple illustration for this slide.

Give me a one-slide executive summary for these slides.

Review my presentation for any inconsistencies based on my brand guidelines.

Create an 8-slide presentation based on [insert or reference document]. The audience is [executive leadership/employees/customers], and the goal is to explain [topic] and secure agreement on [decision]. Use only information from the referenced document. Include a title slide, key findings, recommendations, next steps, and concise speaker notes. Limit each content slide to one headline and no more than four bullets.

Reorganize this presentation into a clear narrative for [audience]. The main message is “[insert takeaway].” Keep all verified facts but move or combine slides where needed. Structure the story as situation, challenge, evidence, recommendation, and next steps. Add section slides and identify any content that distracts from the main message.

Teams:

Help me prepare for my next meeting by summarizing the purpose, recent related messages, and questions I should ask.

★ Prepare me for the customer discussion about this delayed order [order #]. Summarize recent interactions, open issues, likely customer concerns, and confirmed next steps. Clearly separate confirmed facts from suggested talking points.

Extract key highlights from the meeting chat, focusing on important decisions, announcements, and noteworthy contributions.

Recap the meeting so far, summarizing key takeaways and action items as separate sections, including who's responsible for each.

Identify and list all action items agreed upon during the meeting, including the person responsible for each item, the due dates (if available), and any relevant details that provide context for each task. This will facilitate accountability and follow-up on progress.

Create a concise status update based on this meeting that I can share with stakeholders.

★ Summarize the key decisions, production blockers, customer impacts, owners, and follow-up actions from this meeting. Present the results in a table with owner, due date, risk level, and next step.



General:

Find recent files related to [topic] and summarize what each one contains

Compare these two documents and highlight the major differences.

Summarize the key updates in this file since the last version.

What am I waiting on from others, and what are others waiting on from me?

I'm interested in conducting thorough research on [topic].

Please provide:

1. A summary of the most significant recent events or advancements in this field
2. Key stakeholders, organizations, or individuals currently influential in this area
3. Major trends or shifts happening in this space
4. Important debates or controversies surrounding this topic
5. Latest news and developments, within the past three months if possible.

When sharing information, please state your knowledge cutoff date, cite sources, and use web search if available. For the latest news section, please search specifically for information published after [recent date].

Please clearly indicate if something might have occurred after your knowledge cutoff date. Include relevant academic papers, reports, or studies when applicable. Suggest specific keywords, search terms, and research databases I could use to find more detailed or recent information.

★ Review this pay period's extracted timesheet data: list every entry the scan flagged as unclear, any hours outside our normal shift ranges, and missing days by employees, so I can proof it before payroll.

★ Review this SOP and identify unclear steps, missing owners, outdated language, potential training gaps, and sections requiring expert validation. Present the recommendations in a table

★ Outline an approval flow for our quality-hold requests: the intake fields to capture, routing to the QA lead, escalation if it sits more than 24 hours, and Friday status summary I can review