How to write prompts to get better answers from Microsoft Copilot

1. Choose a conversation style for the type of answer needed
   - More Creative: Original & imaginative
   - More Balanced: Concise & straightforward
   - More Precise: Informative & friendly

2. Give specific instructions
   - Instead of general questions...
   - What is the theory of general relativity?
   - Include details of what you need
   - Summarize the key concepts of general relativity in one paragraph.

3. Tailor for point of view or audience
   - Age
   - Grade level
   - Professional status
   - Explain quantum mechanics as if I were 8 years old

4. Specify length
   - Words
   - Sentences
   - Paragraphs

5. Specify format
   - Outlines
   - Tables
   - Diagrams
   - Images