



Bangkok Patana School
The British International School in Thailand
Established 1957

POWER UP YOUR COPILOT

Practical tips and examples for everyday work
GROUNDIT | GUIDEIT | CHECKIT | IMPROVEIT

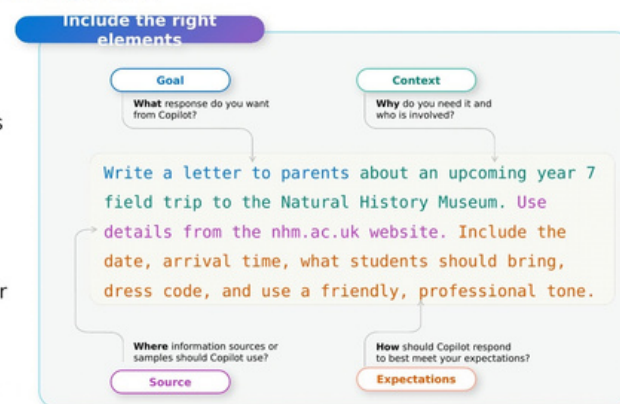
AI Acknowledgement: Generated with M365 Copilot based on a GPT-5 reasoning model on 24 September 2026 at 13:18 ICT. Prompt summary: Iteratively create and refine an A3 Patana infographic that distils practical Microsoft Copilot guidance from the supplied source documents and screenshots. Author: Brian Taylor.

1. BUILD A BETTER PROMPT

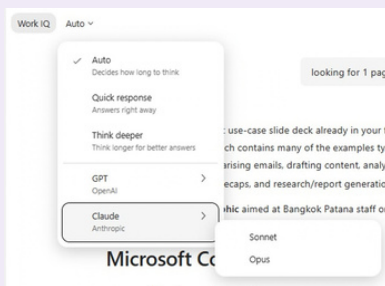
A Prompt Framework

To get the best response, it's important to focus on some of the **key elements** when phrasing your Copilot prompts.

The quality of your prompt directly influences the quality of the output from Copilot



2. COPILOT IS THE WORK LAYER OVER LLM ENGINES

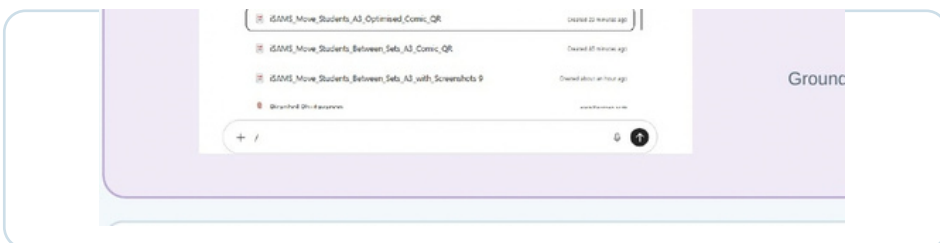


Copilot provides the Microsoft work experience around model choices from OpenAI and Anthropic. Select Auto, Quick response or Think deeper, then choose a model when available.

Ground the model with a file upload, trusted link or Microsoft 365 source.

3. GROUND COPILOT WITH /

Type / to locate and ground the chat in a person, file, meeting, email, chat, channel or site.



Example: "Using /[meeting] and /[project file], summarise decisions, identify owners and list unresolved questions. Cite each source."

4. USE STRONG COMMAND VERBS

The command verb determines the kind of thinking you are requesting.



Everything you do in Surveys agent is now in Forms

Surveys agent is being phased out - continue your work with Copilot in Forms. All your forms are synced already.

Let's go

Try: crosswalk, critique, compare, prioritise, synthesise, red-team, reframe, scaffold, verify or simplify.

5. GET MORE FROM THE COPILOT APP

Use Copilot Agents

Researcher supports deeper research. Survey is available through Microsoft Forms.

Use the Copilot app

Bring Chat, Search, agents and creation tools together.

Use voice

Speak prompts for drafting or hands-free capture.

Look for the shield

The green shield identifies protected work. Existing permissions still apply.

UPDATED CUSTOM INSTRUCTIONS

Output must have an AI Acknowledgement statement stating the Large Language Model used to generate the output and date and time it was generated. Include the prompt used to generate the output in quotation marks. Author: [Your Name]. Add this to any documents produced.

Open the custom instructions: t.ly/_Yycf



6. EDIT DIRECTLY WITHIN THE SOURCE FILE

Use Copilot inside Word, Excel or PowerPoint to work directly with the open file. Agent Mode can plan and complete multi-step changes while preserving native Office structures such as Word styles, Excel formulas and PowerPoint layouts.

Review every proposed change and refine the result in the source application.