

Copilot prompts for communications teams

Four kinds of work. Twelve prompts to try this week.

Works from your work, not the open web.

With a Microsoft Copilot license. Copilot Chat alone uses the web and what you paste or upload.



Your files

Documents and workbooks in SharePoint and OneDrive



Your email and chats

Outlook mail and Teams conversations



Your meetings

Teams recaps and who agreed to what



Your permissions

Only what you can already open

01

Plan and publish

Excel · Word · Outlook · Teams



Excel

Build the quarter's content calendar

Try: Build a three-month content calendar from these dates: events, awareness days, and appeal mailings. Add columns for channel, owner, draft due, and status.



Word

Turn a program update into a newsletter story

Try: Turn this program update into a newsletter story of about 300 words, plus a subject line and a 20-word teaser for social media.



Word

Announce one event three ways

Try: Write three versions of this event announcement: one for our email list, one for partners to forward, and one for a community calendar listing.

02

Stories and impact

Word · PowerPoint



Word

Write a story from an interview

Try: From this interview transcript, draft a 400-word story about a program graduate. Use only what she said, keep her words in quotes, and mark anything that needs her approval.



PowerPoint

Present the year in numbers

Try: Create a seven-slide impact presentation for our community breakfast from the annual results, one number per slide with a plain-language caption.



Word

Make a program page clear in 30 seconds

Try: Rewrite this program page so a parent can understand it in 30 seconds: who it's for, what it costs, and how to sign up.

03

Media and public moments

Word · PowerPoint · Outlook · Forms



Word

Draft a press release

Try: Draft a press release announcing our new mobile pantry route, with a quote from our executive director, the key facts, and a media contact line.



Word

Have a holding statement ready

Try: Draft a holding statement about a service disruption at our east site: what happened, what families should do, and when we'll update next. Calm and factual.



Outlook

Answer a reporter's question

Try: Draft a reply to this reporter's question about our funding cut. Confirm the facts we've already made public, offer an interview, and don't speculate.

04

Brand and consistency

Word · PowerPoint



Word

Reconcile program descriptions

Try: Compare these five program descriptions from our website, brochure, and grant boilerplate. Point out where facts or names don't match and propose one version.



Word

Write a one-page style guide

Try: Draft a one-page style guide from our recent newsletters: how we name programs, how we describe the people we serve, and words we avoid.



Word

Write alt text for every image

Try: Write alt text for each image in this annual report draft, describing what matters in each photo in one sentence.

Copilot drafts; a person checks every name, number, and fact. Keep individual case, health, and student records out of prompts, and follow your organization's AI and data policies.



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All 100 prompts
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