Microsoft

Microsoft Copilot Pro

Step by Step

Lisa Crosbie

PRACTICE FILES

Microsoft
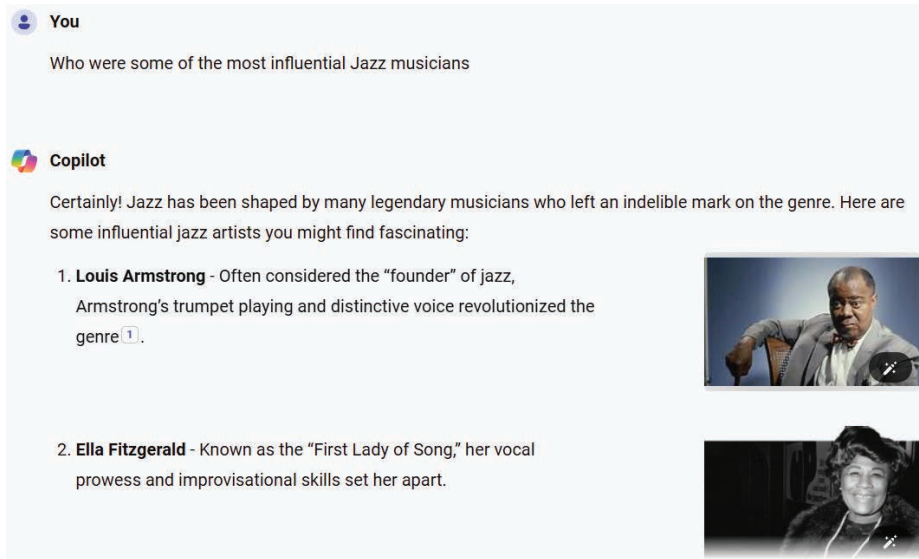
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2. When you find a prompt that you'd like to try, select it.

> ⚠ **IMPORTANT** Do not select a prompt to compose a song at this stage. Composing songs requires enabling a plug-in, which will be covered later in the chapter.

3. Copilot will receive the prompt and immediately start generating a response.

Copilot uses the selected prompt and generates a response.
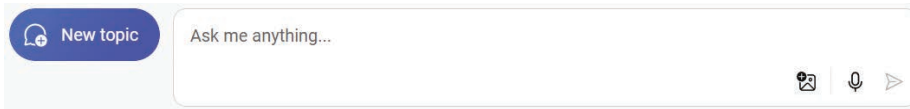
Chat with Copilot

You will use the main prompt area to chat with Copilot to ask questions and generate content. In this section, you will learn how to use all the features of the prompt area and work with the responses.

Prompts and responses

You should always tell Copilot when you are about to start a new topic of conversation, to clear the context of the previous conversation and avoid any confusion between topics.
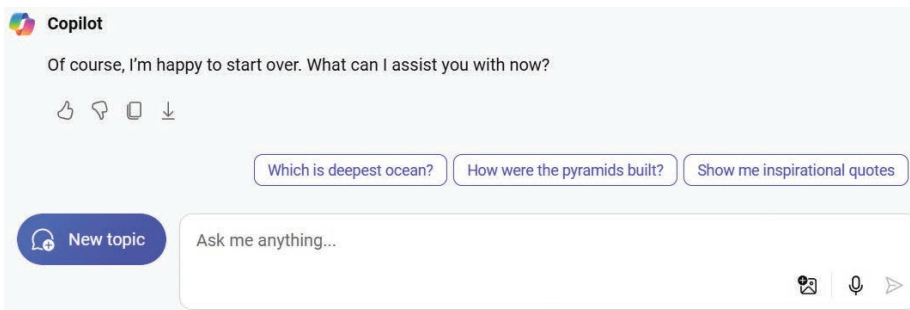
To start a new conversation topic

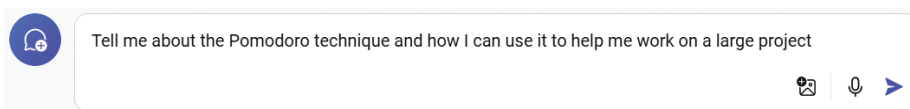1. Select the **New topic** button to the left of the prompt area.

Select the New topic button to tell Copilot you want to start a new conversation.

2. Copilot responds by clearing the previous responses and letting you know it is ready for a new conversation.

Copilot confirms it is ready to start a new conversation.

3. You can now enter any prompt into the prompt area to begin a new conversation. Enter a prompt and press Enter or select the arrow icon.
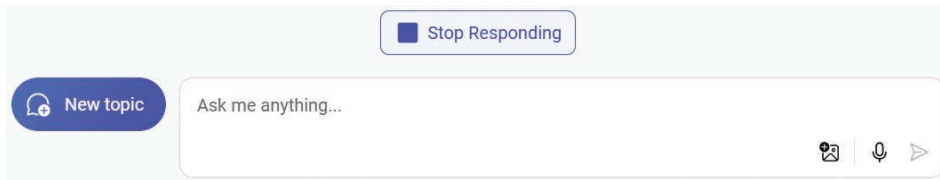

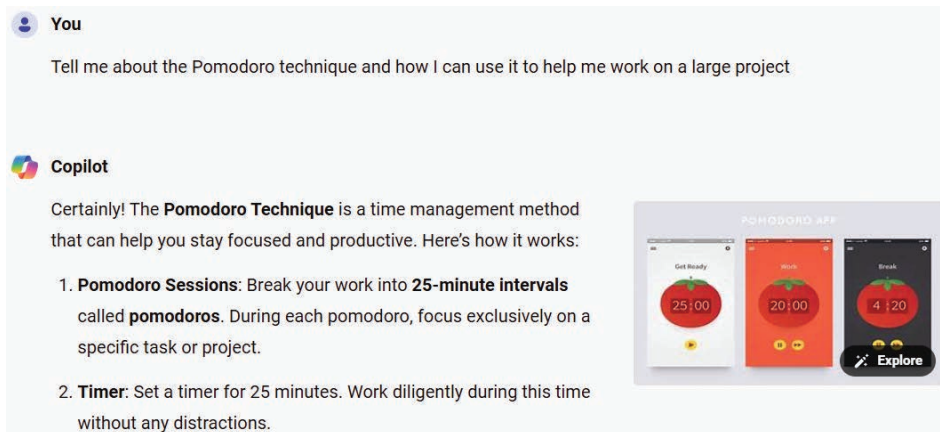*Enter your prompt into the prompt area and press Enter.*

> **TIP** You can select the **microphone** icon in the prompt area to dictate your prompt with your voice.

As soon as you have entered your prompt, you will see Copilot start to generate a response. You will also see a Stop Responding button appear above the prompt area. If you realize that you made a mistake in your prompt or notice that the response isn't what you had in mind, select this button to stop Copilot from generating any more content. You can then type in a new prompt.

The Stop Responding button appears above the prompt area as soon as Copilot starts generating a response.

Copilot will respond with paragraphs or bullet points of text, depending on your prompt. It may also include images or emojis.

Copilot responds with bullet points and an image.

If Copilot has used web sources to generate the response, you will see citations against those parts of the response, and a list of websites at the end of the response. You can hover over the citations and websites to view more information or follow the links to view the original source.

History: The technique was invented by Francesco Cirillo in the late 1980s. He used a tomato-shaped kitchen timer (hence the name "Pomodoro") to stay focused during short study sessions 1 2.

Give it a try! Adapt the intervals to suit your prefe...

The Pomodoro Technique — Why it works & how to d...
https://todoist.com/productivity-methods/pomodoro-techniq...

Learn more   1 todoist.com   2 w en.wikipedia.org   3 microsoftstart.msn.com   +4 more

Copilot provides citations, links to websites, and suggested prompts.
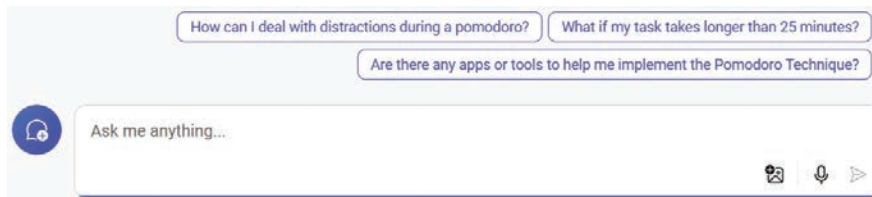
3

⚠ **IMPORTANT** Generative AI is creative by nature, so you will not always get the same response to the same prompt each time. That means you may also get different suggestions to continue the conversation each time, based on the response generated.
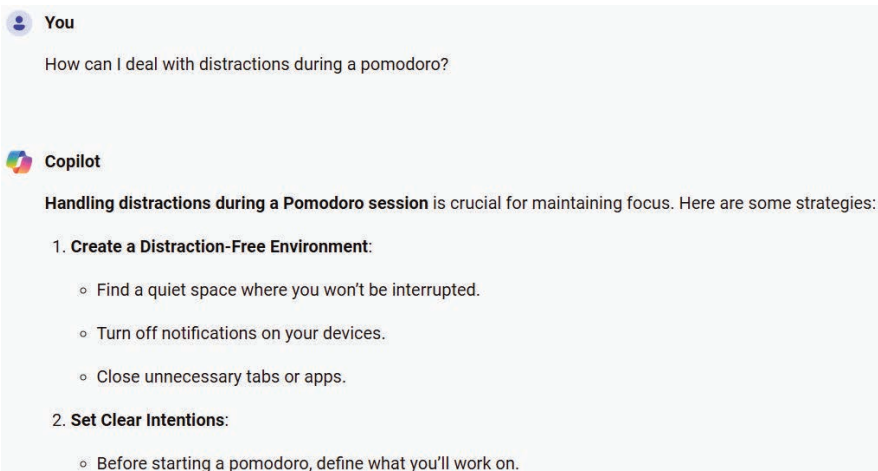
Copilot will also generate a list of suggested prompts to help you continue the conversation to get more information or refine the results. Select a suggested prompt to use it.

🔍 **SEE ALSO** You will find more information about how to iterate your prompts and continue the conversation with Copilot in Chapter 2, "Writing effective prompts."

How can I deal with distractions during a pomodoro?   What if my task takes longer than 25 minutes?

Are there any apps or tools to help me implement the Pomodoro Technique?

Ask me anything...

Select a suggested prompt to continue the conversation.

You

How can I deal with distractions during a pomodoro?

Copilot

Handling distractions during a Pomodoro session is crucial for maintaining focus. Here are some strategies:

1. **Create a Distraction-Free Environment**:
   - Find a quiet space where you won't be interrupted.
   - Turn off notifications on your devices.
   - Close unnecessary tabs or apps.

2. **Set Clear Intentions**:
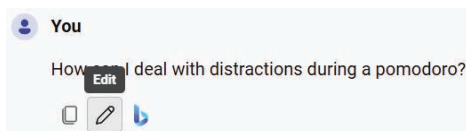   - Before starting a pomodoro, define what you'll work on.

Copilot generates a response from the selected prompt.
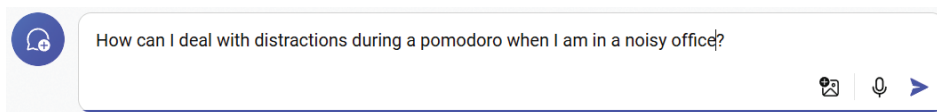
Edit or search based on your prompt

If you want to iterate using the same prompt with small changes, you can scroll back up to your prompt and hover just under the prompt to see more options that allow you to edit or search based on your prompt.

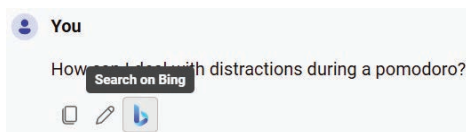Select the **pencil** icon to edit your prompt.

Hover under your prompt to reveal the option to edit.

Selecting this icon re-enters the original prompt into the prompt area, where you can make changes and send it to Copilot again.
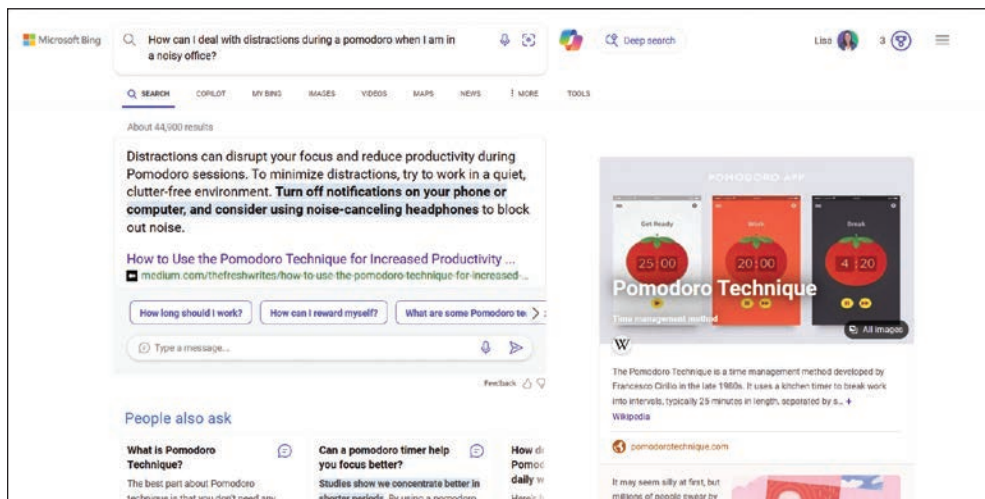

Make the changes to your prompt and select the arrow icon or press Enter to resend.

There is also an option to use the prompt to search the web using Bing.

Hover under your prompt to reveal the option to search on Bing.

Selecting this icon will open Bing search in a new browser tab with your prompt automatically entered in the search box. You can easily switch back and forth between Bing and Copilot on the web using the tabs under the search box.
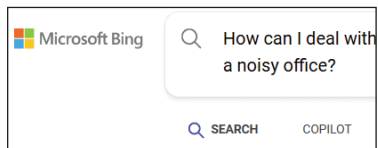

Search on Bing enters your prompt into Bing search in a new browser tab.

> ✅ **TIP** You can scroll back through the conversation to use the edit or search options with any of the prompts you've written in that conversation.

> ✅ **TIP** You can start a new Copilot session with the text in the search box by selecting the Copilot tab next to the search tab.

Select the Copilot tab next to the search tab in Bing search to start a new Copilot session based on the text in the Bing search box.