The Future Begins Now:
ARTIFICIAL INTELLIGENCE

What is Generative Artificial Intelligence & Microsoft Copilot?

Generative AI is a type of artificial intelligence that can create new content—like writing, images, audio, or even video—based on what you ask it. Think of it like a super-smart assistant that can help you just by typing a request. It doesn't just copy and paste—it generates something new, using patterns it learned from lots of examples. Microsoft Copilot is one example of a generative AI tool that also works right inside Word, Excel, and PowerPoint to help you work faster and smarter.

Scan me to download a copy of this poster and to access more AI resources!

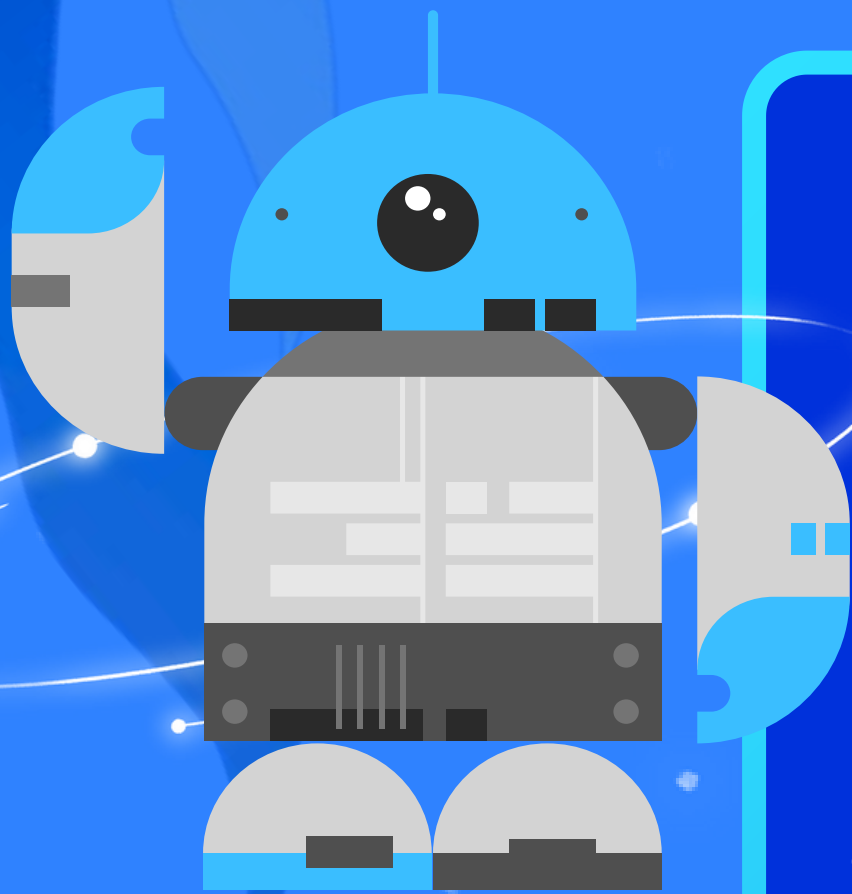## What are Prompts & Prompt Engineering?

Prompts are the words or instructions given to AI to tell it what is needed. Clear, focused prompts help AI respond accurately.

Good prompts:
- Are clear and to the point
- Avoid extra, confusing details
- Make the goal obvious

In simple terms, prompts are how one "talks" to AI—**prompt engineering** is the skill of knowing how to ask questions or give instructions to AI so it can provide the most useful response. The clearer and more specific the prompt, the better the answer received.

Prompt Formula

[Persona] + [Context] + [Task] + [Exemplar] + [Format] + [Tone/Style]

Concept/Part	Definition/What It Does	Examples
Persona	Who the AI should "pretend to be" to align with the task	"You are a personal life coach..."
Context	Background or situation that informs the task	"...helping someone develop a consistent morning routine..."
Task	The specific action or job you want completed	"...create a 30-minute morning routine plan that balances exercise, mindfulness, and productivity..."
Exemplar	Provide a model or example to follow (can be written or implied)	"...similar to the structured daily plans you use for clients..."
Format	The desired structure or layout of the output	"...as a bullet list with times and activities..."
Tone/Style	The desired voice, attitude, or emotion of the output	"...with an encouraging and supportive tone."

Sample Output

"You are a personal life coach. I want to create a healthy and consistent morning routine. Please design a personalized plan that includes time for exercise, mindfulness, and productivity. Use a structured daily plan as an example. Present the answer as a bullet list. Keep the tone encouraging and supportive."

Sample output:
- Wake up at 6:30 AM and drink a glass of water
- 10 minutes of light stretching or yoga
- 15 minutes of journaling or meditation
- Healthy breakfast by 7:15 AM
- Begin priority work or study tasks by 8:00 AM

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