



# Microsoft

Explore AI



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# Introduction

Thank you so much for participating in the Microsoft Explore AI Program.

This is a complete activity plan that will take you through every step of exploring Generative AI.

## Microsoft – Explore AI:

- **Relevance:** AI is a rapidly growing field with significant impact on various industries. Introducing learners to AI early prepares them for future opportunities.
- **Engagement:** Generative AI involves creative and interactive elements, making it an engaging topic for learners.
- **Skill Development:** Learners will develop technical skills, as well as critical thinking and problem-solving skills.

## Objectives:

1. Understand the basics of Generative AI and its applications.
2. Learn how to use AI tools responsibly.
3. Develop multimodal prompting skills using Microsoft Copilot.
4. Develop critical thinking and problem-solving skills through AI projects.

## Duration:

Total time: 2 hours

- Introduction and Objectives: 10 minutes
- Lesson Content Delivery: 45 minutes
- Interactive Activities: 60 minutes
- Q&A and Wrap-up: 5 minutes

## Materials:

- Computers or tablets with internet access.
- Projector and screen for presentation(s).
- Access to Microsoft Learn's learning path Design a dream destination with AI – [aka.ms/Explore-AI](https://aka.ms/Explore-AI).
- Printed handouts or digital copies of lesson materials for instructors including the PPT slide deck **Explore AI\_Instructor Guide Slides**
- PowerPoint **Explore AI\_Presentation** in which learners can capture their ideas to share with others.
- Notebooks and pens for learners (optional).

## Preparation

As you prepare to support learners in this program, please consult [aka.ms/CreateWithCopilot](https://aka.ms/CreateWithCopilot). This is a YouTube video hosted by Microsoft Learn Student Ambassador Keira Wong that will take you through a demonstration of the entire learning path for Design your dream destination with AI.

In addition to reviewing the video, [aka.ms/CreateWithCopilot](https://aka.ms/CreateWithCopilot), please review this guide as well as the **Explore AI\_Instructor Guide Slides**

## Set up

### Instructor presentation materials

To get started as the instructor you'll need the PPT slide deck **Explore AI\_Instructor Guide Slides**. Project the slides onto a larger screen so the learners can view the slides as they work on their own computers. You can also pull up the learning path at [aka.ms/Explore-AI](https://aka.ms/Explore-AI) to reference as you work through each of the units.

This instructional guide will follow the pace of the slide deck and act as an outline for you in the program. The program is structured as follows and will take 2 hours to complete:

1. Introduction
2. What is Generative AI?
3. What is Microsoft Copilot/How does it work?
4. Overview of Program
5. Unit 1: Getting Started/Setting up with Copilot
6. Unit 2 & 3: Creating your prompt and hero image
7. Independent worktime & share out
8. Unit 4 & 5: Destination entrance and key features
9. Independent worktime & share out
10. Unit 6, 7, 8: Menu, music and branding
11. Independent worktime & share out
12. Knowledge Check
13. Reflection/Conclusion
14. Gaining your Patch & Survey

### Learner materials

During the activity you will

- Direct learners to [aka.ms/Explore-AI](https://aka.ms/Explore-AI)

- Distribute Explore AI\_Presentation

## What is Generative AI? (Slide 3)

### Ask

What do you know about Generative AI? Have you used it before?

### State

Generative AI is a branch of artificial intelligence focused on creating new content.

You might be familiar with traditional AI, which might classify or predict based on data – like when a streaming service recommends shows for you based upon things you have watched in the past.

Generative AI, generates or produces content. It can produce original outputs such as images, text, music, and more. It's like working with a digital artist or writer that learns from examples and then creates something new.

Examples:

- *Art and Design:* AI can create unique artworks, design logos, and even generate fashion designs.
- *Music:* AI can compose original music pieces or help musicians create new sounds.
- *Writing:* AI can write stories, poems, and even help with homework by generating ideas and content.
- *Games:* AI can design game levels, characters, and even entire game worlds.

## Ethics and responsibility

**Using AI Responsibly:** It's important to use AI in ways that are ethical and responsible. This means not using AI to create harmful or misleading content.

**Privacy and Consent:** Always respect people's privacy and get permission before using their data.

**Bias and Fairness:** Be aware that AI can sometimes reflect biases in the data it was trained on. It's important to recognize and address these biases.

## What is Microsoft Copilot? How does it work? (Slide 4)

### State

Microsoft Copilot is like having a versatile assistant ready to help with a wide range of tasks. Here are some of the things Copilot can do:

- **Answer Questions:** Got a question about your homework or something you're curious about? It can help you find the answers.
- **Brainstorm Ideas:** Need cool ideas for a school project, a story, or a presentation? It can help you come up with awesome ideas together.
- **Write Content:** Whether it's writing an email, creating a document, coding, or making up stories and poems, it can help you out.
- **Organize Tasks:** Need help keeping track of your to-do list or planning your schedule? It can help you stay organized.
- **Research:** It can look up information online, explain tricky topics, or give you the latest news and updates.
- **Generate Images:** Describe a picture you need, and it can create one for you (within certain guidelines).
- **Engage in Conversation:** Want to chat about your favourite hobbies, games, or just have a friendly conversation? It can do that too.

## How does it work? (Slide 5)

### State

**Learning from Data:** Generative AI learns by looking at lots of examples. For instance, an AI that creates art might study thousands of pictures to understand different styles and patterns.

**Neural Networks:** Think of these as the AI's brain. They help the AI recognize patterns and make decisions based on what it has learned.

## Guidelines for an effective prompt (Slide 6)

### State

### Creating Effective Prompts for Copilot

1. **State a Specific Goal:** Clearly say what you want Copilot to do. For example, "Help me write a summary of my science project."
2. **Add Context:** Give background information to make the response more relevant. For instance, "My project is about the water cycle."

3. **Set Clear Expectations:** Specify how you want the response to be formatted. You might say, "Write it in three short paragraphs."
4. **Iterate and Refine:** Use feedback from previous prompts to improve your next one. If the first response isn't perfect, tweak your prompt and try again.

## About the program: Design a dream destination using Microsoft Copilot (Slide 7)

### State

Today, you'll learn how to work with AI tools. You will discover some amazing things AI tools like Microsoft Copilot can do, and you will learn and practice the skills to work with them.

You'll use your imagination and creativity to come up with a new place and create the content using Generative AI to tell its story. By the end of this program, you will have created a unique destination from your imagination that includes images, a menu of food, a playlist, and a name and brand for what you have created. For this program we are going to be working between [copilot.microsoft.com](https://copilot.microsoft.com) and [aka.ms/Explore-AI](https://aka.ms/Explore-AI). We are also going to be utilizing a PowerPoint you will put your creations into and share out throughout this program.

## Unit 1: Getting Started (Slide 8, 9, 10)

**Time:** 12 minutes

### Supplies:

- Computer
- Notebook (optional)
- "Explore AI\_Presentation"

Instruct the learners to open their Explore AI\_Presentation. Slides 2-4 include links, and step by step details on what websites they need to open, as well as instructions for logging into Copilot.

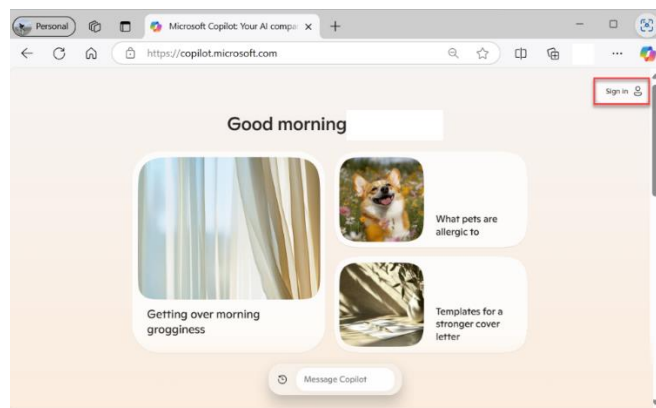
Instruct the learners to open their browser and have them navigate to [copilot.microsoft.com](https://copilot.microsoft.com). For this tutorial they will need to use Copilot in the full browser, not in the browser sidebar.

Have them sign into Copilot with their [personal Microsoft Account](#) (such as an outlook.com account).

If they don't have a personal Microsoft Account (MSA), follow these instructions for creating an MSA account.

- **Go to the Microsoft account sign-up page:** Visit [account.microsoft.com](https://account.microsoft.com).
- **Select "Create account":** You'll find this option on the sign-in page.
- **Enter your email address:** You can use an existing email or create a new Outlook email.
- **Create a password:** Make sure it's strong and secure.

- **Enter your personal details:** Fill in your name, country/region, and birthdate.
- **Verify your email:** Microsoft will send a verification code to your email. Enter this code to verify your account.
- **Complete the CAPTCHA:** This step ensures you're not a robot.
- **Agree to the terms:** Read and accept Microsoft's terms and conditions.



After the learners are logged into Copilot, have them navigate to [aka.ms/Explore-AI](https://aka.ms/Explore-AI). This is the learning path they are going to be working through throughout the program. Since we have already completed the setup, have the learners navigate to Unit 2 in the module.

As the learners create their content for their destination, instruct them to save everything in the **Explore AI\_Presentation**. They can easily copy their AI-generated content into this template so they can share their creations with others! Please instruct them to go to:

- File
- Save a Copy
- Into the "Save As" box have the learners add their last name or initials to signify it is theirs
- Select Save

Following these steps will ensure the learners are not all working off the same file and will have their own personal files to work on.

## Unit 2: Define your idea and set the context (Slides 11-16)

Time: 9 minutes

Supplies:

- Computer
- Notebook (optional)
- "Explore AI\_Presentation"

Unit 2 has six slides in the Explore AI Instructor Guide slide deck. The outline is as follows:

1. Unit 2: Define your idea and set the context



## State

In this unit we are going to work on defining our idea and setting the stage for our role-based prompt. A prompt is a piece of text or a question you give to an AI to get it started. It's like giving the AI a hint or a starting point so it knows what you want it to create. For example, if you want the AI to write a story about a magical forest, your prompt might be, "Tell me a story about a magical forest with talking animals." The AI uses this prompt to generate the content you asked for. Our prompt will set the stage for the rest of our prompting when creating our dream destination. We are going to learn how to create and use a role-based prompt, introduce our idea to Copilot, and edit and refine our prompt if we are unhappy with the results.

### 2. Unit 2: Create your own role-based prompt to define the experience designer

## State

This is the original prompt you'll find in your module online. The prompt is very detailed and paints a descriptive picture, so Copilot has context for creating your dream destination and bringing your ideas to life. This is to ensure that Copilot can generate what you imagine in your mind and create something that closely aligns to what you envisioned.

### 3. Unit 2: Create your own role-based prompt to define the experience designer (with superhero image)

## State

The language on the previously slide – is that how you speak? Probably not. So how about the words on this slide? A bit closer to what you might write? The words we use to create the role-based prompt are important – they set the tone for what it to come in the entire project. These words were then used to create an image of this designer using Copilot.

## Ask

**Why do you think that the words might be misspelled?**

- Answer: The misspelled words in the images are likely due to the limitations of the image generation model. These models sometimes struggle with accurately rendering text, especially when creating complex or artistic images. The focus of the image generation was on the visual and thematic elements rather than precise text accuracy. The primary goal was to capture the essence of a character who is a talented designer, creating magical experiences.

### 4. Unit 2: Have you ever heard of Mad Libs®?

## State

To help you create your role-based prompt we're going to use a Mad Libs® structure so you can truly create an individualized prompt based on what you imagine for your dream destination. It is a fun an

interactive word game where you fill in the blanks with various adjectives, nouns and verbs. We're going to use this model to help us craft our prompts in Unit 2.

## 5. Unit 2: Example of a different role-based prompt

### State

This is the role-based prompt we are going to be using for Unit 2. In your Explore AI\_Presentation on slide 5, you will find this slide to edit and use for your prompt in Copilot. You are going to go through the prompt and replace the blue bolded words with your own adjectives, nouns, and verbs. After you go through and edit the prompt, you're going to copy your edited version, go into Copilot, and paste your new version into the chat.

## 6. Unit 2: Define your idea

### State

After you paste your role-based prompt into the chat, Copilot will give you a response. Our next step is to define our idea for our dream destination. Now that Copilot has an idea of what we want to create, we need to be specific about the overall features of this destination. We're going to work on defining a common place, a theme or aesthetic, and a location. We're going to use the same Mad Libs® style to define our idea, also found in your Explore AI\_Presentation on slide 7. Once you have filled in your ideas, copy and paste your prompt into Copilot.

## Unit 3: Create Your Hero Image (Slide 17)

**Time:** 4 minutes

### Supplies:

- Computer
- Notebook (optional)
- "Explore AI\_Presentation"

### State

A hero image is the first picture people think of when they imagine your destination. It's a big, eye-catching graphic that grabs attention and shows off the main idea or theme.

Since Copilot remembers what you've talked about, you can ask it to create an image based on the description you already gave. Let's ask Copilot to make an awesome image for you! After you follow the steps in unit 2, copy and paste the prompt listed in unit 3 to have Copilot generate an image for your destination. Once you have your image, download it and paste it into your Explore AI\_Presentation on the Hero Slide. You will have 20 minutes to work on this portion of the module and then we will have time for you to share your ideas!

Give the learners 15 minutes to work on Unit 2 and 3, then take about 5 minutes to share ideas of their dream destination.

## Unit 4: Make a Grand Entrance (Slide 20)

Time: 4 minutes

Supplies:

- Computer
- Notebook (optional)
- "Explore AI\_Presentation"

### State

In this unit we are going to focus on the entrance to your dream destination. Your destination's entrance is the first impression you make on your visitors. How can you make it match your theme and be memorable? Let's design an image and a description for your entrance. Return to your conversation in Copilot and start generating ideas. Remember, if you don't find your chat in Copilot, select the view history button in the Copilot search bar. Follow the steps in Unit 4, copy and paste the provided prompt into Copilot to generate your image. Download the image into your Explore AI\_Presentation on the slide titled Entrance.

## Unit 5: Brainstorm Destination Features (Slide 21)

Time: 4 minutes

Supplies:

- Computer
- Notebook (optional)
- "Explore AI\_Presentation"

### State

In this exercise, we'll dive into the details of your destination by brainstorming and visualizing its unique features. Using Copilot, we'll come up with creative ideas for both the interior and exterior spaces, making your destination truly come to life. Follow the steps in Unit 5 to create the key details, after the images are generated, download the images to your Explore AI\_Presentation on the slide titled Features or Interior.

### Suggestion

If you know an existing destination that has great spaces, try prompting Copilot to summarize or pull specific information from a web page for inspiration. Edit or expand the suggested prompt to add your own details, such as prompting

Give the learners 15 minutes to work on Unit 4 and 5 and take about 5 minutes to move around and share out ideas of their dream destination.

## Unit 6: Plan the Menu (Slide 24)

Time: 4 minutes

Supplies:

- Computer
- Notebook (optional)
- "Explore AI\_Presentation"

### State

Food and refreshments are an important part of any destination. They can enhance the mood, theme, and experience of the visitors. Whether it's a hotel, a theme park, or something else, let's think about what kind of food your destination offers. For this unit we're going to use Copilot to visualize the menu. Follow the instructions in unit 6 to plan the menu. Download your generated image and paste it into your Explore AI\_Presentation slide titled Menu and Signature Drink.

## Unit 7: Ideate Ambience and Music (Slide 25)

Time: 4 minutes

Supplies:

- Computer
- Notebook (optional)
- "Explore AI\_Presentation"

### State

In this unit we're going to create an ambience to your destination. Music is a powerful way to set the mood and atmosphere of your destination. It can also express your theme and personality. We're going to make a playlist that matches your vision. You can use songs from different genres, artists, and languages to craft your own soundtrack. Ask Copilot to create a playlist of 10 songs that would be appropriate for your destination. Add any details or references to help guide Copilot. You're going to format this list as a table.

Follow the directions in unit 7, to download the table generated take a screen capture by holding down Windows, Shift, S. Copy the image and paste it into your Explore AI\_Presentation slide titled Music.

### Suggestion

Get creative with directions. Add details to get more interesting results. Ask for one-hit wonders, indie artists, specific genres, artists, provide references to other soundtracks, or describe the vibe you are going for.

## Unit 8: Create Branding Material (Slide 26)

**Time:** 4 minutes

**Supplies:**

- Computer
- Notebook (optional)
- "Explore AI\_Presentation"

### State

For our final unit you're going to create branding material for your destination. You've already got most of what you need to bring your idea to life. Now, let's use Copilot to create some awesome branding for your destination. Follow the steps in unit 8, copy and paste the branding materials into your Explore AI\_Presentation on the Hero Slide.

### Suggestion

Give details to get a better result. Should the name be a pun? Should it include a cultural reference? Should it evoke a certain feeling? Edit and expand on the prompt below and add your own details.

**Give the learners 15 minutes to work on Unit 6, 7, and 8, and take about 5 minutes to move around and share out ideas of their dream destination.**

## Knowledge Check (Slide 29)

Briefly go over the Knowledge Check slide in your Instructor Guide slides highlighting the main skills practiced in the module.

## Reflect and Expand, Your AI Journey Continues! (Slide 30 & 31)

### State

Let's take a moment to reflect on what you've learned and think about how you can continue to explore generative AI.

### Key takeaways

**Generative AI Basics:**

- **What You Learned:** You discovered what generative AI is and how it works. You learned that it's a type of AI that can create new content, like images, text, and music, by learning from examples.
- **Why It Matters:** Understanding generative AI helps you imagine how technology can be used creatively and responsibly.

### Creating Your Dream Destination

- **What You Did:** You used AI to brainstorm ideas, create hero images, and design features for your destination.
- **Why It Matters:** These projects showed you how AI can bring your creative ideas to life in unique and exciting ways.

## Reflection

Take a moment to think about your journey through this course:

- **Favourite Part:** What was your favourite part of the course? Was it brainstorming ideas, creating images, or something else?
- **What You Learned:** What new skills or knowledge did you gain? How do you feel about using AI now compared to when you started?

## Keep Exploring!

Your journey with generative AI doesn't have to end here. Here are some ways to keep exploring:

- **Explore More:** Use Copilot to expand on your current ideas or start new projects. Try creating a new destination or designing a themed event.
- **Additional Challenges:** Challenge yourself with fun tasks, like creating a futuristic city or designing a magical forest.
- **Resources:** Check out our video on Designing a Dream Destination on [YouTube](#).

Great job completing the program. Keep exploring, creating, and having fun with generative AI. The possibilities are endless!