

## **Morathi Lincoln Mnkandla**

### **L05 AI 900 Lab 05 on MSLE Skillable Platform**

#### **Reflective Journal: My Experience with the Microsoft Copilot Lab**

Having had some experience with Microsoft Copilot before, I thought I had a good grasp of its capabilities, but this lab experience pushed me to explore its potential in new ways. While I've used it casually for drafting essays or summaries, applying it to a real world business scenario made me realize how powerful and versatile it really is.

#### **What I Learned**

One of the standout moments for me was seeing how quickly Copilot could take a vague idea and shape it into something tangible. For example, when I prompted it to summarize the "Business Idea" document, the response was concise, clear, and incredibly helpful. It didn't just highlight the key points it gave me actionable suggestions, like what steps to take next. This wasn't just a theoretical exercise; it felt like something I could use if I were genuinely starting a business.

Another learning moment came when I used Copilot to generate financial projections. While I knew Copilot could handle data, I hadn't fully realized how intuitive it made the process. With just one prompt, it created a table of projected profits, increasing by a fixed percentage each year. It even helped me visualize the data in a chart, providing suggestions for the best type of graph to use. I usually find working with financial numbers overwhelming, but Copilot made it surprisingly manageable and even enjoyable.

What also struck me was its versatility in creative tasks. From suggesting names for the cleaning business to designing a corporate logo featuring New York landmarks, Copilot made creative brainstorming feel effortless. It's not just a tool for numbers or text—it can handle visuals too, which adds an entirely new layer to its usefulness.

#### **Challenges I Faced**

I faced a few challenges during this lab. The biggest one was crafting effective prompts. While Copilot often gave helpful responses, there were moments when my prompts were too vague or didn't convey exactly what I needed. For instance, when I asked for a business plan, the initial draft was solid but lacked some of the nuance I expected. I had to go back and refine my prompts to guide the tool toward the specifics I was looking for.

Another challenge was that Copilot's outputs, while impressive, weren't always perfect. For example, when it generated the corporate logo, some of the text in the image wasn't accurate, and I had to prompt it a few more times to get a better design. Similarly, its content suggestions often required some personal input to tailor them to the context or make them sound more polished. This reminded me that while AI is incredibly helpful, it's not a replacement for critical thinking or attention to detail.

## **Insights I Gained**

This lab deepened my understanding of how tools like Copilot can serve as partners in productivity and creativity. It reinforced the idea that these tools aren't just about saving time, they're about enhancing the quality of work. For example, generating financial data or designing a presentation are tasks that I usually approach with hesitation because they feel so time-consuming. But with Copilot, I could focus more on refining ideas and less on starting from scratch.

I also realized the importance of human involvement in the process. Copilot can provide a great starting point, but it's up to me to refine and personalize the output. This balance between AI and human input felt empowering. It's not about replacing effort but amplifying what I can do.

One unexpected insight was how intuitive it was to integrate Copilot across different tools like Word, Excel, and PowerPoint. I could draft a business plan, generate financial projections, and create a visually appealing presentation all in one seamless workflow. It made me think about how much time I could save in future school or professional projects by using AI tools this way.

## **Final Thoughts**

This lab was more than just a technical exercise, it was a chance to reflect on how AI fits into real world tasks. It gave me a new appreciation for how generative AI like Copilot can turn complex or overwhelming tasks into manageable ones. I walked away with a sense of how I could apply these tools to my own academic and personal projects in meaningful ways.

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Extract form data in Document Intelligence Studio (Expected Duration 1 hours) Details

AI-900T00-A Microsoft Azure AI Fundamentals (Cloud Slice Provided), Learning Path 04 (CSS)

Required: Yes

Status: Complete

Started: Friday, October 25, 2024 2:00 PM (Central Standard Time)

Ended: Friday, October 25, 2024 3:04 PM (Central Standard Time)

Launch

7 of 10 launch attempts remaining

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Explore Microsoft Copilot in Microsoft Edge (Expected Duration 1 hours) Details

AI-900T00-A Microsoft Azure AI Fundamentals (Cloud Slice Provided), Learning Path 05 (CSS)

Required: Yes

Status: Complete

Started: Friday, October 25, 2024 4:04 PM (Central Standard Time)

Ended: Friday, October 25, 2024 5:12 PM (Central Standard Time)

Launch

9 of 10 launch attempts remaining

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End Of Class Survey

This survey will be available 168 hours before the scheduled class end time.

Required: Yes

Status: Not Started

Type here to search

Result

3:17 PM

10/25/2024