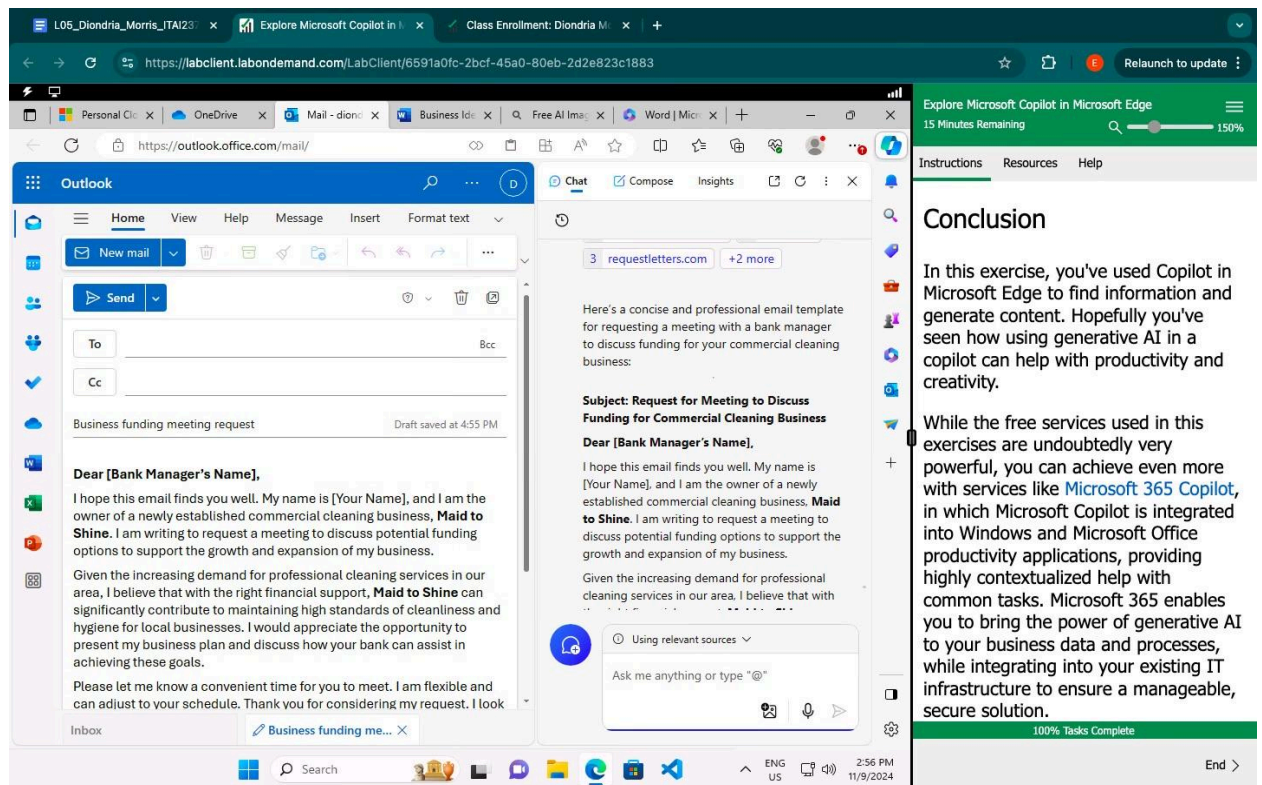


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Lab 05

ITAI-2372 Artificial Intelligence Fall 2024



## 1. Introduction:

- **Brief Overview:** Explore Microsoft Copilot in Microsoft Edge.
- **Purpose:** In this report I share my experience using Microsoft Copilot in Microsoft Edge to craft a comprehensive business plan.

## 2. Description of Experience or Topic:

Unlike previous labs this exercise required the use of a personal Microsoft Outlook account, I used my school email. In this session the focus was on reviewing and formulating a business plan. This would serve as the foundational guide for starting a business; including core components like financial projections, operational planning and proposals. Through this I was able to understand how Microsoft Edge could support the creation of important

documents and assist with career planning! The Copilot interface in Microsoft Edge opens as a side tab, providing three main tools for user interaction: “Chat”, “Compose”, and “Insights”. **Chat** allows users to ask questions and receive guidance, **Compose** creates text in various tones, formats, and lengths. Lastly, **Insights** provides research assistance by retrieving relevant information. The lab began with asking a few start up questions such as “What is this document about?” and “How do I start up a business?” Copilot responded with structured responses based on the query chosen. When I instructed Copilot to provide a business plan, it gave a nine-point layout covering topics like Market Analysis, Sales, Service Offerings, and Management Team, with additional links and resources for further research. Next, it was time to do some branding, another essential for a business launch. The interface was equipped with image generating capabilities that users can customize to their liking. Copilot went on to make a five-year profit projection for the cleaning business, a PowerPoint presentation for investors, and emails to send out to bank managers for funding. Copilot proved to be incredibly invaluable every step of the way!

### 3. **Personal Reflection:**

Microsoft Copilot reminded me of ChatGPT because both tools utilize AI to assist with tasks and provide intelligent conversational support. Copilot’s integration into Microsoft’s suite makes it a powerful resource for streamlining workflows. I found the name “Copilot” to be extremely fitting as it truly acts as a reliable partner, offering guidance and creative solutions at every step. I appreciated the included disclaimers about the accuracy of Copilot. I think it’s important to emphasize AI as a tool rather than a sole source of truth. What stood out most was Copilot’s versatility! From suggesting the clever business name “Maid to Shine” to generating a logo and forecasting five years of profit margins, its outputs exceeded my expectations. The detailed plan it created was very insightful. While discernment is necessary, Copilot is amazing for productivity and simplifying complex projects.

### 4. **Discussion of Improvements and Learning:**

This exercise had more layers, definitely a great closer to the training set. Aside from the AI related tasks it also included valuable training in Excel spreadsheet, PowerPoint, and email as a bonus! I also paid special attention to how questions were formatted when interacting with Copilot. As a resource I believe Copilot's effectiveness relies on the user's ability to understand what to ask and how to phrase it.

## 5. **Conclusion:**

- **Summary:** Microsoft Copilot in Edge offers a versatile and intuitive interface for optimizing any tasks but in this context business related tasks; from drafting detailed business plans to creating logos and financial projections. While its outputs depend on how effectively it is utilized, Copilot proves to be a powerful resource that enhances productivity and simplifies tedious processes. It's a valuable asset for both personal and professional use.