



# **UNIVERSITY INSTITUTE OF COMPUTING**

### **PROJECT REPORT**

ON

### **Poster**

Program name: BCA

Subject Name/Code: Desktop Publishing

Lab(23CAP-204)

### **Submitted by:**

### **Submitted to:**

Name: Shivam Name: Mr. Jitendra Kr.

UID: 23BCA10800 Designation: Assistant

Section: BCA - **3** "B" professor





### 1. Aim/Overview of the Practical:

- The purpose of this practical is to understand and demonstrate the features of Microsoft Copilot, an AI tool integrated into Microsoft 365 apps. Copilot is designed to enhance productivity by automating and simplifying common time-consuming tasks within Microsoft Office apps like Word, Excel, PowerPoint, Outlook, and Teams.

### 2. Task to be Done:

- Set up a scenario where Copilot's functionalities can be tested. For example, using Copilot to help draft a document, create a summary, generate charts in Excel, or automate meeting notes in Teams.

# 3. Algorithm/Flowchart:

#### - Algorithm:

- 1. Identify a specific task or problem within a Microsoft 365 app (e.g., generating a summary in Word).
  - 2. Access Copilot within the app and define the requirements for the task.
- 3. Provide input data or content as needed (such as text for summarization or data for charting).
  - 4. Run the Copilot function to perform the task.
  - 5. Review and refine the output generated by Copilot.

#### - Flowchart:

1. Start  $\rightarrow$  Select Microsoft 365 app  $\rightarrow$  Define task  $\rightarrow$  Input data  $\rightarrow$  Use Copilot  $\rightarrow$  Generate output  $\rightarrow$  Review results  $\rightarrow$  End

### 4. Dataset:





- For this practical, the dataset could include sample text, email content, meeting schedules, or Excel data that you want to use with Copilot. For example, a dataset in Excel with financial information for charting, or a document in Word for summarization.

## 5. Code for Experiment/Practical:

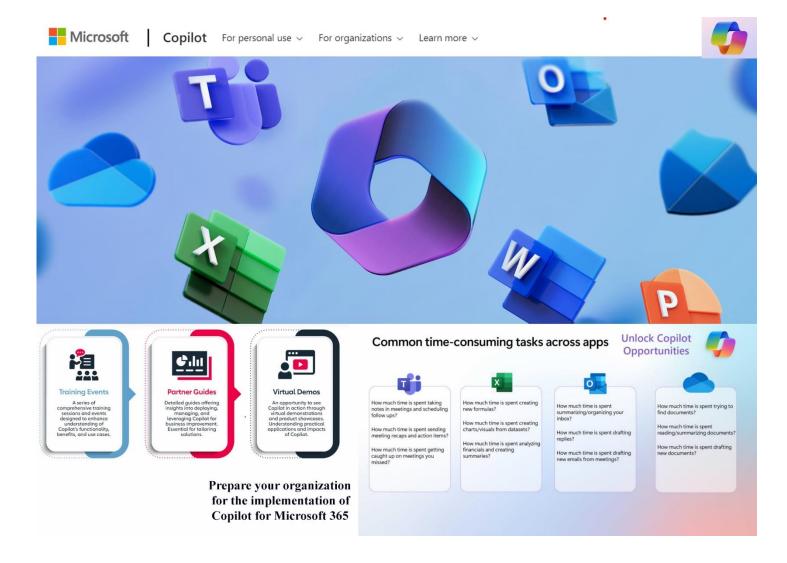
- Microsoft Copilot is an integrated feature, so direct coding isn't required. However, you can use sample instructions or commands within the apps to activate Copilot. For instance:
  - Word: "Summarize this document."
  - Excel: "Create a bar chart for this dataset."
  - Outlook: "Draft a reply for this email."
  - Teams: "Generate meeting notes from today's session."

## 6. Result/Output/Writing Summary:

- After running the tasks through Copilot, review the output generated. Summarize how effectively Copilot completed the tasks and any improvements in speed or accuracy compared to manual work. Document whether the tool was able to meet the requirements and if it improved overall efficiency in handling the chosen tasks.







#### **Evaluation Grid:**

Sr. No.	Parameters	Marks Obtained	Maximum Marks
1.	Demonstration and Performance (Pre Lab Quiz)		5
2.	Worksheet		10
3.	Post Lab Quiz		5