



# UNIVERSITY INSTITUTE OF COMPUTING

## **PROJECT REPORT**

**ON**

**Poster**

Program name: BCA

Subject Name/Code: Desktop Publishing

Lab(23CAP-204)

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# 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 → Select Microsoft 365 app → Define task → Input data → Use Copilot → Generate output → Review results → 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.





**Training Events**

A series of comprehensive training sessions and events designed to enhance understanding of Copilot's functionality, benefits, and use cases.



**Partner Guides**

Detailed guides offering insights into deploying, managing, and leveraging Copilot for business improvement. Essential for tailoring solutions.




**Virtual Demos**

An opportunity to see Copilot in action through virtual demonstrations and product showcases. Understanding practical applications and impacts of Copilot.

### Common time-consuming tasks across apps

Unlock Copilot Opportunities






How much time is spent taking notes in meetings and scheduling follow ups?

How much time is spent sending meeting recaps and action items?


How much time is spent getting caught up on meetings you missed?



How much time is spent creating new formulas?

How much time is spent creating charts/visuals from datasets?


How much time is spent analyzing financials and creating summaries?



How much time is spent summarizing/organizing your inbox?

How much time is spent drafting replies?

How much time is spent drafting new emails from meetings?



How much time is spent trying to find documents?

How much time is spent reading/summarizing documents?

How much time is spent drafting new documents?

**Prepare your organization  
for the implementation of  
Copilot for Microsoft 365**

### 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             |