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**ITAI 2372 - Artificial Intelligence Applications**

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## **Exploring Microsoft Copilot in Microsoft Edge: Lab Report**

### **Introduction**

In Lab 5 of the Microsoft Azure AI Fundamentals course, I explored Microsoft Copilot in Microsoft Edge. This lab focused on using Copilot's generative AI capabilities to develop content for a business idea, from creating a business plan and logo to building a presentation and drafting an investor email. Through this lab, I learned how AI tools like Microsoft Copilot can enhance productivity and creativity in content creation. This report summarizes my experience with Copilot's various functions.

### **Description of Experience**

The lab began by setting up a document in Microsoft One Drive, which provided high-level notes for a cleaning business in New York City. Using Copilot, I extracted insights from the document to understand its key points. I then prompted Copilot to guide me through setting up a business in New York, receiving valuable suggestions for additional research.

Next, I used Copilot to develop a business plan. I started by requesting name suggestions for the cleaning business and selected one from the options provided. Copilot drafted a business plan, including an executive summary, market overview, and financial projections, which I copied into the document to form a coherent business plan. It also helped generate logo options.

With the business plan complete, I created a PowerPoint presentation to pitch to potential investors, and generated content for slides, including the benefits of hiring a commercial cleaner and a photorealistic image of a clean office. Lastly, I composed a professional email requesting a meeting with an investment bank using Copilot's "Compose" feature in Outlook, completing the content suite for the business idea.

### **Personal Reflection**

Using Microsoft Copilot in this lab was an insightful experience in how generative AI can simplify and speed up content creation. Each task, from developing a business plan to composing a presentation, was streamlined through Copilot's quick responses and creative suggestions. The lab also highlighted the importance of reviewing AI-generated information, especially when accuracy is essential, as the content serves as a draft that can be refined.



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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: Wednesday, November 6, 2024 8:15 PM (Central Standard Time)

Ended: Wednesday, November 6, 2024 8:29 PM (Central Standard Time)

Launch

7 of 10 launch attempts remaining

## Conclusion

In conclusion, Lab 5 provided a hands-on experience with Microsoft Copilot, showcasing how generative AI can aid in developing business content. By helping with tasks like summarizing documents, creating logos, and drafting presentations, Copilot illustrated the potential of AI-driven content generation in professional settings, reinforcing the versatility of generative AI in business, and making it a useful tool for content creation and project planning.

## References

Microsoft. "AI-900T00-A Microsoft Azure AI Fundamentals: Explore Microsoft Copilot in Microsoft Edge.", 2024, <https://github.com/MicrosoftLearning/mslearn-ai-services>.