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Lab 05 – Co-Pilot

ITAI 2372 – FA24

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A screenshot of a computer

Description automatically generated

Introduction:

This lab was about exploring Microsoft Copilot, the AI tool integrated into Edge and 365 applications. The goal was to demonstrate the utility for productive tasks, including generating content for a business plan, presentation slides, and a professional email.

Experience:

The lab centered around the scenario of setting up a business, and following along created various components of a business plan, like names, executive summaries, financial projections, and designing a logo. Then using Copilot, I created a PowerPoint presentation for investors and an email for requesting funding.

Reflection:

Copilot’s ability to create specific content like business plans, presentations, and logos was extremely effective. While there was a need to adjust details better fit the idea as I went along, the suggestions given where a great starting point. As I went along, the importance of human oversight became clearer, as the need to provide clear prompts to refine the content became an issue.

Learning:

With this lab, I learned more about how to phrase questions and feedback to get a more accurate response from Copilot, and in turn, developing better critical thinking skills. I also see Copilot as a valuable tool for generating initial drafts, outlines, and presentations in multiple settings.

Conclusion:

Overall, this lab with Copilot demonstrated its potential to streamline various content creation tasks. Some valuable takeaways were the tool’s ability to produce structured, foundational content and the importance of human input for customizing AI outputs.