Microsoft 365 using Artificial Intelligence PART-2

Build the future faster with

Copilot

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Discover how Microsoft Copilot can boost your workflow, enhance your productivity, and help you achieve your professional goals with ease.

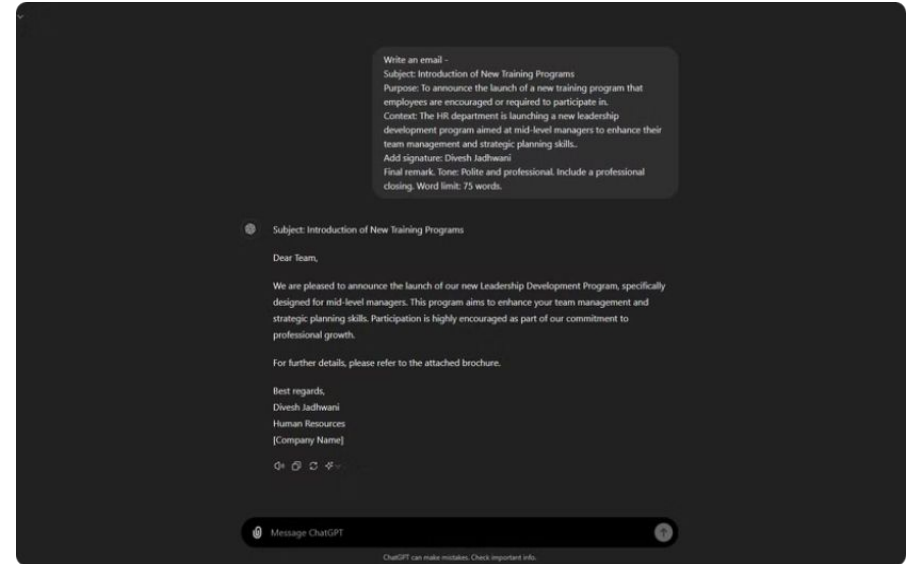# Table of Contents

Recap of Previous Session (PPT + Mails)

Welcome to Cummins Inc.

- Cummins Inc. stands at the forefront of power technology, deeply rooted since 1919.
- Headquartered in Columbus, Indiana, it operates in an impressive 190 countries, showcasing its global reach.
- This presentation will highlight Cummins' innovations, sustainability efforts, and market leadership.
- Join us on a journey exploring how Cummins powers industries worldwide.
- Get ready to dive into the world of engineering excellence and innovation!

AI-Generated Slides

- **Cummins ppt** , **Cummins ppt using url**

- **Demo ppt** , **Story PPT**

- **Demo ppt using docs** , **Teaching PPT**

AI-Generated Mails
- **Demo of AI Generated mails**

Recap of AI Language Models

ChatGPT

Powerful conversational AI

assistant chatgpt.com

Google Gemini

AI-powered writing and research

tool gemini.google.com

Microsoft Copilot

AI-assisted coding and

development copilot.microsoft.com

Prompt Engineering

1
What is Prompt Engineering

Prompt engineering is the art of crafting the instructions (prompts) you give to an AI to get useful and accurate responses.

2
Effective Prompts

Clearly specifies the task, details, and desired tone or outcome.

Example: "Write a formal email to the team, scheduling a meeting on Monday at 10 AM to discuss the project status

3
Ineffective Prompts

Vague and lacks key details, leaving the AI unsure of what to generate.

Example: "Send an email about the meeting

ADVANCED - Prompt Engineering

1 ## What is Advanced Prompt Engineering

Advanced prompt engineering is the practice of carefully designing and fine-tuning instructions given to an AI system to get more specific, accurate, or useful responses.

2 ## Effective Prompts

Clear, precise, and optimized for a complex task, including specific instructions, tone, and structure.

Example: "Draft a 300-word persuasive email to the marketing team, using a professional tone, explaining why we should adopt the new social media strategy, with key points covering cost efficiency, audience engagement, and competitor analysis. End with a call to action for a team meeting on Thursday at 2 PM."

3 ## Ineffective Prompts

Missing key instructions or goals

Example: "Write a detailed email to the team about social media strategy and ask for a meeting."

Microsoft 365 Apps

Microsoft 365 Copilot

Microsoft 365 Service Boundary

Response + app commands

Prompts, responses, and data accessed through Microsoft Graph aren't used to train foundation models

Large Language Model

Azure OpenAI instance is maintained by Microsoft. OpenAI has no access to the data or the model.

User prompt

Pre-processing

Grounding

Modified prompt

Azure OpenAI

Microsoft Graph

LLM response

RAI

Semantic Index

Grounding

Post-processing

RAI is performed on input prompt and output results

Your context and content
emails, files, meetings, chats, calendars, and contacts

Data flow (🔒 = all requests are encrypted via HTTPS and wss://)

1. User prompts from Microsoft 365 Apps are sent to Copilot
2. Copilot accesses Graph and Semantic Index for pre-processing
3. Copilot sends modified prompt to Large Language Model
4. Copilot receives LLM response
5. Copilot accesses Graph and Semantic Index for post-processing
6. Copilot sends the response, and app command back to Microsoft 365 Apps

Customer Microsoft 365 Tenant

How Co-Pilot Works ?

Bloodstream	Organs
Large Language Models (LLMs)	**Microsoft Graph**
Natural Language Processing	**Semantic Index**

Body

Microsoft 365 Apps

Designer

Text and Image Generation

Text Generation T

[TRY ADVANCED PROMPT](#)

[ENGINEERING](#) - Materials

[Microsoft Designer](#) & [Adobe Firefly](#)

IMAGE GENERATION : Visualize your

ideas with AI-powered imagery

Co-Pilot for WorD and PowerpoinT

1

WORD

Create Professional Documents Faster

2

PowerPoint

Enhance slides with AI-powered graphics and visuals

What you can do with CoPilot for M365

Drafting documents: Use CoPilot to generate initial document drafts based on a brief description or outline you provide.

Summarizing content: Quickly summarize long documents to capture key points, saving time on review.

Writing assistance: Enhance your writing with grammar, style, and tone improvements suggested by CoPilot.

Research aid: Ask CoPilot to find and integrate relevant information or data from the web or your organization's repository directly into your document.

Language translation: Utilize CoPilot to translate entire documents or selected text into different languages seamlessly within Word.

What you can do with CoPilot for M365

Creating slides: Use CoPilot to automatically generate presentation slides from a text outline or summary you provide.

Design suggestions: Leverage CoPilot to suggest and apply design themes, animations, and transitions that enhance your presentation's visual appeal.
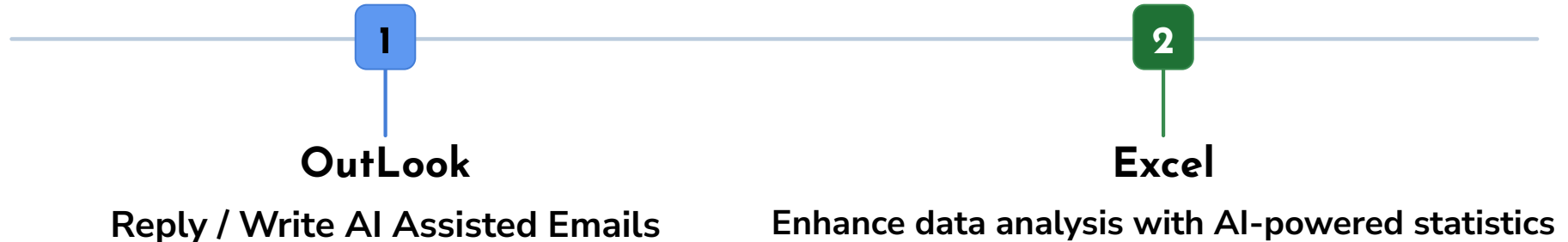
Content summarization: Quickly summarize detailed content into concise bullet points suitable for slides, making information easier to digest.

Data visualization: Ask CoPilot to create charts, graphs, and other visual data representations from raw data inputs directly within your slides.

Practice and feedback: Utilize CoPilot for rehearsing your presentation and receiving feedback on pacing, tone, and clarity to improve delivery..

Co-Pilot for OutLooK and ExceL

1

OutLook

Reply / Write AI Assisted Emails

2

Excel

Enhance data analysis with AI-powered statistics

What you can do with CoPilot for M365

Email drafting: Use CoPilot to compose emails quickly by providing a brief description of the message's intent.

Summarizing emails: Efficiently summarize long email threads to understand the conversation's main points at a glance.

Scheduling assistance: Ask CoPilot to help manage your calendar, suggesting available times for meetings based on your schedule.

Email prioritization: Utilize CoPilot to automatically prioritize incoming emails, ensuring important messages are addressed first.

Quick responses: Generate concise, professional responses to common inquiries with CoPilot, saving time on email communication.

What you can do with CoPilot for M365

Data analysis: Use CoPilot to analyze complex datasets, providing summaries, trends, and insights automatically.

Creating charts: Generate charts and graphs from selected data with simple commands, enhancing data visualization.

Formula crafting: Ask CoPilot to write complex formulas based on your description, saving time and reducing errors.

Data cleaning: Utilize CoPilot to automate the process of cleaning data, such as removing duplicates or fixing formatting issues.

Predictive modeling: Leverage CoPilot to build predictive models and forecasts directly within Excel, based on your historical data.

Microsoft 365 chat

The *chat* capability in *Copilot* for *Microsoft 365* works across multiple apps and content, giving you the power of AI together with your secure work data.

ZOOM AI COMPANION   ref - ZOOM AI

Admin

How to configure Zoom AI Companion on your account

Learn how account Admins can help their organizations get the most out of AI Companion by enabling certain features and capabilities for users and groups on the account.

Watch video >

Individual User

How to configure Zoom AI Companion as an individual user

Learn how to configure Zoom AI Companion as a user if your Zoom admin has enabled AI Companion on your Zoom account.

Watch video >

Meeting Summary

How to use Zoom AI Companion Meeting Summary

Learn how to use AI Companion Meeting Summary so you and the meeting participants can receive a summary of your meeting along with action items after the meeting is over.

Watch video >

Meeting Questions

How to use Zoom AI Companion Meeting Questions

Learn how to use AI Companion Meeting Questions features to help you get caught up in a meeting or ask questions about what is taking place during a meeting.

Watch video >
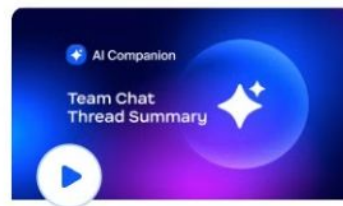
Smart Compose In Zoom Events

How to use Zoom AI Companion smart compose in Zoom Events

Learn how to generate event content faster by using Zoom AI Companion in Zoom Events with smart

Smart Recordings

How to use Zoom AI Companion Smart Recordings

Learn how to use smart recordings in your Zoom Meetings so you can view meeting highlights, get presentation coaching and next steps all in one place

Team Chat Thread Summary

How to use Zoom AI Companion Team Chat Thread Summary

Learn how to summarize your Team Chat threads so you can quickly get caught up on your unread messages.

THANKYOU