

# RECAP OF PART 1

## PROMPTING

### ChatGPT

- **What it is:** ChatGPT is a conversational AI model created by OpenAI. It's designed to understand and generate human-like text based on the input it receives. It's like having a conversation with a very smart robot that can talk about almost anything.
- **How it works:** You type in a question or statement, and ChatGPT responds with information or a continuation of the conversation. It doesn't know specific details about the real world beyond what it was trained on, which is up until 2023, and it generates responses based on patterns in the data it was trained on.
- **Example:** If you ask ChatGPT, "How do I make a chocolate cake?" it will provide a recipe based on what it learned from various sources.

### 2. Google Gemini

- **What it is:** Google Gemini is Google's AI, part of their Bard platform, designed to compete with other conversational AIs. Gemini is integrated into Google's ecosystem, meaning it can access real-time information from Google's search engine and other Google services.
- **How it works:** Like ChatGPT, you can have conversations with Gemini. However, since it's connected to Google Search, it can provide up-to-date information, facts, and web links directly in the conversation. It's more like a blend of a search engine and a chatbot.
- **Example:** If you ask Google Gemini, "What's the weather like in New York today?" it will give you the current weather, because it can check Google's real-time data.

### 3. Microsoft Copilot

- **What it is:** Microsoft Copilot is an AI assistant embedded in Microsoft Office products like Word, Excel, PowerPoint, and Outlook. It's designed to help you work faster by automating tasks, suggesting content, and generating data insights.
- **How it works:** Instead of just chatting, Copilot integrates directly with the tools you're using. For instance, in Excel, it can help you create complex formulas, generate summaries, or visualize data. In Word, it can draft documents based on brief inputs or help you with grammar.

- **Example:** If you're in Excel and ask Microsoft Copilot, "Create a chart that shows sales trends for the last quarter," it will automatically generate the chart based on the data in your spreadsheet.

## Key Differences:

- **Functionality:**
  - **ChatGPT:** A general conversational AI for a wide range of topics.
  - **Google Gemini:** A conversational AI with real-time search capabilities.
  - **Microsoft Copilot:** An AI assistant specifically designed to enhance productivity in Microsoft Office products.
- **Integration:**
  - **ChatGPT:** Standalone, used in various applications.
  - **Google Gemini:** Integrated with Google Search and services.
  - **Microsoft Copilot:** Integrated within Microsoft Office tools.
- **Use Cases:**
  - **ChatGPT:** Great for learning, brainstorming, or casual conversations.
  - **Google Gemini:** Ideal for getting real-time information while chatting.
  - **Microsoft Copilot:** Perfect for automating and assisting with tasks in Office applications.

Each of these AI tools serves different purposes, but they all aim to make your tasks easier and more efficient in their unique ways.

## 1. Training Data

### ChatGPT:

- **Data Source:** ChatGPT is trained on a vast corpus of text data from diverse sources, including books, websites, articles, and other text-based content up until its knowledge cutoff in 2023. This data is used to teach the model how to understand and generate human-like text.
- **Focus:** The training data includes a broad range of topics, enabling ChatGPT to converse on almost anything, from cooking recipes to complex scientific concepts.
- **Limitation:** ChatGPT does not have access to real-time data or the internet after its training is complete, meaning it can't provide updates or search the web for new information.

### Google Gemini:

- **Data Source:** Google Gemini is also trained on a wide range of text data, similar to ChatGPT, but it is further enhanced by real-time access to Google's massive database

and search engine. This means it can pull up-to-date information and recent facts from the web during a conversation.

- **Focus:** Because of its integration with Google's services, Gemini is particularly strong in providing current and accurate information, including news, weather, and live search results.
- **Limitation:** While Gemini has access to real-time data, it may still face challenges in understanding and contextualizing information as well as generating creative or nuanced responses compared to more specialized AI models.

### Microsoft Copilot:

- **Data Source:** Microsoft Copilot is trained on similar text data but also has specialized training on data from Microsoft Office products. This includes understanding how people typically use Word, Excel, PowerPoint, and Outlook.
- **Focus:** Copilot is designed to automate and assist with tasks specifically within Microsoft Office. It leverages both general language understanding and task-specific training (e.g., understanding Excel formulas, document drafting, etc.).
- **Limitation:** Copilot's primary focus is on productivity tasks within Microsoft Office, so it might not perform as well in general conversation or tasks outside the scope of Office products.

## 2. Differences Between These AI Tools and Other Existing AI Tools

- **Purpose and Use Case:**
  - **ChatGPT and Google Gemini:** Primarily serve as conversational AI, useful in chatbots, virtual assistants, and interactive customer support. They are designed to engage in human-like conversations and provide information or creative content.
  - **Microsoft Copilot:** Serves as a productivity tool within specific applications (e.g., Word, Excel). It's more of a task-oriented assistant rather than a general conversational AI.
- **Real-Time Data Access:**
  - **ChatGPT:** Does not have real-time data access; it only knows what it was trained on up until 2023.
  - **Google Gemini:** Has real-time data access, allowing it to provide up-to-date information during interactions.
  - **Microsoft Copilot:** While it doesn't access the web in real-time, it can process and analyze the data you provide in your Office documents.
- **Specialization:**
  - **General AI Tools** (like ChatGPT and Google Gemini): These are more generalized, capable of handling a wide range of topics and conversations.
  - **Task-Specific AI Tools** (like Microsoft Copilot): These are specialized, focusing on specific tasks like document creation, data analysis, or email management.
- **Integration:**

- **ChatGPT:** Can be integrated into various applications and platforms but is primarily used for conversation-based tasks.
- **Google Gemini:** Integrated with Google's ecosystem, enhancing its capability with search, maps, and other Google services.
- **Microsoft Copilot:** Integrated deeply within Microsoft Office, making it particularly effective for tasks within those applications.
- **Existing AI Tools:**
  - **Voice Assistants (e.g., Siri, Alexa):** These are similar to ChatGPT and Google Gemini in that they provide conversational interactions but are usually more focused on voice commands and controlling smart devices.
  - **AI in Creative Tools (e.g., Adobe Sensei):** These AI tools assist in creative processes, like image editing or video production, and are more specialized compared to general-purpose conversational AI.
  - **Recommendation Systems (e.g., Netflix, Amazon):** These AI tools are specialized in analyzing user behavior to recommend products, movies, or music. They differ from ChatGPT, Gemini, or Copilot in that they don't engage in conversation but focus on predicting user preferences.

## Summary

- **ChatGPT** is like a knowledgeable friend who can chat about almost anything.
- **Google Gemini** is like that friend but with instant access to the latest news and facts from the internet.
- **Microsoft Copilot** is your go-to helper in the office, helping you get work done faster and more efficiently within Microsoft Office tools.

Each tool has been trained with different datasets and serves unique purposes, making them suitable for various tasks depending on the needs of the user.

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## Understanding Prompt Engineering

### 1. What is Prompt Engineering?

- **Simple Definition:** Prompt engineering is the art of crafting the instructions (prompts) you give to an AI to get the most useful and accurate responses. It's about knowing how to ask the right questions in the right way.
- **Why It's Important:** The way you phrase your prompt can significantly impact the quality of the AI's response. A well-crafted prompt leads to clear, relevant, and accurate answers, while a poorly phrased prompt might give you confusing or irrelevant information.

### 2. Techniques for Crafting Clear and Concise Prompts

## Simple Techniques:

- **Be Specific:** The more specific you are in your prompt, the better the AI can understand what you want. For example, instead of saying, "Tell me about dogs," you could say, "What are the top five most popular dog breeds in the U.S.?"
- **Use Clear Language:** Avoid using ambiguous words or phrases. Make sure your prompt is straightforward and easy to understand.
- **Set the Context:** Provide any necessary background information to help the AI understand what you're asking. For example, "In the context of web development, explain the purpose of HTML."
- **Ask Direct Questions:** Instead of making vague statements, ask direct questions. For example, "What are the benefits of cloud computing for small businesses?" is clearer than just saying, "Cloud computing."

## 3. Examples of Effective vs. Ineffective Prompts

- **Effective Prompt:** "List three benefits of using renewable energy sources over fossil fuels."
  - **Why It's Effective:** It's clear, specific, and directly asks for three benefits.
- **Ineffective Prompt:** "Tell me something about energy."
  - **Why It's Ineffective:** It's too vague, and the AI might not know what aspect of energy you're interested in.
- **Effective Prompt:** "Describe the main differences between computer vision and Natural Language processing"
  - **Why It's Effective:** It's focused on specific concepts and asks for a comparison.
- **Ineffective Prompt:** "Talk about AI."
  - **Why It's Ineffective:** It's too broad, and the AI could go in many different directions.

## 4. How to Prompt: A Step-by-Step Guide

### Step 1: Identify Your Goal

- Before writing your prompt, think about what you want to achieve. Are you looking for a list, an explanation, a comparison, or something else?

### Step 2: Choose the Right Keywords

- Use keywords that directly relate to your topic. For instance, if you want information on AI in healthcare, your prompt might include keywords like "AI," "healthcare," "benefits," and "challenges."

### Step 3: Start Simple, Then Refine

- Begin with a straightforward prompt. If the AI's response isn't quite what you wanted, refine your prompt by adding more detail or clarifying your request.

#### **Step 4: Test and Iterate**

- Don't be afraid to adjust your prompts based on the responses you get. Sometimes, slight changes in wording can lead to significantly better results.

### **5. Examples of Different Prompt Types**

- **Descriptive Prompt:** "Explain the process of photosynthesis in plants."
- **Comparative Prompt:** "Compare and contrast the characteristics of reptiles and amphibians."
- **List Prompt:** "List the steps involved in the software development life cycle."
- **Creative Prompt:** "Write a short story about a robot learning to paint."

### **6. Important Keywords to Use**

**When asking for explanations:**

- "Explain"
- "Describe"
- "Clarify"

**When asking for lists:**

- "List"
- "What are"
- "Name"

**When asking for comparisons:**

- "Compare"
- "Contrast"
- "Differences between"

**When asking for specific details:**

- "How does"
- "What is"
- "Why"

### **7. Hands-On Practice**

**Activity:**

- Have participants write a basic prompt based on a topic of their choice. Then, let them test it using ChatGPT.
- **Example:** A participant could start with a prompt like, "What are the benefits of meditation?" and then refine it to be more specific, such as, "List three mental health benefits of daily meditation."

## Summary

Prompt engineering is all about knowing how to ask the AI the right questions. By being specific, using clear language, setting context, and asking direct questions, you can get the most out of AI tools like ChatGPT. Through practice and refinement, you'll learn how to craft prompts that lead to useful and accurate responses.

As you teach this, encourage your participants to experiment and refine their prompts. The more they practice, the better they'll understand how different phrasings affect the AI's responses.

## EMAIL WRITING

**Draft example** - Effective immediately, it is unacceptable for faculty to take Casual Leave (CL) without proper adjustments to their teaching load. This behaviour will not be tolerated, and maintaining academic discipline in the department is paramount. Henceforth, CL, OD, or Compensatory Off will not be approved without prior permission. Leave will only be sanctioned in cases of genuine emergency, and such requests must be made via email or phone.

## Writing Professional Emails with AI

When writing professional emails with AI, the key is to be clear about what you want the AI to do. Whether it's scheduling a meeting, giving instructions, or sending a birthday greeting, effective prompting helps the AI generate the email you need with minimal effort.

### 1. How to Prompt AI to Generate Good Emails

#### Steps to Create Effective Email Prompts:

1. **State the Purpose Clearly:**
  - Start by telling the AI the purpose of the email. Are you scheduling a meeting, giving instructions, or sending a thank you note? Be direct.

2. **Specify the Details:**
  - Include important details like dates, times, locations, and names. The more specific you are, the better the AI can tailor the email.
3. **Set the Tone:**
  - Indicate whether the email should be formal, semi-formal, or casual. This helps the AI adjust the language and tone to fit the situation.
4. **Mention the Audience:**
  - Specify who the email is being sent to. For example, is it going to a team member, a client, or a senior manager? This influences the level of formality and content.
5. **Include Key Points:**
  - Highlight the main points or actions you want to communicate. This ensures the AI includes all necessary information.
6. **Ask for Specific Formatting:**
  - If you want bullet points, a certain structure, or specific sections (e.g., introduction, body, conclusion), include this in your prompt.

## 2. Keywords and Phrases to Use in Prompts

- **For Scheduling:**
  - "Schedule a meeting"
  - "Set up a meeting"
  - "Confirm availability"
- **For Instructions:**
  - "Provide instructions for"
  - "Explain how to"
  - "Outline the steps for"
- **For Follow-ups:**
  - "Follow up on"
  - "Remind about"
  - "Check in regarding"
- **For Announcements:**
  - "Announce that"
  - "Inform the team"
  - "Share the news about"
- **For Invitations:**
  - "Invite [person] to"
  - "Extend an invitation"
  - "Request attendance at"
- **For Thank Yous:**
  - "Thank [person] for"
  - "Express gratitude for"
  - "Appreciate the effort in"



### 3. How to Minimize Effort

- **Use Pre-Defined Templates:** You can ask the AI to generate a template that you can reuse. For example, "Create a template for weekly team meeting reminders."
- **Ask for Multiple Variations:** If you're unsure of the tone or style, ask the AI to generate multiple versions. For example, "Write a formal version and a casual version of this email."
- **Be Concise:** The less you type, the quicker the AI can generate the email. Focus on key details and let the AI handle the phrasing.

### 4. Examples of Prompts and Outputs

#### Example 1: Scheduling a Meeting

- **Prompt:** "Write an email to schedule a meeting with the marketing team on Friday at 10 AM to discuss the new campaign strategy."

#### Output:

Subject: Meeting Request - New Campaign Strategy

Dear Marketing Team,

I hope this message finds you well. I would like to schedule a meeting with the team on Friday at 10 AM to discuss our new campaign strategy. Please confirm your availability.

Looking forward to your participation.

Best regards,  
[Your Name]

#### Example 2: Giving Instructions

- **Prompt:** "Draft an email instructing the team to complete the quarterly report by the end of this week."

#### Output:

Subject: Quarterly Report Deadline - End of This Week

Hi Team,

As we approach the end of the quarter, I'd like to remind everyone that the quarterly report needs to be completed by the end of this week. Please ensure all data is accurate and submitted in the shared drive by Friday.

Let me know if you have any questions.

Thanks,  
[Your Name]

### **Example 3: Birthday Greeting**

- **Prompt:** "Write a friendly email wishing Sarah a happy birthday and inviting the team to join a small celebration in the break room at 3 PM."

#### **Output:**

Subject: Happy Birthday, Sarah!

Hi Team,

Today is Sarah's birthday! Let's all wish her a happy birthday and celebrate with a small gathering in the break room at 3 PM. We'll have cake and refreshments.

Hope to see you all there!

Best,  
[Your Name]

### **Example 4: Meeting Agenda**

- **Prompt:** "Create an email to send the agenda for tomorrow's project update meeting."

## Output:

Subject: Agenda for Tomorrow's Project Update Meeting

Dear Team,

Please find below the agenda for tomorrow's project update meeting:

1. Review of current project status
2. Discussion on upcoming milestones
3. Identifying potential risks and mitigation strategies
4. Q&A session

The meeting will start at 10 AM in the conference room. Please come prepared with your updates.

Best regards,  
[Your Name]

## Summary

To teach participants how to write professional emails with AI:

- **Start with clear, purpose-driven prompts.**
- **Specify details** like time, date, and recipient.
- **Use the right keywords** to guide the AI in creating the desired email.
- **Keep prompts concise** to minimize effort and let the AI do most of the work.
- **Provide examples** of different scenarios to show how varying the prompt can produce different types of emails.

Through practice, participants will learn to refine their prompts, enabling them to quickly generate professional, effective emails with AI.

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Here are predefined email templates for various types of professional emails. These templates incorporate techniques for crafting effective prompts, ensuring clarity, specificity, and proper tone. Each template can be used as a starting point, with adjustments as needed to fit the specific situation.

## 1. Scheduling a Meeting

### Template:

Subject: Meeting Request - [Meeting Topic]

Dear [Recipient(s)],

I hope this message finds you well. I would like to schedule a meeting with [you/the team/our department] on [Day, Date] at [Time] to discuss [Meeting Topic or Purpose]. The meeting will take place at [Location or via Video Conference].

Please confirm your availability by [Date] so we can finalize the details.

Looking forward to your participation.

Best regards,  
[Your Name]

### Prompt Example:

- "Schedule a meeting with the marketing team on Friday at 10 AM to discuss the new campaign strategy. Confirm availability by Wednesday."

## 2. Providing Instructions

### Template:

Subject: Action Required: [Task/Project Name]

Hi [Team/Recipient],

As discussed, please proceed with the following steps to complete [Task/Project Name] by [Deadline]:

1. [Step 1]

2. [Step 2]
3. [Step 3]

Make sure to [Include any additional instructions, e.g., submit the report to the shared drive, CC me on emails, etc.].

If you have any questions or need further clarification, feel free to reach out.

Thank you for your attention to this matter.

Best,  
[Your Name]

**Prompt Example:**

- "Instruct the team to complete the quarterly report by Friday and include specific steps to follow."

### **3. Follow-Up Email**

**Template:**

Subject: Follow-Up on [Previous Topic or Meeting]

Hi [Recipient],

I wanted to follow up on our [meeting/discussion] on [Date] regarding [Topic]. Could you please provide an update on [specific request, e.g., the status of the project, your availability, etc.] by [specific time or date]?

Your prompt response will help us stay on track with our timeline.

Thanks for your continued cooperation.

Best regards,  
[Your Name]

### **Prompt Example:**

- "Follow up on the status of the project discussed in last week's meeting and request an update by Thursday."

## **4. Announcing News or Updates**

### **Template:**

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Subject: Announcement: [News/Update Title]

Dear [Team/All],

I'm pleased to announce that [briefly describe the news, e.g., a new team member has joined, we've achieved a milestone, etc.]. This development is a significant step toward [mention the impact or benefit].

Please join me in [welcoming the new member, celebrating this achievement, etc.].

For more details, [mention any further information, documents, or next steps].

Thank you for your ongoing support and dedication.

Best regards,  
[Your Name]

### **Prompt Example:**

- "Announce the addition of a new team member and ask the team to join in welcoming them."

## **5. Sending Invitations**

### **Template:**

Subject: Invitation to [Event/Meeting]

Dear [Recipient(s)],

You are cordially invited to [Event/Meeting Name] on [Day, Date] at [Time]. The event will be held at [Location or via Video Conference].

The agenda includes:

1. [Agenda Point 1]
2. [Agenda Point 2]
3. [Agenda Point 3]

Please RSVP by [Date] to confirm your attendance.

Looking forward to seeing you there.

Best regards,  
[Your Name]

#### **Prompt Example:**

- "Invite the team to the quarterly review meeting on Tuesday at 3 PM and request an RSVP by Friday."

## **6. Expressing Gratitude (Thank You)**

#### **Template:**

Subject: Thank You for [Specific Reason]

Hi [Recipient],

I wanted to take a moment to express my sincere thanks for [what they did, e.g., your hard work on the recent project, your support during the event, etc.]. Your [effort/insight/support] was invaluable in achieving [mention the positive outcome].

I truly appreciate your dedication and professionalism.

Looking forward to continuing our successful collaboration.

Best regards,  
[Your Name]

#### Prompt Example:

- "Thank the team for their hard work on the recent project and acknowledge their contribution to its success."

### How to Use These Templates

- **Fill in the Blanks:** Replace placeholders (e.g., [Recipient], [Task/Project Name]) with the relevant details.
- **Adjust Tone:** Modify the language to match the desired tone—formal, semi-formal, or casual.
- **Add Specifics:** Include any additional details or instructions to make the email clear and actionable.

### Summary

These templates offer a structured approach to common professional emails, incorporating effective prompting techniques. By using these as a foundation, you can quickly generate clear, concise, and appropriate emails for various situations with the help of AI. Encourage participants to practice by filling in the templates and testing them with AI tools like ChatGPT to refine their email communication skills.

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Here are prompt templates that you can use to guide AI in generating specific types of emails. These prompts are designed to be clear, concise, and provide the AI with all necessary information to create an effective email.

## 1. Scheduling a Meeting

#### Prompt Template:

Write an email to schedule a meeting with [Recipient(s)] on [Day, Date] at [Time] to discuss [Meeting Topic]. The meeting will take



place at [Location or via Video Conference]. Ask them to confirm their availability by [Date].

**Example:**

- "Write an email to schedule a meeting with the marketing team on Friday, August 25th at 10 AM to discuss the new campaign strategy. The meeting will take place in the main conference room. Ask them to confirm their availability by Wednesday."

## **2. Providing Instructions**

**Prompt Template:**

Draft an email instructing [Recipient(s)] to complete [Task/Project] by [Deadline]. Include specific steps they need to follow and any additional instructions like [submission process, reporting requirements, etc.].

**Example:**

- "Draft an email instructing the development team to complete the software update by Friday, August 29th. Include specific steps for testing the new features and instructions to submit the final report via the shared drive."

## **3. Follow-Up Email**

**Prompt Template:**

Create a follow-up email to [Recipient(s)] regarding [Topic or Previous Meeting] that took place on [Date]. Ask for an update on [specific request] and set a new deadline for their response by [Date or Time].

**Example:**

- "Create a follow-up email to the finance team regarding the budget review meeting that took place on August 20th. Ask for an update on the revised budget proposal and request their response by Thursday."

## 4. Announcing News or Updates

### Prompt Template:

Write an announcement email to [Recipient(s)] informing them about [News/Update]. Include a brief description of the news, the impact or benefit, and any next steps or additional information.

### Example:

- "Write an announcement email to the entire department informing them about the launch of the new client portal. Include a brief description of the portal's features, the benefits for clients, and instructions for accessing the portal."

## 5. Sending Invitations

### Prompt Template:

Compose an invitation email to [Recipient(s)] for [Event/Meeting] on [Day, Date] at [Time]. Mention the location, a brief agenda, and request them to RSVP by [Date].

### Example:

- "Compose an invitation email to the project management team for the quarterly review meeting on Tuesday, September 1st at 3 PM. The meeting will be held in the boardroom. Mention that the agenda includes performance reviews, upcoming milestones, and future planning. Request them to RSVP by Friday."

## 6. Expressing Gratitude (Thank You)

### Prompt Template:

Write a thank you email to [Recipient] for [Specific Reason]. Mention what they did, the positive outcome it led to, and express your appreciation.

### Example:

- "Write a thank you email to Sarah for her excellent work on the recent marketing campaign. Mention how her efforts led to a 20% increase in customer engagement and express your appreciation for her creativity and dedication."

## How to Use These Prompt Templates

- **Personalize:** Fill in the details like recipient names, dates, and specific tasks to tailor the prompt to your needs.
- **Adjust for Tone:** Specify the tone if needed, for example, "Write a formal email" or "Write a casual email."
- **Be Specific:** The more details you provide, the more accurate the AI's response will be.

## Summary

These prompt templates are designed to help you quickly and effectively generate emails with the help of AI. By following the structure and providing the necessary details, you can ensure that the AI produces high-quality, relevant emails for a variety of professional situations. Encourage participants to experiment with these templates to see how different inputs affect the output.

# PART 2

## ADVANCED PROMPT WITH ENGINEERING EXAMPLES

### What is Advanced Prompt Engineering?

**Advanced Prompt Engineering** involves carefully crafting the instructions given to an AI system in a way that allows it to provide highly specific, accurate, and useful responses. It requires thoughtful design of the input prompt, including the task details, tone, structure, and

context. By guiding the AI with more detailed and precise prompts, users can control the outcome better and get responses suited to complex or specific needs.

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## Effective Prompts in Advanced Prompt Engineering

In **Advanced Prompt Engineering**, an effective prompt is one that:

- **Specifies the task in detail:** It provides enough information for the AI to understand what is expected.
  - **Mentions the structure and tone:** It guides the AI on how to present the response (formal, persuasive, instructional, etc.).
  - **Defines the desired outcome:** It gives clarity on what should be achieved with the response.
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### Example of an Effective Prompt:

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

- This prompt is effective because it:
    - Provides **specific instructions** (write a 300-word email, persuasive tone, address to the marketing team).
    - Defines **key points to cover** (cost efficiency, audience engagement, competitor analysis).
    - Adds **a clear outcome** (request for a team meeting).
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## Ineffective Prompts in Advanced Prompt Engineering

An ineffective prompt lacks the necessary details to give the AI clear guidance. This results in vague or incomplete responses because:

- **The goal is unclear:** The AI doesn't know exactly what the user wants.
  - **Key information is missing:** Without enough details, the AI's response can be incomplete or off-topic.
  - **It lacks structure:** The AI doesn't know the expected format or tone of the output.
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**Example of an Ineffective Prompt:**

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

- This prompt is ineffective because it:
  - **Lacks detail:** It doesn't specify what aspects of the social media strategy to focus on.
  - **Missing structure and tone:** There's no instruction on how the email should be written or the tone it should have.
  - **No clear outcome:** It doesn't mention when the meeting should happen or what the goal of the email is.

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**Distinguishing Between Normal and Advanced Prompt Engineering**

Here's a **comparison table** to highlight the differences:

Aspect	Normal Prompt Engineering	Advanced Prompt Engineering
Task Complexity	Simple, often broad tasks.	Complex tasks with detailed, multi-step instructions.
Level of Detail	Minimal detail, often vague.	Highly specific with clear guidelines and instructions.
Tone and Structure	Rarely specifies tone or structure.	Defines tone, structure, and format (e.g., formal, persuasive, etc.).
Goal	General goals, sometimes unclear.	Clear and well-defined outcomes.
Example of a Prompt	"Write a summary of the meeting."	"Write a summary of today's meeting, focusing on the key decisions made, deadlines agreed upon, and action items for each team member."
Response Precision	Responses may vary in relevance or focus due to vague instructions.	Responses are accurate and on-point due to clear, precise instructions.
Role-Based Prompting	Rarely uses roles to add context.	Often assigns a role or persona to the AI (e.g., "Act as a manager").
Desired Outcome	May not define the outcome clearly.	Clearly defines the expected outcome or goal of the task.

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## Further Explanation of Key Concepts

### 1. Task Complexity:

- **Normal Prompt:** Tasks are usually simple and straightforward, like "write a summary" or "generate a list."
- **Advanced Prompt:** More complex tasks are involved, such as asking for specific angles or in-depth analysis, e.g., "Create a marketing plan that focuses on increasing brand visibility among millennials."

### 2. Level of Detail:

- **Normal Prompt:** The input often lacks depth, which leaves the AI guessing what the user really wants.
- **Advanced Prompt:** Provides more detail, leaving little room for the AI to misinterpret the task. This includes aspects such as length, tone, and specific topics to cover.

### 3. Tone and Structure:

- **Normal Prompt:** A prompt might just ask for "an email" or "a report," without specifying whether it should be formal, informal, persuasive, etc.
- **Advanced Prompt:** In advanced prompt engineering, you can define exactly how you want the response to sound (e.g., "Write an upbeat, motivational email").

### 4. Role-Based Prompting:

- **Normal Prompt:** The AI is just given a task, with no role or perspective.
  - **Advanced Prompt:** You might tell the AI to "act as a marketing director" or "speak like a technical expert," which gives the response a more professional and contextually relevant tone.
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## Practical Examples of Normal vs. Advanced Prompts

### For Text Generation:

- **Normal Prompt (Text):**  
"Summarize the article on climate change."
- **Advanced Prompt (Text):**  
"As an environmental scientist, summarize the article on climate change by focusing on the long-term effects on biodiversity and offering potential policy recommendations."

### For Table Generation:

- **Normal Prompt (Table):**  
"Make a table of smartphone brands and their prices."
- **Advanced Prompt (Table):**  
"Create a table comparing the latest smartphone models by price, battery life, and camera quality, targeting tech enthusiasts looking for high-end devices."

## For Image Generation:

- **Normal Prompt (Image):**  
"Generate an image of a dog in a park."
  - **Advanced Prompt (Image):**  
"Generate a highly detailed image of a golden retriever playing in a park on a sunny day, with children running in the background and a vibrant green landscape."
- 

## Summary

Advanced prompt engineering requires you to go beyond just asking for simple tasks. It's about providing the AI with context, structure, and clear instructions so that it can generate precise, useful, and complex outputs. By refining your prompts with more details, specific tones, and outcomes, you can achieve far better results.

## Text Generation Prompts

**Normal Prompt (Text):** Write a formal email about the project delay.

**Advanced Prompt (Text):** *"Act as a project manager and draft a formal email explaining the project delay, detailing reasons, new timelines, and action plans, while maintaining a solution-oriented tone."*

**Normal Prompt (Text):** Summarize a news article on climate change.

**Advanced Prompt (Text):** *"Summarize this news article as if you were a climate expert, emphasizing the long-term effects and potential solutions for climate change."*

**Normal Prompt (Text):** Write a product description for a smartphone.

**Advanced Prompt (Text):** *"Write a 300-word smartphone product description, focusing on its camera features and targeting tech-savvy consumers. Mention technical specifications and competitive advantages."*

**Normal Prompt (Text):** Create a short story about space exploration.

**Advanced Prompt (Text):** *"As an experienced sci-fi writer, create a short story about space exploration where humans discover a new habitable planet, and describe the emotional response of the astronauts."*

**Normal Prompt (Text):** Write a blog post on healthy eating habits.

**Advanced Prompt (Text):** *"Write a blog post on healthy eating habits, focusing on meal prep tips and using an encouraging, motivational tone aimed at beginners."*

**Normal Prompt (Text):** Summarize a book about leadership.

**Advanced Prompt (Text):** *"Summarize the book on leadership from the perspective of a CEO, emphasizing the key takeaways for managing large teams and decision-making."*

**Normal Prompt (Text):** Create a job description for a marketing manager.

**Advanced Prompt (Text):** *"Draft a job description for a marketing manager, focusing on digital marketing skills, SEO expertise, and the ability to lead cross-functional teams in a startup environment."*

**Normal Prompt (Text):** Write an essay on the effects of social media.

**Advanced Prompt (Text):** *"Write an essay on the effects of social media on teenagers, with a focus on both mental health and educational benefits. Include research-backed points."*

**Normal Prompt (Text):** Write an email requesting a meeting.

**Advanced Prompt (Text):** *"Draft an email requesting a meeting with the CEO, providing specific details on the agenda and why the meeting is critical for the upcoming product launch."*

**Normal Prompt (Text):** Explain blockchain in simple terms.

**Advanced Prompt (Text):** *"Explain blockchain in simple terms as if you were presenting it to high school students. Include real-life examples like cryptocurrency."*

---

**Table Generation Prompts**

**Normal Prompt (Table):** Create a table of car brands and their countries.

**Advanced Prompt (Table):** *"As an automotive analyst, create a table comparing three car brands (Toyota, BMW, Tesla) by manufacturing country, reliability ratings, and innovation focus areas."*

Car Brand	Country	Reliability Rating	Innovation Focus
Toyota	Japan	High	Hybrid technology
BMW	Germany	High	Autonomous driving systems
Tesla	USA	Moderate	Electric vehicles, AI

**Normal Prompt (Table):** Make a table of top 5 programming languages and their features.

**Advanced Prompt (Table):** *"Create a detailed table comparing the top 5 programming languages, focusing on popularity, performance, and use cases in different industries like web development, AI, or enterprise software."*



**Normal Prompt (Table):** Create a table comparing iOS and Android.

**Advanced Prompt (Table):** *"Make a table comparing iOS and Android from a developer's perspective, including app store approval times, programming languages, and user base demographics."*

**Normal Prompt (Table):** Create a table of famous authors and their popular books.

**Advanced Prompt (Table):** *"Generate a table of famous authors, their most notable works, and the themes they typically explore, targeting literature students."*

**Normal Prompt (Table):** Create a table of laptop brands and their prices.

**Advanced Prompt (Table):** *"Create a table comparing 3 premium laptop brands (MacBook, Dell XPS, Surface) with pricing, hardware specs, and battery life, aimed at professional users."*

**Normal Prompt (Table):** Create a table of three planets in our solar system and their characteristics.

**Advanced Prompt (Table):** *"Compare Earth, Mars, and Jupiter, focusing on atmosphere composition, potential for human colonization, and surface temperatures, in the context of space exploration."*

**Normal Prompt (Table):** Make a table comparing web browsers based on speed and security.

**Advanced Prompt (Table):** *"Make a table comparing Chrome, Firefox, and Safari based on speed, privacy features, and user data policies from a security analyst's perspective."*

**Normal Prompt (Table):** Create a table of famous historical figures and their contributions.

**Advanced Prompt (Table):** *"Generate a table comparing historical figures like Gandhi, Martin Luther King Jr., and Nelson Mandela, focusing on their leadership styles and impact on civil rights movements."*

**Normal Prompt (Table):** Make a table of smartphone models and their battery capacities.

**Advanced Prompt (Table):** *"Create a table of smartphone models, comparing their battery capacities, charging speeds, and overall battery life under typical usage, targeting tech enthusiasts."*

**Normal Prompt (Table):** Create a table of three major sports and their basic rules.

**Advanced Prompt (Table):** *"As a sports commentator, create a table comparing basketball, soccer, and tennis based on game duration, scoring systems, and physical demands on players."*

---

## Image Generation Prompts

**Normal Prompt (Image):** Create a picture of a beach at sunset.

**Advanced Prompt (Image):** *"Generate a hyper-realistic image of a beach at sunset, with palm trees swaying, surfers in the water, and golden sunlight reflecting on the waves. Include a couple walking along the shoreline."*

**Normal Prompt (Image):** Generate an image of a busy city street.

**Advanced Prompt (Image):** *"Create an image of a busy New York street during rush hour, with tall skyscrapers, yellow cabs, and pedestrians hurrying by. Capture the city's vibrant energy."*

**Normal Prompt (Image):** Create an image of a mountain landscape.

**Advanced Prompt (Image):** *"Generate an image of a rugged mountain landscape during sunrise, with mist in the valleys, snow-capped peaks, and a small cabin nestled in the foreground."*

**Normal Prompt (Image):** Generate an image of a forest in autumn.

**Advanced Prompt (Image):** *"Create a detailed image of a dense forest in autumn, with orange and red leaves falling, a narrow path leading through the trees, and sunlight filtering through the branches."*

**Normal Prompt (Image):** Create an image of a modern office.

**Advanced Prompt (Image):** *"Create a modern, sleek office environment with floor-to-ceiling windows, plants in the corners, and employees working on their laptops at adjustable standing desks."*

**Normal Prompt (Image):** Generate a picture of a cute puppy.

**Advanced Prompt (Image):** *"Generate a highly detailed image of a fluffy golden retriever puppy playing in a garden, with flowers blooming in the background and sunlight highlighting its fur."*

**Normal Prompt (Image):** Create an image of a futuristic city.

**Advanced Prompt (Image):** *"Create a futuristic cityscape at night, with glowing skyscrapers, flying cars, and pedestrians walking along neon-lit streets. The scene should have a cyberpunk feel."*

**Normal Prompt (Image):** Generate an image of a calm lake with boats.

**Advanced Prompt (Image):** *"Generate an image of a serene lake surrounded by mountains, with small boats floating in the water and reflections of the trees and sky on the lake's surface. Capture the calm atmosphere."*

**Normal Prompt (Image):** Create an image of a space station.

**Advanced Prompt (Image):** *"Create a high-tech space station orbiting Earth, showing astronauts working outside, space shuttles docked, and the blue curve of the planet visible below."*

**Normal Prompt (Image):** Generate an image of a classroom.

**Advanced Prompt (Image):** *"Generate an image of a modern classroom with interactive whiteboards, students using tablets, and a teacher explaining a complex math problem. Capture the dynamic energy of learning."*

---

This format clearly distinguishes **normal** from **advanced prompts**, emphasizing the detailed context, roles, and task-specific instructions that make advanced prompts more effective.

## DIFFERENCE BETWEEN CHAT GPT GEMINI and CO-PILOT

Here's a simple comparison table highlighting the key differences between **ChatGPT**, **Google Gemini**, and **Microsoft Copilot**:

Feature	ChatGPT	Google Gemini	Microsoft Copilot
Main Purpose	General conversational AI for various tasks	AI assistant integrated with Google products	AI assistant integrated with Microsoft 365
Primary Use Case	Text generation, answering questions	Assisting with tasks across Google Workspace	Automating tasks within Microsoft Office apps
Integration	Standalone tool, no direct integration	Embedded in Google Workspace (Docs, Sheets)	Built directly into Word, Excel, PowerPoint
Customization	Users can prompt in a variety of ways	Task-oriented with deeper Google integration	Strong in automating office productivity tasks
Target Audience	General users, developers, researchers	Professionals using Google Workspace	Business users in Microsoft 365 ecosystem

## MICROSOFT COPILOT

## What is Microsoft Copilot?

**Microsoft Copilot** is an AI-powered assistant integrated into Microsoft 365 apps (Word, Excel, PowerPoint, Outlook, and more) that helps users complete tasks efficiently. It leverages AI to understand commands and generate useful content, automate tasks, analyze data, and streamline workflows.

Copilot uses natural language processing (NLP) to interact with users in a way that feels intuitive, allowing users to type commands or questions and get helpful results in real time.



- **How it is Used:**  
Copilot in Word assists with writing, editing, and formatting content. It helps users generate documents, revise drafts, and structure content based on simple user inputs.
  - **Tasks it Can Do:**
    - Draft content from a few bullet points or ideas.
    - Summarize long documents.
    - Rephrase or rewrite sentences for clarity or tone.
    - Generate tables from text data.
    - Provide recommendations for structuring a report or document.
  - **Benefits:**
    - Saves time on writing and editing.
    - Improves consistency in document structure and tone.
    - Can adjust tone (e.g., formal, casual) based on user needs.
  - **Drawbacks:**
    - Sometimes may not capture nuanced context perfectly.
    - Heavy reliance on AI may result in needing to refine or edit the generated text.
- 



- **How it is Used:**  
Copilot in Excel aids with data analysis, visualization, and automating complex tasks like calculations and creating formulas.
  - **Tasks it Can Do:**
    - Automatically generate charts and graphs from raw data.
    - Create formulas for specific calculations based on user commands.
    - Analyze data trends and provide insights.
    - Organize data and create pivot tables.
    - Suggest visualizations to make the data more understandable.
  - **Benefits:**
    - Simplifies data analysis for non-technical users.
    - Saves time by automating repetitive tasks like formatting and formula creation.
    - Provides actionable insights and data trends quickly.
  - **Drawbacks:**
    - Complex, highly technical formulas may require user intervention.
    - Interpretation of data insights may not always align with specific business needs.
-

# POWERPOINT



- **How it is Used:**

Copilot in PowerPoint helps users create presentations quickly by generating slides based on inputs and providing design suggestions.

- **Tasks it Can Do:**

- Create a full presentation from a few bullet points or an outline.
- Suggest design elements, such as layout and color schemes.
- Automatically format slides for consistency.
- Add speaker notes and suggestions for slide transitions.

- **Benefits:**

- Greatly reduces the time required to create a presentation from scratch.
- Offers design suggestions to make presentations visually appealing.
- Helps ensure consistency across all slides.

- **Drawbacks:**

- The generated designs may not always match the user's creative vision.
  - Requires further customization for unique or highly specific presentations.
- 

# OUTLOOK



- **How it is Used:**

Copilot in Outlook assists with managing email communication, scheduling, and organizing tasks efficiently.

- **Tasks it Can Do:**

- Draft emails based on minimal input, such as a topic or a few bullet points.
- Summarize long email threads.
- Schedule meetings and respond to requests automatically.
- Suggest responses based on email content and tone.

- **Benefits:**

- Saves time by automating email drafting and scheduling.
- Improves email response times by suggesting quick replies.
- Helps organize and prioritize tasks and communications.

- **Drawbacks:**

- Sometimes lacks personalization in the drafted content.
- Automated responses may require careful review to avoid miscommunication.

---

# MICROSOFT 365 CHAT



- **How it is Used:**

Copilot in Microsoft 365 Chat acts as a unified assistant across the entire suite, helping users interact with different apps via chat-based commands.

- **Tasks it Can Do:**

- Provide quick insights across Word, Excel, and PowerPoint documents.
- Summarize documents or reports and provide key takeaways.
- Help navigate across apps seamlessly and handle multiple tasks in a single conversation.
- Automate workflows involving multiple apps (e.g., extracting data from Excel and inserting it into a Word document).

- **Benefits:**

- Centralized control for managing multiple Microsoft apps.
- Provides quick, multi-app insights and data sharing.
- Simplifies complex workflows that involve multiple tools.

- **Drawbacks:**

- The breadth of tasks may sometimes result in slower performance.
- Managing advanced, app-specific tasks may require further refinement for accuracy.

---

## Summary

Microsoft Copilot is a powerful AI assistant that enhances productivity by automating tasks across the Microsoft 365 ecosystem. While it provides a range of benefits, such as time-saving, improving document quality, and simplifying data analysis, it also comes with limitations like over-reliance on AI, which may sometimes require manual intervention for accuracy and personalization.

# Features of CoPilot for M365

Personalized responses grounded in your data	Excellent search and retrieve
Reference your files	Real-time monitoring
Use AI in the apps you use every day	Private and secure
Multi-modal	Gaining personal insights



## REFERENCE PROMPT MATERIALS



Here's a set of **10 hands-on prompts** for participants to try on **Microsoft Copilot in Word**, focusing on the tasks you mentioned:

---

### 1. Draft Content from Bullet Points or Ideas

**Prompt:**

*"Using the bullet points below, draft a 300-word email explaining the key updates to our marketing strategy. Ensure the tone is formal and persuasive."*

**Bullet Points:**

- Focus on social media advertising.
- Target younger audiences (18-30 years).



- Use of influencer partnerships.
  - Increased budget for paid campaigns.
  - New tools to track engagement.
- 

## 2. Draft Content from Bullet Points or Ideas (Example 2)

### Prompt:

*"Use the following points to draft an introduction for a report on the company's new sustainability initiatives. Make it professional and engaging."*

### Bullet Points:

- Goal to reduce carbon footprint by 30% by 2025.
  - Implementing solar energy in office spaces.
  - Reducing plastic usage across all product lines.
  - Focus on environmental awareness training for employees.
- 

## 3. Summarize a Long Document

### Prompt:

*"Summarize the following 500-word document in 100 words, focusing on the key takeaways for the executive team."*

### Document (Example):

*"Our recent quarterly report provides a comprehensive overview of our performance in Q2, highlighting several key areas of growth and challenges. The report begins by showcasing a **15% increase in sales** compared to the previous quarter, driven by the successful launch of our new products. These new offerings have resonated well with both existing and new customers, contributing significantly to this sales boost. The new product lines included innovative solutions for both the consumer electronics and home appliance segments, aligning with the growing demand for smart home technology and sustainable, energy-efficient devices.*

*The **marketing team** played a pivotal role in this success, executing **targeted campaigns** designed to attract previously untapped demographics. Specifically, we focused on younger consumers, aged between 18 and 35, who are tech-savvy and inclined towards environmentally friendly products. These efforts resulted in a **10% growth in our customer base**, reflecting the effectiveness of our strategy. Furthermore, collaborations with social media influencers and digital advertising platforms such as Instagram and YouTube provided broader exposure and engagement for our products.*

However, the quarter was not without its challenges. The **logistics department** faced significant hurdles, primarily due to disruptions in the global supply chain. Shipping delays, driven by factors such as geopolitical tensions and port congestion, led to **increased delivery times**. This has, in turn, affected customer satisfaction, as longer wait times became more prevalent across several regions. Customer feedback indicates that delivery times have been a major pain point, with some orders delayed by as much as two weeks.

We recognize this issue and have already begun taking steps to address it. For Q3, our focus will be on **streamlining our supply chain**, and we have initiated discussions with potential partners who can help us improve our delivery performance. These include faster and more reliable shipping providers in key regions such as North America and Europe. Additionally, we are exploring investments in **local warehousing** to decrease the distance between our inventory and end consumers, thereby reducing delivery times.

Another area of concern is the slight decline in our **customer satisfaction rate**, which dropped by 2% compared to Q1. Feedback from our customers indicates that, in addition to delivery delays, there are concerns regarding our customer service response times. As a result, we plan to **enhance our customer service systems** by adding more automated solutions, including chatbots and self-service portals. Our customer service team will also undergo additional training to ensure that they can handle a higher volume of requests more efficiently. These measures are expected to not only reduce response times but also improve the overall customer experience.

**Financial Overview:** From a financial perspective, Q2 was a positive quarter overall. The increase in sales contributed to a **12% rise in gross revenue**, amounting to a total of \$15 million. The breakdown of revenue across different product categories is as follows:

- **Consumer Electronics:** \$6.5 million (43% of total revenue)
- **Home Appliances:** \$4 million (27% of total revenue)
- **Software and Digital Services:** \$2.5 million (17% of total revenue)
- **Accessories and Miscellaneous:** \$2 million (13% of total revenue)

However, operating expenses have also increased, largely due to higher shipping costs and increased marketing spend. **Net profit for the quarter** was \$3.5 million, representing a **7% increase** compared to Q1.

**Regional Performance:** Breaking down our performance by region, **North America** continues to be our largest market, contributing **45% of total sales**. Europe followed with **30% of total sales**, while **Asia** accounted for **20%**, and the remaining **5%** came from other markets such as Australia and South America.

**Future Outlook:** Looking ahead, we are optimistic about the remainder of the year. In Q3, we plan to launch additional products that align with emerging consumer trends, such as the growing demand for smart home security systems. Our R&D department is also working on

expanding our software offerings to provide more integrated solutions across our product portfolio.

Our strategic focus for the next quarter will include:

- **Further optimization of the supply chain**, including the use of new technology to track shipments in real-time.
  - **Enhanced customer service**, with a goal to reduce average response times by 50%.
  - Continued investment in **digital marketing** to target specific consumer segments more effectively."
- 

## 4. Summarize a Long Document (Example 2)

### Prompt:

"Summarize the following project proposal in 150 words, focusing on the timeline and key objectives."

### Document (Example):

"The proposed project to develop a **new mobile application** that simplifies the payment process is a critical initiative aimed at enhancing our product offerings and improving customer experience. The need for this project has arisen due to the growing demand for seamless, user-friendly payment solutions in today's increasingly digital economy. As a company, we have identified this as an opportunity to both retain our existing customers and attract new users who are looking for convenient ways to manage their payments.

The project is set to begin with a thorough **market research phase** in the first quarter, which will last approximately 3 months. This research will involve extensive surveys, focus groups, and competitor analysis to identify the key features that users expect from a payment application. Preliminary feedback indicates that users are primarily concerned with security, speed, and ease of use. Therefore, our market research will focus on these areas, as well as on identifying any additional features that could give us a competitive edge.

In the **second quarter**, we will transition to the development phase. This will include the design of the app's user interface (UI) and user experience (UX), as well as the **technical architecture** required to support fast and secure transactions. The development team will work closely with both the marketing and legal teams to ensure that the app meets all regulatory standards and reflects our brand's identity. Additionally, we plan to integrate features such as two-factor authentication and biometric login to ensure top-tier security.

By the **third quarter**, we aim to begin a **beta testing phase**. This phase will involve a select group of users who will test the app under real-world conditions. We will gather feedback from these users on functionality, design, and overall performance. This feedback will be crucial in making final improvements before the full launch. We anticipate making adjustments to the user

interface, improving response times, and fixing any bugs that emerge during testing. Beta testing is expected to last for 6 to 8 weeks, after which the development team will work on incorporating the feedback.

The final launch of the app is scheduled for the end of **Q4**, with a **25% projected increase in user retention** over the following six months post-launch. We are confident that the features of this app will set it apart from competitors, offering users a more intuitive, secure, and reliable way to manage payments.

**Timeline:**

<i>Phase</i>	<i>Tasks</i>	<i>Duration</i>
Q1 - Market Research	Surveys, Focus Groups, Competitor Analysis	3 Months
Q2 - Development	Design, UI/UX, Regulatory Compliance	4 Months
Q3 - Beta Testing	User Testing, Feedback Incorporation	6-8 Weeks
Q4 - Launch	Final App Launch, Marketing Campaign	End of Q4

**Budget:** The estimated budget for this project is **\$1 million**, which includes:

- **\$200,000 for market research**
- **\$400,000 for app development**
- **\$150,000 for marketing and advertising**
- **\$100,000 for beta testing**
- **\$150,000 for post-launch support and updates**

**Projected Impact:** Upon launch, we expect the app to enhance our **user experience** significantly. A smoother payment process is anticipated to result in increased customer satisfaction and **longer user retention rates**. Our target is to reach **50,000 active users** within six months, generating a projected **\$2.5 million in revenue** during this period.

*In terms of collaboration, this project will involve close cooperation between the **marketing, development, and customer service** teams. The marketing team will ensure the app reaches the right audience through targeted campaigns, while the development team will focus on creating a robust, secure product. The customer service team will provide support during and after the beta testing phase to resolve any user issues quickly.*

***Risks:** There are, however, some potential risks. The most significant one is **delays in development**, which could push back the final launch. To mitigate this, we will allocate additional resources during the development phase to ensure that any unforeseen challenges can be addressed without impacting the timeline. Another risk is **lower-than-expected user adoption**, which we plan to counter through aggressive marketing campaigns and promotions."*

---

## 5. Rephrase or Rewrite Sentences for Clarity or Tone

### Prompt:

*"Rewrite the following sentences to make them sound more formal and professional."*

### Text:

- "We need to make some big changes in our customer service team."
  - "Let's meet on Friday to talk about how we can fix these issues."
  - "The marketing campaign isn't working well, and we should probably change our approach."
- 

## 6. Rephrase or Rewrite Sentences for Clarity or Tone (Example 2)

### Prompt:

*"Rewrite the following sentences to sound more upbeat and motivational."*

### Text:

- "Our team has faced several setbacks, but we are confident that we will meet our project deadline."
  - "We've seen some challenges in our sales strategy, but with a few adjustments, we can reach our targets."
  - "This month's results have been lower than expected, but we are optimistic about the next quarter."
- 

## 7. Generate Tables from Text Data

**Prompt:**

*"Convert the following sales data into a clear table format, showing product, region, units sold, and total revenue."*

**Text:**

- Product: Smartphone, Region: North America, Units Sold: 5,000, Total Revenue: \$1,250,000
  - Product: Laptop, Region: Europe, Units Sold: 3,200, Total Revenue: \$2,000,000
  - Product: Headphones, Region: Asia, Units Sold: 8,000, Total Revenue: \$320,000
  - Product: Tablet, Region: Australia, Units Sold: 2,500, Total Revenue: \$750,000
- 

## **8. Generate Tables from Text Data (Example 2)**

**Prompt:**

*"Create a table from the following sales performance data, organizing by salesperson, product, and sales amount."*

**Text:**

- Salesperson: John Doe, Product: Smartphone, Sales Amount: \$150,000
  - Salesperson: Jane Smith, Product: Laptop, Sales Amount: \$200,000
  - Salesperson: Michael Johnson, Product: Headphones, Sales Amount: \$75,000
  - Salesperson: Emily Clark, Product: Tablet, Sales Amount: \$100,000
- 

## **9. Provide Recommendations for Structuring a Report**

**Prompt:**

*"Based on the topic 'Annual Sales Performance,' provide recommendations for structuring a 10-page report. The report should include an introduction, data analysis, key trends, challenges, and a conclusion with future strategies."*

---

## **10. Provide Recommendations for Structuring a Report (Example 2)**

**Prompt:**

*"Provide a suggested structure for a project report on 'The Impact of Remote Work on Productivity.' Include sections for an executive summary, literature review, methodology, findings, and recommendations."*

# POWERPOINT



## 1. Create a Full Presentation from Bullet Points

### Prompt:

"I have the following bullet points for a presentation on 'The Future of AI in Healthcare':

- AI applications in diagnostics
- Predictive analytics for patient outcomes
- Robotic surgery
- AI-powered drug discovery
- Ethical concerns in healthcare AI

Create a full PowerPoint presentation with these points, with 5 slides each expanding on the topics, adding relevant images, and formatting the slides professionally."

---

## 2. Suggest Design Elements (Layout and Color Scheme)

### Prompt:

"Generate design suggestions for a presentation on 'Sustainable Energy Solutions'.

Recommend a layout for a 10-slide presentation and provide 3 different color scheme options that convey innovation and environmental consciousness."

---

## 3. Automatically Format Slides for Consistency

### Prompt:

"I have a 15-slide presentation on 'Marketing Strategies for 2025,' but the slides lack consistent formatting. Please make the slide titles uniform, ensure all text is aligned properly, and use a consistent font and size across all slides. Add slide numbers and a footer with the company logo."

---

## 4. Add Speaker Notes

**Prompt:**

"Add speaker notes for a presentation on 'Cybersecurity Best Practices'. Include detailed talking points for each slide to explain the content in simple language and provide suggestions for addressing audience questions on data privacy."

---

## **5. Generate Slide Transitions and Animations**

**Prompt:**

"I have a presentation on 'Digital Transformation Trends' with 10 slides. Add smooth slide transitions and animations to make the presentation engaging but professional. Suggest appropriate animations for titles, text, and images."

---

## **6. Create a Title Slide and Conclusion Slide**

**Prompt:**

"Generate a professional title slide and conclusion slide for a presentation on 'The Role of AI in Financial Services.' The title slide should include the topic, my name, and the date. The conclusion slide should summarize the main points and include a 'Thank You' message."

---

## **7. Generate a Slide from Text Data (Sales Report Example)**

**Prompt:**

"Create a slide that summarizes the following sales data for Q3:

- Total revenue: \$2.5 million
- North America: \$1.2 million
- Europe: \$800,000
- Asia: \$500,000

Present this information in a clear, professional table format on the slide, and add a simple bar graph comparing sales by region."

---

## **8. Suggest a Professional Layout for an Existing Presentation**

**Prompt:**

"I have an existing 20-slide presentation on 'Cloud Computing Benefits for Businesses'. Suggest a more professional layout for the slides, keeping the content intact but reorganizing it to



improve readability and visual appeal. Include slide titles, subheadings, and bullet points where necessary."

---

## 9. Alter an Existing Presentation's Style and Tone

**Prompt:**

"I have a technical presentation on 'Machine Learning Algorithms'. Modify the presentation to make it more suitable for a non-technical audience, changing the style to be more explanatory and adding visual aids like diagrams and simplified examples. Also, adjust the tone to be more conversational."

---

## 10. Generate a Data-Driven Slide with a Graph

**Prompt:**

"Create a slide that visualizes the following data for a presentation on 'E-commerce Growth':

- 2020: \$1.5 trillion
- 2021: \$1.8 trillion
- 2022: \$2.2 trillion

Use this data to generate a bar chart or line graph that clearly shows the growth trend, and include a brief bullet-point summary below the graph."



## 1. Draft Emails from Bullet Points

**Prompt:**

"I need to send an email to the marketing team about our upcoming campaign. Use the following bullet points to draft the email:

- Campaign starts next Monday
  - Focus on social media channels
  - Deadline for content submission is this Friday
  - Attach the latest analytics report.
- Create a professional email with a formal tone."

---

## 2. Summarize a Long Email Thread

**Prompt:**

"Summarize the following email thread that involves a discussion about a product launch between our sales, development, and marketing teams. Focus on the key decisions, deadlines, and next steps."

---

## 3. Schedule Meetings from an Email Request

**Prompt:**

"Someone just requested a meeting to discuss the Q3 financial report. Draft a reply proposing three meeting times next week, asking for their preference. Use a professional tone and add the meeting to my calendar once confirmed."

---

## 4. Suggest Responses Based on Email Content

**Prompt:**

"Respond to an email I received from a client asking for an update on the delivery of their order. Use a polite and professional tone to explain that we are experiencing minor delays due to supply chain issues, and provide a new estimated delivery date."

---

## 5. Draft a Follow-Up Email

**Prompt:**

"Draft a follow-up email to a client who has not responded to my initial email about a proposal I sent last week. Kindly ask them to review the proposal and share any feedback or questions they might have."

---

## 6. Summarize and Draft a Reply to a Meeting Recap Email

**Prompt:**

"I received a long email recapping our last project status meeting. Summarize the email into key points and draft a brief reply thanking the sender and acknowledging the next steps, adding a note that our team will meet the discussed deadlines."

---

## 7. Suggest a Response for an Urgent Request

### Prompt:

"I received an urgent request from a colleague asking for help with a client presentation. Suggest a polite and efficient response offering my assistance while asking for more details about what they need help with."

---

## 8. Automatically Schedule a Meeting from Bullet Points

### Prompt:

"Schedule a 30-minute meeting with the following agenda points:

- Discuss Q3 sales projections
  - Review new marketing strategies
  - Set timelines for the next campaign
- Send a professional meeting invite to the team and suggest times for next Tuesday or Wednesday."
- 

## 9. Draft an Acknowledgment Email

### Prompt:

"I received an email from the IT department confirming that they will be performing system maintenance next weekend. Draft a polite acknowledgment email thanking them for the update and asking whether the maintenance will affect our Monday morning operations."

---

## 10. Generate an Email Based on a Casual Inquiry

### Prompt:

"A colleague asked me for an update on the new software implementation. Draft a brief and casual response explaining that the implementation is on track and that the IT team expects to complete testing by the end of the week."



## CUMINS DEMO

This file includes the following sheets:

- **Sales Data:** Sales figures for Product A and Product B over several months.
- **Finance Data:** Revenue and cost data for multiple products.
- **Traffic Data:** Website visits and bounce rates for different days.
- **Employee Performance:** Performance scores of employees by department and month.
- **Survey Data:** Customer satisfaction ratings for various aspects.

### 1. Automatically Generate Charts from Raw Data

**Prompt:**

"Using the 'Sales Data' sheet, create a line chart that shows the sales trends for Product A and Product B over the months."

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### 2. Create Formulas for Specific Calculations

**Prompt:**

"Using the 'Finance Data' sheet, calculate the profit for each product by subtracting the cost from the revenue. Display the results in a new column labeled 'Profit'."

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### 3. Analyze Data Trends and Provide Insights

**Prompt:**

"Analyze the 'Traffic Data' sheet and provide insights on the days with the highest visits and the lowest bounce rates. Highlight any significant trends or correlations."

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### 4. Organize Data and Create Pivot Tables

**Prompt:**

"Using the 'Employee Performance' sheet, create a pivot table that shows the average performance score for each employee by department and month."

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## **5. Suggest Visualizations to Make Data More Understandable**

**Prompt:**

"Based on the 'Survey Data' sheet, suggest the best type of chart to represent the customer satisfaction ratings. Then create that chart to visually display the ratings for each question."

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## **6. Highlight Top Performers in a Dataset**

**Prompt:**

"Using the 'Employee Performance' sheet, highlight the top performer for each month and department based on the performance scores."

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## **7. Generate a Summary of Sales Data**

**Prompt:**

"Summarize the total sales for both Product A and Product B in the 'Sales Data' sheet and provide an overall growth rate across the months."

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## **8. Compare Product Revenue and Costs**

**Prompt:**

"Using the 'Finance Data' sheet, compare the revenue and costs for each product and generate a bar chart showing the differences for each item."

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## **9. Provide a Detailed Analysis of Website Traffic**

**Prompt:**

"Analyze the 'Traffic Data' sheet and provide a summary report on the average daily visits and the average bounce rate. Include any suggestions to improve traffic based on the data."

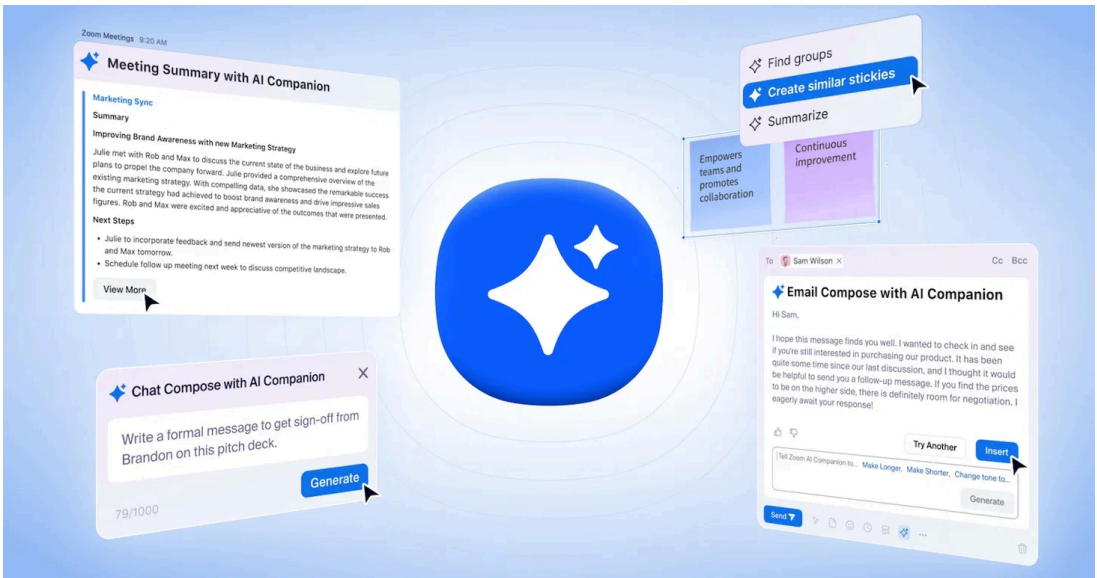
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10. Create Conditional Formatting to Highlight Key Data

Prompt:

"Apply conditional formatting in the 'Survey Data' sheet to highlight any rating below 3.5, indicating areas that need improvement."

ZOOM AI COMPANION



Zoom AI Companion: A Comprehensive Overview

Zoom AI Companion is an intelligent assistant integrated into Zoom, designed to enhance meetings, chats, and collaboration. It uses AI to streamline workflows, automate repetitive tasks, and assist users in managing meetings more effectively. Here’s an explanation of what Zoom AI Companion can do, along with key features.



Key Features of Zoom AI Companion

Feature	Description	Highlighted Benefits
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<b>Meeting Summaries</b>	Automatically generates summaries of meetings, capturing key points discussed.	Saves time on taking notes and reviewing long meetings.
<b>Real-Time Transcriptions</b>	Provides live transcription during meetings, helping participants follow the conversation better.	Useful for attendees with hearing impairments or those in noisy environments.
<b>Automated Task Creation</b>	Identifies tasks discussed in meetings and suggests follow-up actions.	Ensures nothing is missed and improves team productivity.
<b>Chat Assistance</b>	Helps with composing and responding to chat messages by suggesting context-appropriate replies.	Streamlines communication and makes responses quicker.
<b>Meeting Preparation &amp; Recap</b>	Prepares attendees with meeting agendas and provides post-meeting recaps and highlights.	Ensures everyone is aligned before and after the meeting.
<b>Document and Screen Content Search</b>	Allows searching within shared documents and screen-shared content during meetings.	Helps find critical information without interrupting the flow of the meeting.
<b>Scheduling Assistance</b>	Recommends meeting times based on availability, context, and importance of tasks.	Makes scheduling hassle-free and efficient.
<b>AI-Powered Polling</b>	Suggests questions for polls and gathers feedback during meetings.	Increases engagement and gathers valuable insights from participants.
<b>Voice Commands</b>	Allows users to perform certain tasks or navigate through Zoom using voice commands.	Enhances accessibility and makes meeting management hands-free.

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## Detailed Breakdown of What Zoom AI Companion Can Do

### 1. Meeting Summaries and Notes

Zoom AI Companion can automatically generate summaries of the discussion, which can be shared with participants after the meeting. This eliminates the need for manual note-taking and

allows you to focus more on the conversation. It highlights key points, decisions, and tasks that emerged during the meeting.

## **2. Real-Time Transcriptions**

For meetings with many participants or for users who might have missed a point, Zoom AI Companion provides live transcriptions. These transcriptions are not only useful for reviewing later but also for participants who are attending the meeting in noisy environments or have hearing difficulties.

## **3. Task Suggestions and Follow-Ups**

The AI Companion listens for any tasks or action items mentioned during meetings and automatically suggests creating tasks based on those points. It integrates with task management tools, helping teams follow up on work efficiently without missing important steps.

## **4. Chat Assistance**

Zoom's AI Companion can suggest quick, relevant replies in the chat based on the context of the conversation. This is particularly helpful in keeping the flow of communication fast and on-point. Whether you're managing several chats at once or need to respond to a colleague quickly, AI recommendations make it easier.

## **5. Meeting Recap and Highlights**

In addition to real-time summaries, Zoom AI Companion can provide a post-meeting recap. This includes important highlights, decisions made, and tasks assigned. It's especially useful for participants who couldn't attend the meeting but need a quick overview.

## **6. Search in Documents and Screen Shares**

While a participant is sharing their screen, AI Companion enables the search for specific terms within the shared documents. This reduces the time spent finding relevant information during the meeting and allows for more effective communication.

## **7. Scheduling and Calendar Integration**

Zoom AI Companion helps users find the best time to schedule meetings by reviewing the participants' calendars and suggesting optimal times. This feature also considers the importance of tasks and context, ensuring that critical meetings are prioritized.

## **8. Engagement Through Polls**

It helps create polls during meetings by suggesting relevant questions based on the topic being discussed. This increases engagement and can provide feedback or gauge opinions from attendees in real-time.



## 9. Voice Commands for Ease of Use

For hands-free operation, Zoom AI Companion enables voice commands. Users can start, stop, or manage meetings using just their voice, making it easier for presenters to control their environment without distractions.

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## Why Zoom AI Companion Stands Out

- **Automation of Routine Tasks:** Whether it's generating summaries, suggesting responses, or creating tasks, AI Companion automates repetitive tasks, allowing users to focus on more strategic work.
  - **Improved Meeting Efficiency:** By providing real-time transcriptions and summarizing discussions, it ensures that meetings are more efficient, and everyone is on the same page.
  - **Boosts Collaboration:** The AI suggestions help ensure smooth communication, whether it's through task creation or chat assistance, making collaboration more effective.
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## Benefits of Zoom AI Companion

- **Saves Time:** From meeting preparation to task follow-up, it reduces the manual effort required by the users.
  - **Increases Accessibility:** Live transcriptions and voice commands ensure that everyone, regardless of their needs, can participate fully in meetings.
  - **Enhanced Productivity:** By ensuring that action items are captured and follow-ups are managed efficiently, team productivity is significantly boosted.
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## Potential Drawbacks

- **Privacy Concerns:** Some users may feel uncomfortable with AI listening and analyzing all conversations.
  - **Learning Curve:** Users who are unfamiliar with AI-based tools may need some time to adjust to the AI Companion features.
  - **Accuracy Limitations:** While highly capable, AI transcription and task recognition might not always capture everything perfectly, especially in noisy environments or with unclear speech.
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In conclusion, Zoom AI Companion is a powerful tool that makes meetings more efficient, communication more streamlined, and teamwork more productive, but it also requires some consideration regarding privacy and accuracy.