Microsoft 365 using Artificial Intelligence

By - **Prof. Divesh Jadhwani**

Discover how cutting-edge AI tools can boost your workflow, enhance your productivity, and help you achieve your professional goals with ease.
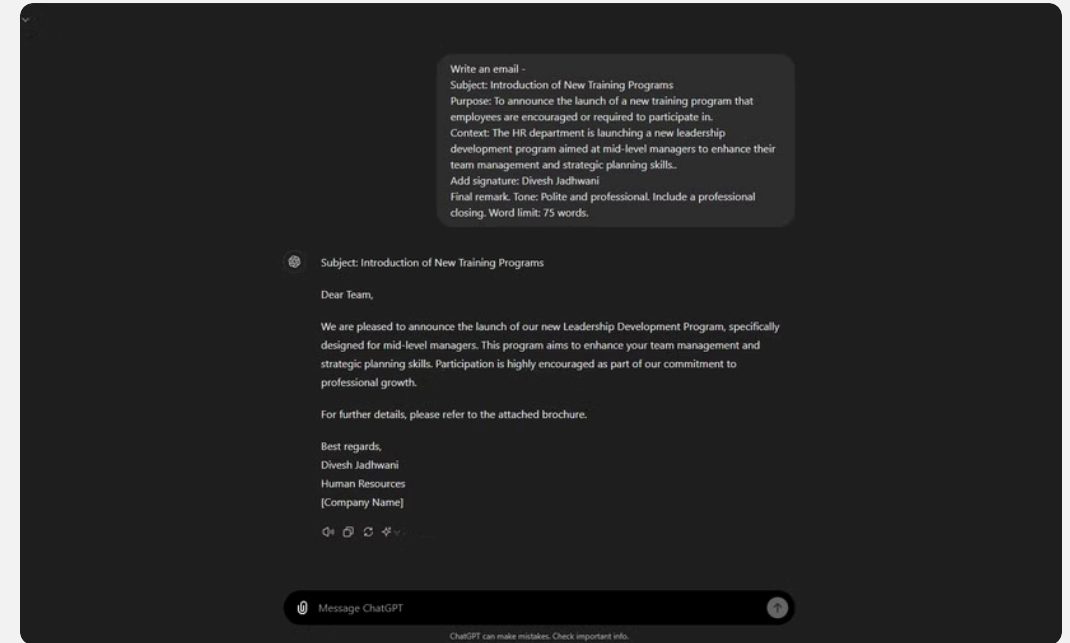
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Demo of AI tools (PPT + Mails)

AI-Generated Slides

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- [Demo ppt using docs](#) , [Teaching PPT](#)

AI-Generated Mails

- [Demo of AI Generated mails](#)

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**

Gemini

Text and Image Generation

T

Text Generation

Create engaging written content with AI

🖼

Image Generation

Visualize your ideas with AI-powered imagery

🐢

<u>Leonardo.AI</u> & <u>Adobe Firefly</u>

AI platform for text to image generation

Prompt Engineering

1   What is Prompt Engineering

Prompt engineering is the art of crafting the instructions (prompts) you give to an AI to get the most 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

Copilot

Your everyday AI companion

Made with Gamma

AI Tools for Presentations

Magicslides

create professional-looking slides

1

2

GAMMA

Enhance slides with AI-powered graphics and visuals

AI Tools for <u>Emails</u>

1 **<u>ChatGPT + Prompt Templates</u>**

Leverage pre-defined prompts to generate emails

<u>Prompt Templates with examples</u>

<u>Email writing tutorial</u>

2 **<u>Merlin</u>**

AI-powered email writing assistant getmerlin.in

Other Productivity Tools

1 **WriteMailAI**

AI-powered email writing and editing

2 **Tools day's Mail Generator**

Generate personalized email templates

3 **SlidesSpeak**

AI Powered Slide generation using URL

4 **Presentation AI**

AI-powered Presentation Generator using PDF/Docx

5 **Tome App**

AI-powered Template Generation

ZOOM AI COMPANION

ref - ZOOM AI

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 >

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 >

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 >

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.
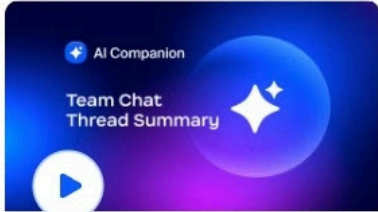
Watch video >

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 compose.

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.
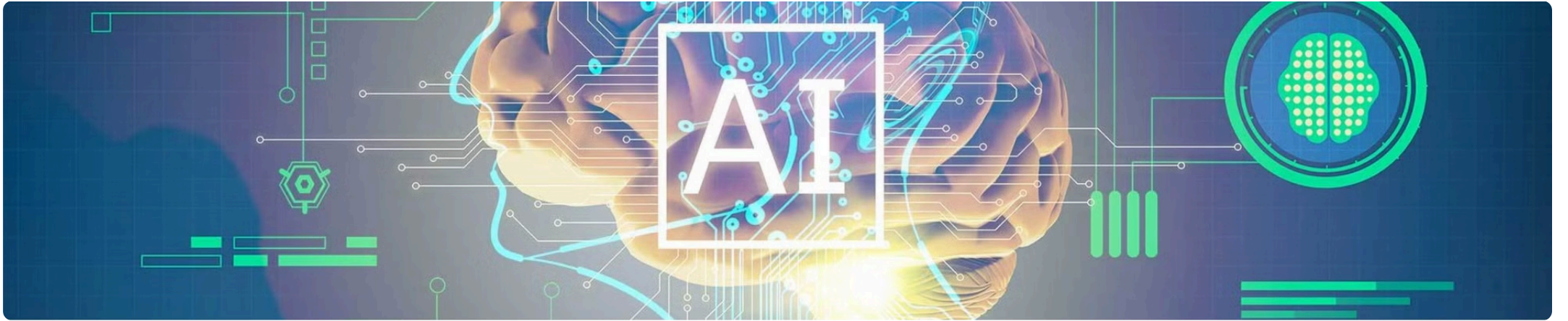
How to use Zoom AI Companion Team Chat Thread Summary

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

Watch video >

THANKYOU