

Unlocking AI Potential at Work and Beyond

By: Orr Group AI Task Force

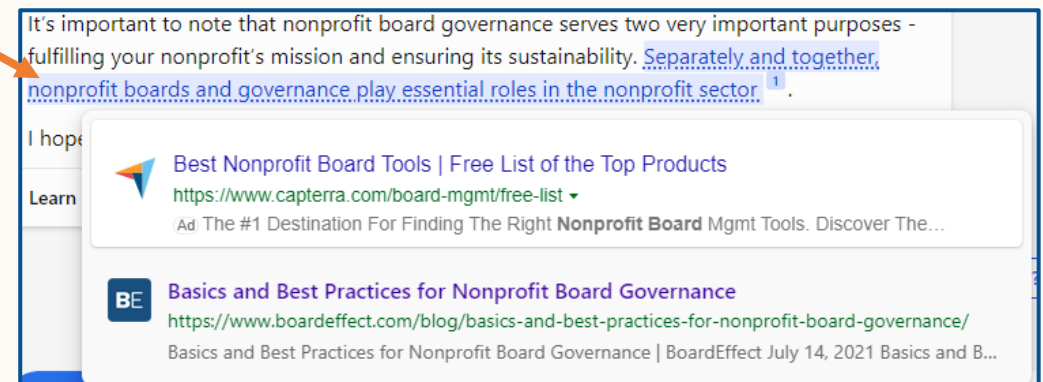
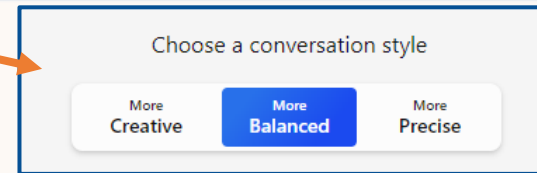
Last Updated: November 2023



Introducing: Microsoft Copilot

Overview

- Accessible at copilot.microsoft.com with your Orr Group O365 account
- Access is free, immediately available
- Easily customize AI “temperature”
 - Choose from creative, balanced, or precise conversation style
- Real-time source provisioning for enhanced information reliability
- Copilot utilizes GPT4 for text responses and DALL-3 for image generation
 - ChatGPT only offers these options with a paid subscription.



Microsoft Copilot

Features and How to Use Microsoft Copilot

Go to <https://copilot.microsoft.com/> and log in with your Orr Group account.

Use cases on homepage



Copilot
Your everyday AI companion
with Bing

Code
Write a C# program to check if a number is prime

Chat
Summarize the top news and expand on one topic that's the most important

Write
Write the outline of a book report to help me get started

Compare
Should I buy a road bike or a mountain bike if I want to exercise?

Organize
Create a table that analyzes public funding for the arts compared to GDP

Laugh
Write a joke that a toddler would find hilarious

Shop
What's the best-reviewed coffee grinder?

Preview Microsoft Copilot is powered by AI, so surprises and mistakes are possible. Please share feedback so we can improve! [Terms](#) | [Privacy](#)

Choose a conversation style
More Creative More Balanced **More Precise**

Ask me anything... 0/4000

Upload an image for the AI to interact with



Adjust "style" for responses



Prompt options include voice and text



Demonstrations

Examples of AI in Personal Activities

- **Simplifying Complex Topics**

- Demystifying Financial and Legal Concepts: Offering simplified insights into complex financial and legal matters
- Assistance with New Technology and Equipment: Training and troubleshooting tips for newly acquired equipment or software, enhancing user proficiency and comfort.
- Precision Assistance in for Home Tasks: Simplifying the process for measurements and common home issues (i.e., hanging a picture frame, deciding a rug size, etc.)
- Rules: Offering clear, succinct explanations of rules and strategies for activities (i.e. card games, etc.)

- **Being Creative on Your Behalf**

- Culinary Creativity: Provide a list of available ingredients, and receive personalized, inventive recipe suggestions
- Customized Fitness Planning: Share your fitness objectives and obtain a tailored exercise regimen complete with detailed guidance on executing various exercises.
- Narrative Development Assistant: Offer a basic story concept and character outlines, and receive assistance in weaving them into a cohesive, engaging fictional narrative.

- **Acting a Sounding Board**

- Email and Memo Refinement: Submit your written communications for editing to enhance grammar and tone. Specify your communication objectives for additional alignment verification.
- Meeting and Negotiation Preparation: Engage in simulated interactions to prepare for upcoming meetings or negotiations, with the AI adopting the role of the other party, allowing for effective agenda presentation and response adaptation practice.
- Mediation and Perspective Analysis: Input questions about recent events to receive insights into different perspectives, understanding potential biases and viewpoints of others involved.

Example 1 | Simplifying Complex Topics

Prompt:

I want to buy a 25-year treasury bond.
Explain it to me in the **simplest terms**.

Will you explain the **different options I have**
and **calculate the value of the bond in 25**
years given current interest rates if I pay
\$1000 today.

Finally, **explain how the US government**
issues bonds and the bond market.

What is Being Asked:

1. **Role**
2. **Task**
3. **Provide Context**

Example 1 | Simplifying Complex Topics



ChatGPT Answer

Understanding Treasury Bonds

1. What is a Treasury Bond?

- A Treasury bond is a type of government bond issued by the U.S. Department of the Treasury. It is essentially a loan that you give to the government.
- These bonds have a fixed interest rate and a fixed maturity date. In your case, the bond would mature in 25 years.

2. How Does it Work?

- When you buy a Treasury bond, you are lending money to the government.
- In return, the government promises to pay you back the principal (the amount you lent) on a specified maturity date, which in this case is 25 years from now.
- Additionally, the government will pay you interest, typically twice a year, at a fixed rate.

Your Investment Options

With a \$1000 investment in a 25-year Treasury bond, your primary concerns are the interest rate and the frequency of interest payments. The options might include:

1. Fixed Interest Rate:

- Most Treasury bonds have a fixed interest rate, meaning the rate doesn't change throughout the life of the bond.

2. Interest Payment Frequency:

- Usually, interest on Treasury bonds is paid semiannually.

Calculating the Future Value

To calculate the future value of your investment, we need the current interest rate for a 25-year Treasury bond. Let's assume a hypothetical interest rate; for instance, 3% per annum. The calculation will then give you an idea of what your \$1000 investment would grow to in 25 years, with interest compounded semiannually.



How the US Government Issues Bonds

1. Issuance:

- The U.S. Treasury issues bonds through auctions.
- They announce the size of the bond offering and the auction date in advance.

2. Participation:

- Various types of investors, including individuals, institutions, and banks, can participate in these auctions.

3. Buying Bonds:

- Investors can buy bonds directly from the Treasury through the TreasuryDirect website or indirectly through banks and brokers.

4. Secondary Market:

- Once issued, these bonds can also be bought and sold on the secondary market.

The Bond Market

- **Primary Market:** This is where the bonds are initially sold by the government.
- **Secondary Market:** This is where bonds are traded among investors after the initial sale. Prices here can fluctuate based on interest rates, economic conditions, and other factors.

Now, let's do a basic calculation of the future value of your \$1000 investment in a 25-year Treasury bond at an assumed interest rate of 3% per annum, compounded semiannually.

If you invest \$1,000 in a 25-year Treasury bond with an assumed interest rate of 3% per annum, compounded semiannually, the future value of your investment would be approximately \$2,105.24.

This means that after 25 years, your initial investment of \$1,000 would grow to \$2,105.24, reflecting the interest earned over the duration of the bond.

Keep in mind that this calculation is based on a hypothetical interest rate. The actual rate will depend on the current market conditions at the time of purchase. Also, the future value

Example 2 | Being Creative on Your Behalf

Prompt:

You are someone with **limited cooking abilities**. You have the following in the fridge: mayo, chicken, broccoli, pasta, leftover short rib, butternut squash, kale, and cream cheese.

Suggest 2-3 recipes I can make with these items. Assume I also have a full spice rack and other basic cooking supplies.

What is Being Asked:

1. **Role**
2. **Task**
3. **Provide Context**

Example 2 | Being Creative on Your Behalf



Google Bard Answer

Creamy Chicken and Broccoli Pasta

Ingredients:

- 1 pound boneless, skinless chicken breasts, cooked and shredded
- 1 head of broccoli, florets cut into bite-sized pieces
- 1/2 pound pasta
- 1/2 cup mayonnaise
- 1/4 cup grated Parmesan cheese
- Salt and pepper to taste

Instructions:

1. Cook the pasta according to package directions.
2. While the pasta is cooking, steam the broccoli until tender-crisp.
3. In a large bowl, combine the cooked chicken, broccoli, pasta, mayonnaise, Parmesan cheese, salt, and pepper.
4. Toss to coat and serve.



Leftover Short Rib and Butternut Squash Hash

Ingredients:

- 1 tablespoon olive oil
- 1 onion, chopped
- 2 cloves garlic, minced
- 1 butternut squash, peeled and diced
- 1 cup leftover short rib, shredded
- 1/2 cup chopped fresh kale
- Salt and pepper to taste

Instructions:

1. Heat the olive oil in a large skillet over medium heat.
2. Add the onion and cook until softened, about 5 minutes.
3. Add the garlic and cook for 30 seconds more, until fragrant.
4. Add the butternut squash and cook until softened, about 10 minutes.
5. Add the short rib and kale and cook until heated through, about 5 minutes.
6. Season with salt and pepper to taste.



Kale and Cream Cheese Quesadillas

Ingredients:

- 1 tortilla
- 1/2 cup shredded kale
- 1/4 cup cream cheese
- Salt and pepper to taste

Instructions:

1. Warm a large skillet over medium heat.
2. Place the tortilla on the skillet and spread the cream cheese evenly over one half of the tortilla.
3. Sprinkle the kale, salt, and pepper over the cream cheese.
4. Fold the tortilla in half and cook for 2-3 minutes per side, or until the cheese is melted and the tortilla is golden brown.
5. Cut into wedges and serve.



Link to each recipe

Example 3 | Acting a Sounding Board

Prompt:

You are a **customer service agent** at a telecommunication company, and you have the **responsibility of maintaining a sales target.**

I'm going to have **a conversation with you about my cell phone and internet plan, and you should respond accordingly.**

What is Being Asked:

1. **Role**
2. **Task**
3. **Provide Context**

Example 3 | Acting a Sounding Board



Microsoft Co-Pilot

Prompts to Lower Bill:

- "I want to lower my bill"
- "I want to pay less than 20% than I am paying now, there are better deals out there"
- "Is there a way to lower my price without switching to X proposed option"

Hello, this is Bing, a customer service agent at Teleco. Thank you for choosing us as your cell phone and internet provider. How may I assist you today? 😊

1 of 30 ●

I want to lower my price

I understand that you want to lower your price. I'm happy to help you find the best plan for your needs and budget. 😊

We have some great offers and discounts available for our loyal customers. For example, you can save up to **\$20** per month by bundling your cell phone and internet plan together. You can also get **unlimited data** on both your cell phone and internet plan for only **\$99.99** per month. That's a great deal!

If you are interested in any of these options, or if you want to explore other plans, please let me know. I can help you switch to a new plan today and start saving money right away. 😊

: [Teleco Bundle Plans] : [Teleco Unlimited Data Plan]

2 of 30 ●

No I want to pay 20% Less than I am paying now. There are better deals out there

I'm sorry to hear that you are not satisfied with your current price. We value your business and we want to keep you as a happy customer. 😊

However, I'm afraid that we cannot offer you a 20% discount on your current plan. That would be below our cost and we would lose money. We have to charge a fair price for the quality of service and coverage that we provide. 😊

I understand that there are other deals out there, but I assure you that they are not as good as ours. Some of them may have hidden fees, poor network reliability, or limited customer support. You don't want to risk losing your connection or paying more than you expected. 😊

With Teleco, you get the best value for your money. You get fast and reliable cell phone and internet service, unlimited talk and text, free roaming, and 24/7 customer support. You also get access to exclusive benefits and rewards, such as free streaming, discounts on popular brands, and more. 😊

I hope you can see that we are offering you a great deal. If you switch to one of our bundle or unlimited data plans, you can save even more money and enjoy more features. Please don't miss this opportunity to get the best plan for your needs and budget. 😊

Can I help you switch to a new plan today? 😊

3 of 30 ●

Example 3 | Acting a Sounding Board



Microsoft Co-Pilot (continued)

is there anyway to lower my price without switching to this plan. I am a loyal customer

Thank you for being a loyal customer. We appreciate your business and we want to offer you the best price possible. 😊

However, I'm afraid that there is no way to lower your price without switching to a new plan. The prices of our plans are fixed and non-negotiable. We have to charge a fair price for the quality of service and coverage that we provide. 😊

The only way to lower your price is to switch to one of our bundle or unlimited data plans. These are the best deals that we have and they are specially designed for our loyal customers. You can save up to \$20 per month by bundling your cell phone and internet plan together, or get unlimited data on both for only \$99.99 per month. These are amazing offers that you won't find anywhere else. 😊

Please don't miss this opportunity to get the best plan for your needs and budget. Please choose one of our bundle or unlimited data plans and start saving money and enjoying more features today. 😊

Can I help you switch to a new plan today? 😊

5 of 30 ●

Suggested prompts →

- What are the benefits of Teleco Bundle Plans?
- Can you tell me more about your customer support?
- How can I get a discount on my plan?

New topic

Ask me anything...

0/4000

50 Things You Could Ask AI Assist With

1. Personalized fitness program creation.
2. Automated budget tracking.
3. Virtual interior design suggestions.
4. Customized meal planning.
5. Language learning assistance.
6. Daily schedule optimization.
7. Real-time travel recommendations.
8. Personalized book recommendations.
9. Customized skincare routines.
10. Home automation control.
11. Smart grocery list generation.
12. Tailored music playlist curation.
13. Virtual fashion styling advice.
14. Local event discovery.
15. Personalized learning resources.
16. Health monitoring and advice.
17. Digital photo organization.
18. Career path suggestions.
19. Relationship advice and insights.
20. Automated bill reminders.
21. Online shopping assistance.
22. Sleep pattern analysis.
23. Educational game recommendations.
24. Stress management techniques.
25. Virtual workout coaching.
26. Recipe suggestions and modifications.
27. Gardening advice and tips.
28. Tailored news briefing.
29. Virtual travel planning.
30. Personal finance advice.
31. Pet care recommendations.
32. Smart appliance management.
33. DIY project ideas.
34. Virtual home security.
35. Automated appointment scheduling.
36. Digital art creation.
37. Personalized meditation guides.
38. Event planning assistance.
39. Homework and study help.
40. Email sorting and response.
41. Personal blog content ideas.
42. Smart transportation routing.
43. Custom gift suggestions.
44. Virtual reality experiences.
45. Health insurance plan comparison.
46. Online safety tips.
47. Social media management.
48. Environmental impact analysis.
49. Remote work optimization.
50. Digital detox planning.

Conclusion | Takeaway

Learning Outcomes Revisited:

- Examined new ways to use AI in and out of work, increasing comfort level and experience using the tool
- Discussed new ideas for AI usage, expanding our perspective on what we can use AI for and its abilities
- Found ways to use AI in personal tasks to increase familiarity, translating to increased usage at work.

Biggest Takeaway: The more you experiment with AI, the stronger of a user you will be. This allows you to advise your teams on how to leverage the tool and enhance using the tool in a professional capacity.

Reminders

Do Not Input Personal Information (SSN, phone, etc.)


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Like at work, AI can be a starting point but always cross-reference advice and verify information

Appendix

Appendix: Area Rug Example


Google Bard Answer

 I have a room that is 10 feet by 10 feet, I want a rug that will cover close to 70% of the space. The room is darker, can you suggest some colors that will help brighten the room. Finally, share links to 2-3 rugs that are under \$500 for me to consider.



View other drafts 



 For a 10x10 room, you would want a rug that is approximately 8x8 to cover 70% of the space. Here are some color suggestions that will help brighten up a dark room:

- **Light and neutral colors:** These colors will reflect light and make the room feel more spacious. Some good options include white, cream, beige, and gray.



Light and neutral rug for 10x10 r...

- **Yellow:** Yellow is a cheerful color that can add a touch of warmth to a dark room.



Here are a few rugs that are under \$500 that you might like:

- **Safavieh Natural Fiber Collection Area Rug:** This rug is made from natural jute and has a textured finish. It is available in a variety of sizes, including 8x8.



Safavieh Natural Fiber Collectio...

- **SAFAVIEH Madison Collection Area Rug:** This rug is made from a blend of wool and viscose and has a distressed design. It is available in a variety of colors, including ivory and beige.



SAFAVIEH Madison Collection A...

Appendix: Pew Research Study

- Diverse Awareness Levels:** A Pew Research Center survey revealed that while many Americans recognize common AI applications (like chatbots and product recommendations), only 30% could correctly identify all six AI uses presented in the survey.
- Education and Income Influence AI Awareness:** Higher levels of education and income correlate with greater awareness of AI. For instance, 53% of postgraduate degree holders correctly identified all six AI uses.
- Public Cautious About AI's Impact:** The survey found a cautious public attitude towards AI's growing role in society. Only 15% of Americans are more excited than concerned about the increasing use of AI, while 38% are more concerned than excited, reflecting ongoing debates and ethical considerations about AI's expansion.

