



# Unlocking Productivity: Leveraging AI to Save 2 Hours a Day

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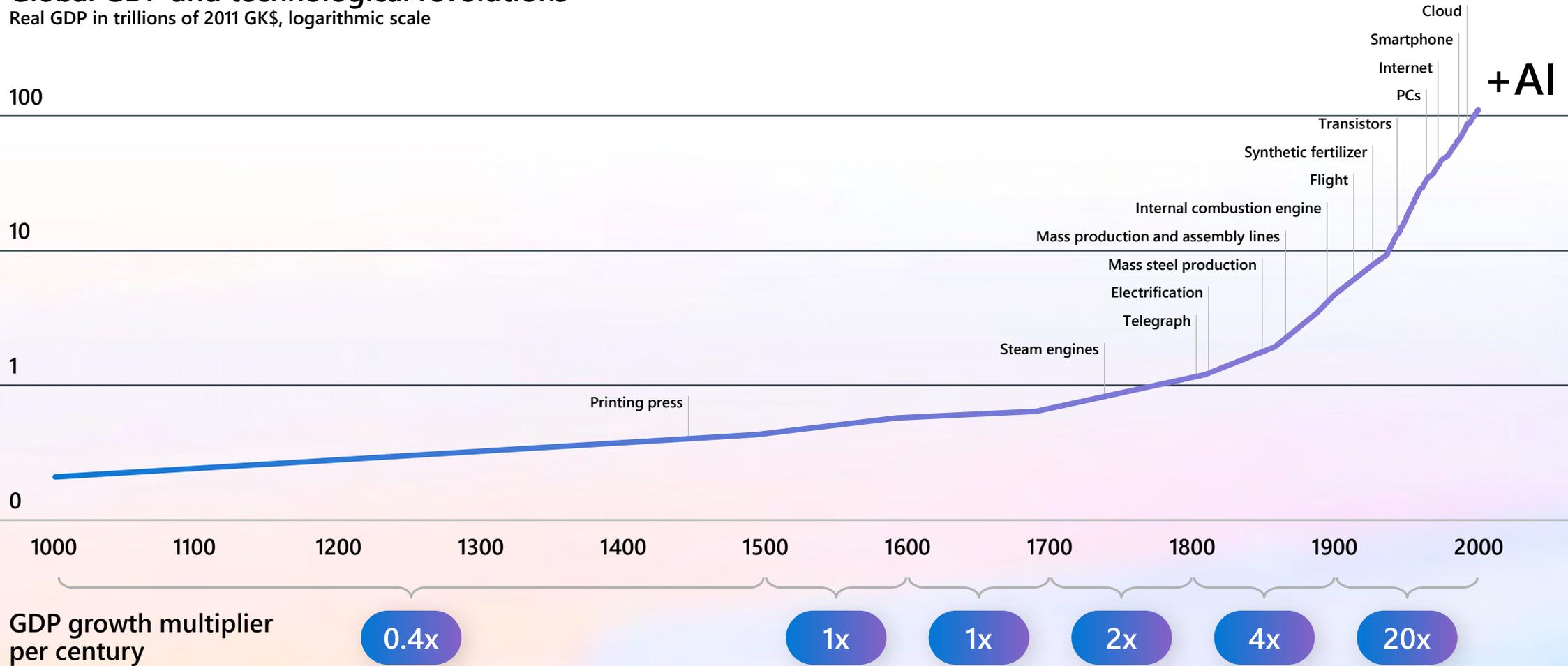
***CCS Technology***  
***BRING. IT. ON.***



# And the impact is real

## Global GDP and technological revolutions

Real GDP in trillions of 2011 GK\$, logarithmic scale



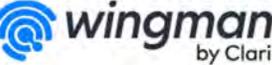
Content Creation

  Jasper  frase

 Peppertype.ai  AI-WRITER  ChatGPT

AI Tools for Marketing & Sales

 SURFER  Outranking  WriterZen

 Hemingway Editor  wingman by Clari  Chorus

AI Proofreaders

 QuillBot  wordtune

 grammarly  Text Blaze

Design Tools

 beautiful.ai  Adobe Express

 Design Beast  DesignEvo  appypie

HR and Business Management

 trinet zenefits

 Yva.ai

Project Management & Time Management

 TARA  Futurenda

 Timely  TREVOR

Video Editing & Creation Tools

 PODCASTLE  FlexClip

 PICTORY™

Transcription Tools

 descript

 Oli



**Copilot for  
Microsoft 365**



87%

of organizations believe AI will give them a competitive edge

# Employees and leaders are ready to embrace AI

2x

likelihood of a leader to say AI will provide value by boosting productivity versus cutting headcount

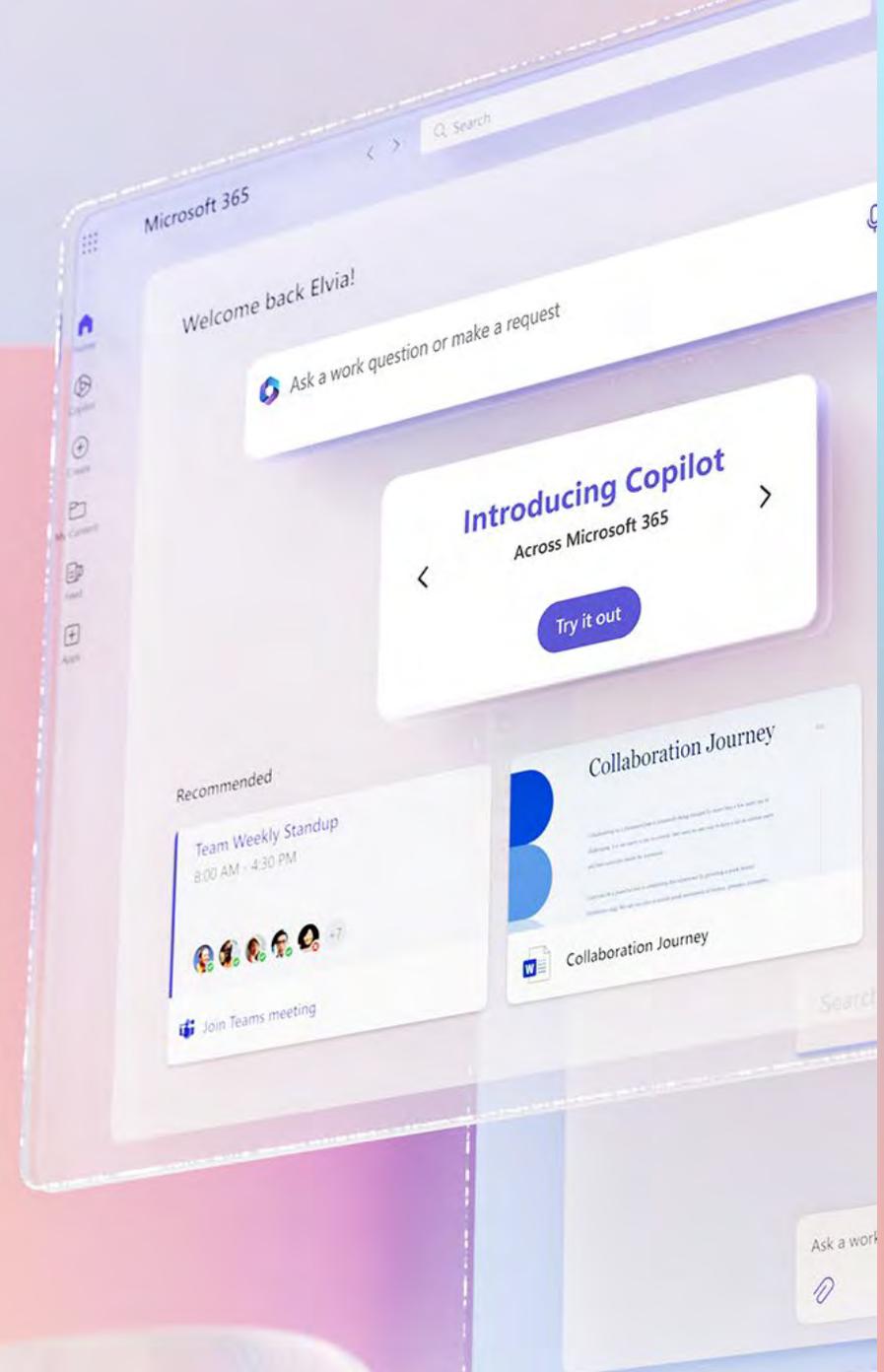
64%

of employees lack time and energy to do their job

70%

of employees willing to delegate work to AI

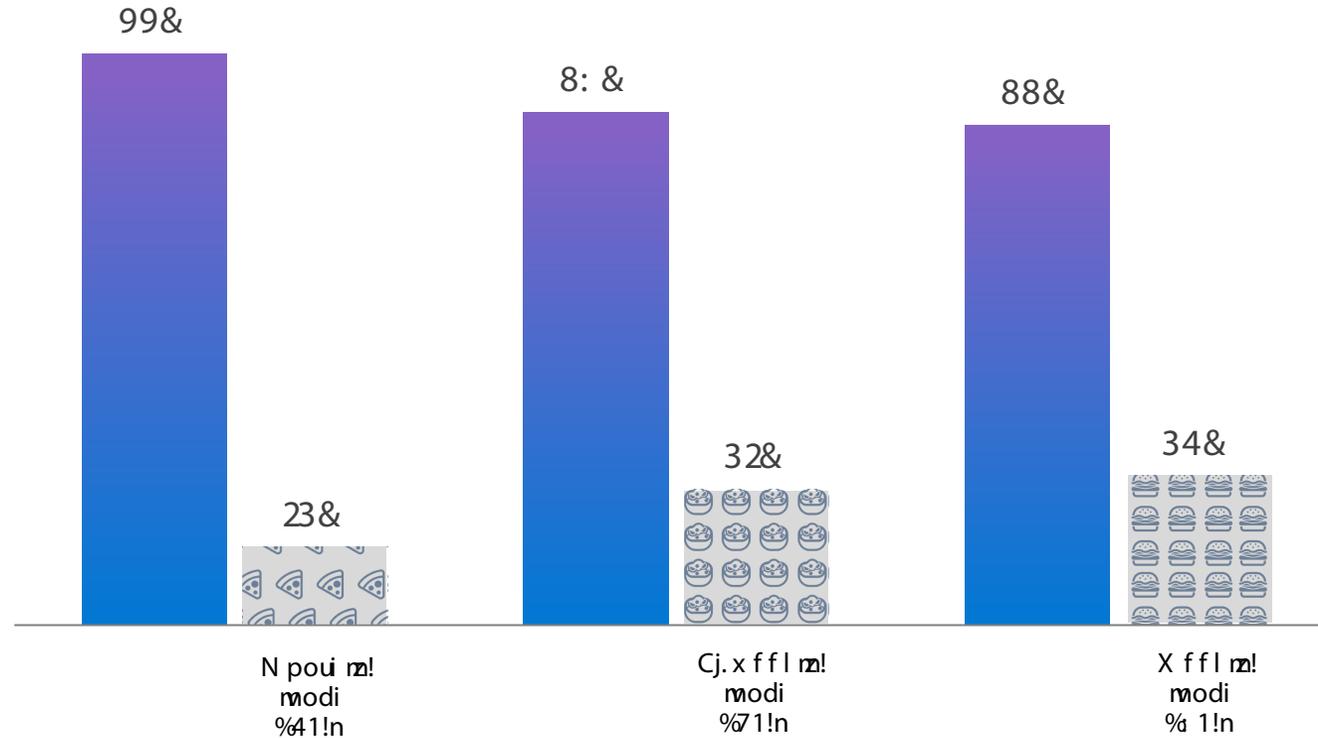
Source: 2023 Work Trends Index





# But it's just a piece of the puzzle

If offered the choice, users overwhelmingly said they would pick AI to make their jobs easier





# Preparing for the era of AI



What are your organization's **goals** for using AI?



What are your organization's **pain points** that AI can address?



What are your organization's **current capabilities** in terms of AI?



Does your organization have a **data strategy** in place?



Does your organization have the necessary **infrastructure and resources** to support AI initiatives?



Alexis Blackwell

**Arce** Vol.10

Brooklyn, NY



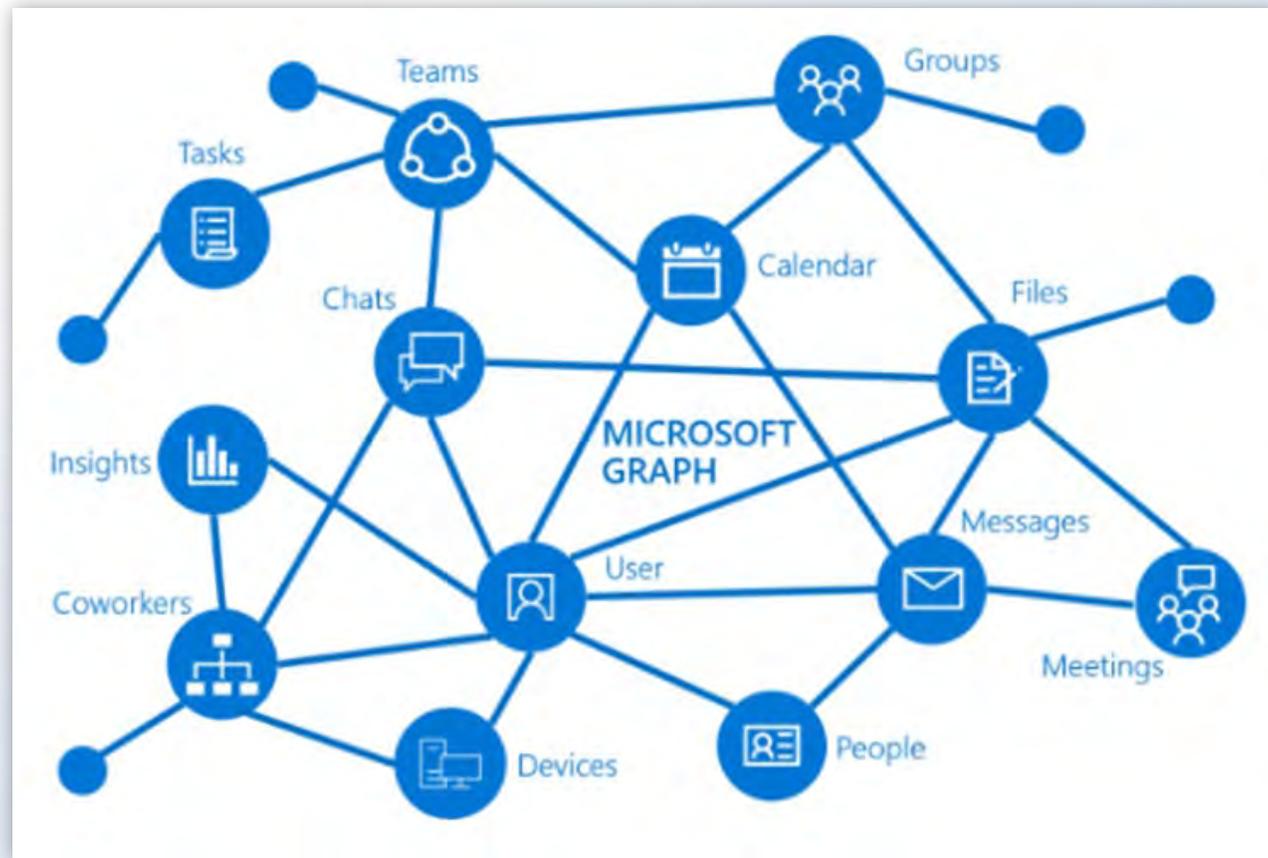
# Copilot for Microsoft 365

Embedded across Microsoft 365 apps



# The Microsoft Graph

The Microsoft Graph is the **gateway to data and intelligence in Microsoft 365**. The Graph uses a unified programmability model to access data across Microsoft Cloud Services including Microsoft 365 core services, Enterprise Mobility + Security, Windows services, and Dynamics Business Central



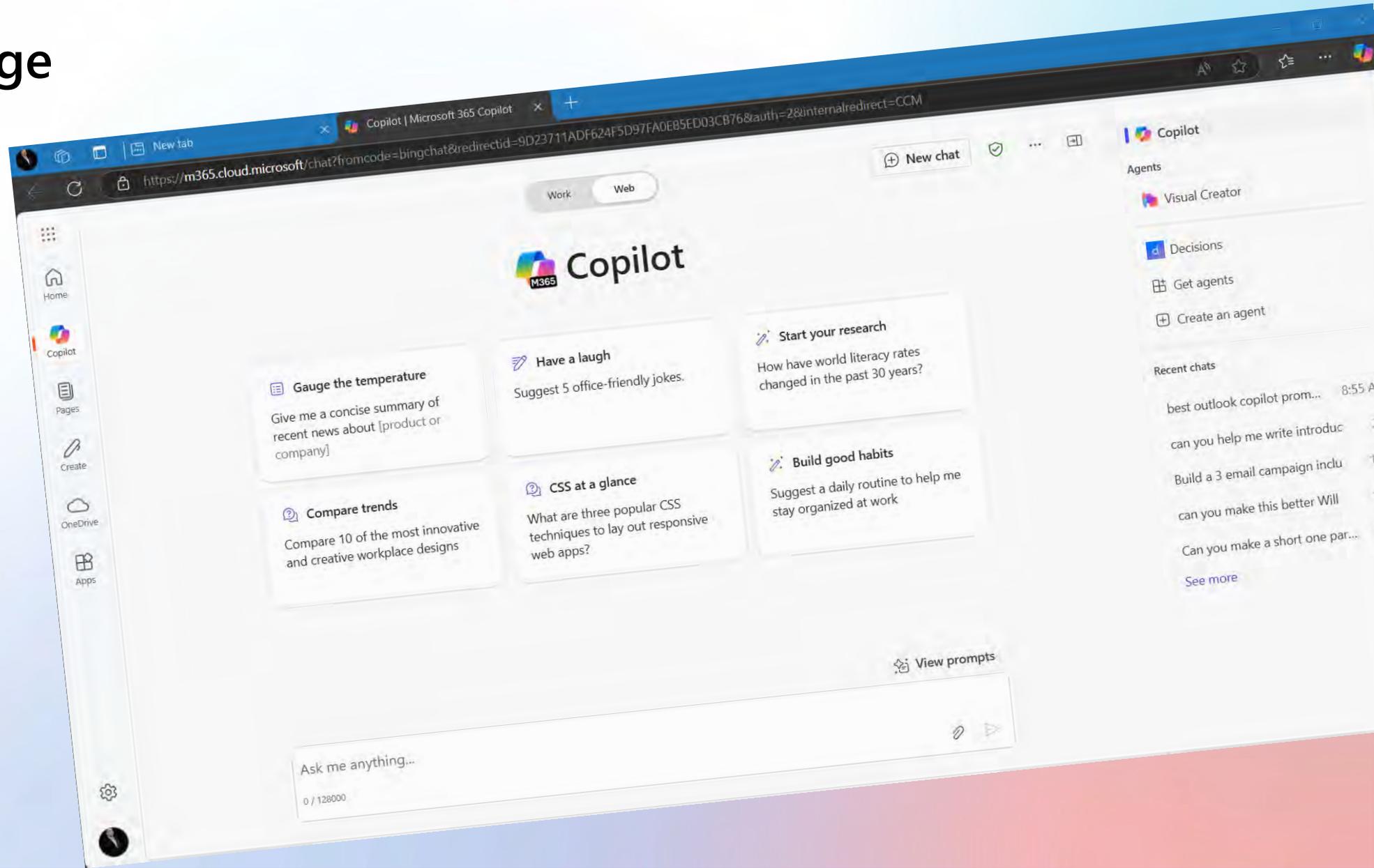
- **Graph API** - single endpoint for real-time access to internal data
- **Graph Connectors** - delivers external data to the Microsoft graph (e.g. Salesforce, Jira, etc)
- **Graph Data Connect** – Secure and scalable bulk data access to the Azure AI platform to enable insights and analytics

# Prompt Engineering

- **Purpose or use**
- **Format**
- **Length**
- **Tone**
- **Provide Examples**
- **Be Nice**

[Gary Vaynerchuk on Ai Prompting](#)

# Co Pilot in Microsoft Edge



MICROSOFT 365

# Copilot in Teams Meetings

The screenshot displays the Microsoft Teams interface during a meeting. The top navigation bar includes the Teams logo, navigation arrows, and a search bar. The meeting title is "Core accounts business review", with tabs for Chat, Details, Files, and Recap. The meeting time is "Mar 16, 10:00 AM" and there is an "Open in Stream" option. The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main content area shows "Shared content" with a file named "Proseware Proposal.pptx". Below this is a video player showing a hand pointing at a screen, with a play button and a duration of "48m 42s". Under the video are "Speakers" and "Topics" sections. The "Topics" section lists "Proseware negotiation strategy" and "Core accounts round table". On the right, the "Notes" section is active, showing a note from "Core accounts.loop" titled "Quarterly results and forecasts for Core Account". The note includes a "Summary" section with a play button icon and a list of bullet points: "\$230K revenue shortfall in this quarter", "Inventory 15% surplus (renewable products and recycled materials)", "Account leads to propose discounting scenarios to lower inventory", and "Proseware was discussed as a leading opportunity". Below the summary is a "Notes" section with a list of bullet points: "Beth emphasized importance of Proseware negotiation strategy with offers - this is a must win deal." and "The team identified a new opportunity with Proseware that..."

# Co Pilot in Microsoft Teams



## Summarize Emails:

**Prompt:** "Summarize the key points from the last 10 emails in my inbox."

## Schedule Meetings:

**Prompt:** "Schedule a meeting with [Name] next week and suggest three available time slots."

## Draft Responses:

**Prompt:** "Draft a response to [Name]'s email about the project update, thanking them for their input and suggesting a follow-up meeting."

## Organize Calendar:

**Prompt:** "List all my meetings for Monday in chronological order with the main bullet as the meeting title and sub-bullets for attendees."

## Follow-Up Reminders:

**Prompt:** "Remind me to follow up with [Name] about the budget report next Wednesday."

## Task Management:

**Prompt:** "Create a task list from the action items mentioned in my last three emails."

MICROSOFT 365

# Copilot in Outlook

The screenshot displays the Outlook interface for a meeting titled "Marketing Sync - meganb@contoso.com". The event is "Meeting recap" for "Profitable Projects Pitch & Plan" on Wednesday 9/8/2023, from 11:00 AM to 12:00 PM. The interface shows a video call grid with six participants. Below the grid, there are controls for "Speakers", "Topics", and "Chapters". The "Content" section includes a "Product Roadmap..." document. The "Notes" section features "Notes" and "AI notes" buttons. A warning states "AI-generated content may be incorrect". The "Meeting notes" section lists key points: "Daniela highlighted the s before-and-after images i their effectiveness. Seren: suggestion into the team" and "Babak suggested conduc prosperous home improv". The user "Serena Davis" is visible at the bottom.

Outlook

Marketing Sync - meganb@contoso.com

Event [Meeting recap](#)

Profitable Projects Pitch & Plan | Wednesday 9/8/2023, from 11:00 AM to 12:00 PM

Content

Product Roadmap...

Notes AI notes

AI-generated content may be incorrect

Meeting notes

- > Daniela highlighted the s before-and-after images i their effectiveness. Seren: suggestion into the team
- > Babak suggested conduc prosperous home improv

Speakers Topics Chapters

Serena Davis

# Co Pilot in Microsoft Outlook



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MICROSOFT 365

# Copilot in Word

The screenshot shows the Microsoft Word interface with a document titled "Go to Market Plan - Saved". The ribbon is set to "Home" with the font set to "Aptos (Body)" size 11. The document content includes a paragraph about target audience segments and a section titled "Messaging and Value Proposition". A Copilot suggestion box is visible at the bottom right, offering to "Rewrite with Copilot" a portion of the text. The suggestion shows a preview of the rewritten text.

https://onedrive.live.com/:w:/t/EaCkPs6AchIjwULn3060f4Bvb8jylAFWrkt2bSC8LiaZw?e=CMgqn1

Go to Market Plan - Saved

Search (Alt + Q)

File Home Insert Layout References Review View Help

Aptos (Body) 11 B I U

Our target audience encompasses three key segments: h  
enthusiasts, contractors and builders seeking quality sup  
at large. By catering to these distinct groups, we aim to es  
hub for all home improvement needs in Maricopa.

**Messaging and Value Proposition**

Our grand opening messaging will be built upon three fur  
guidance, an extensive product selection, and unwaverir  
spotlight our proficient staff who are poised to provide ex  
customers make well-informed decisions. The wide rang  
premium brands, will be showcased as a testament to oi  
solution for home improvement. Moreover, we will emph  
community through collaborative partnerships and initia

Rewrite with Copilot Preview 1 of 3

We plan to base our grand opening messaging on three key p  
broad selection of products, and a strong commitment to the  
staff will be highlighted as experts who can provide valuable  
make informed choices. We will also showcase our extensive r  
brands, to demonstrate that we are a one-stop-shop for all hc  
we will emphasize our dedication to the local community thro

# Co Pilot in Microsoft Word



**"Summarize this document"**

**"What is the purpose of this file?"**

**"Brainstorm title ideas for this document"**

**"Explain this document in 1 paragraph"**

**"List the pros and cons of [idea]"**

**"How can I improve the introduction of this text?"**

**"Generate a more professional conclusion"**

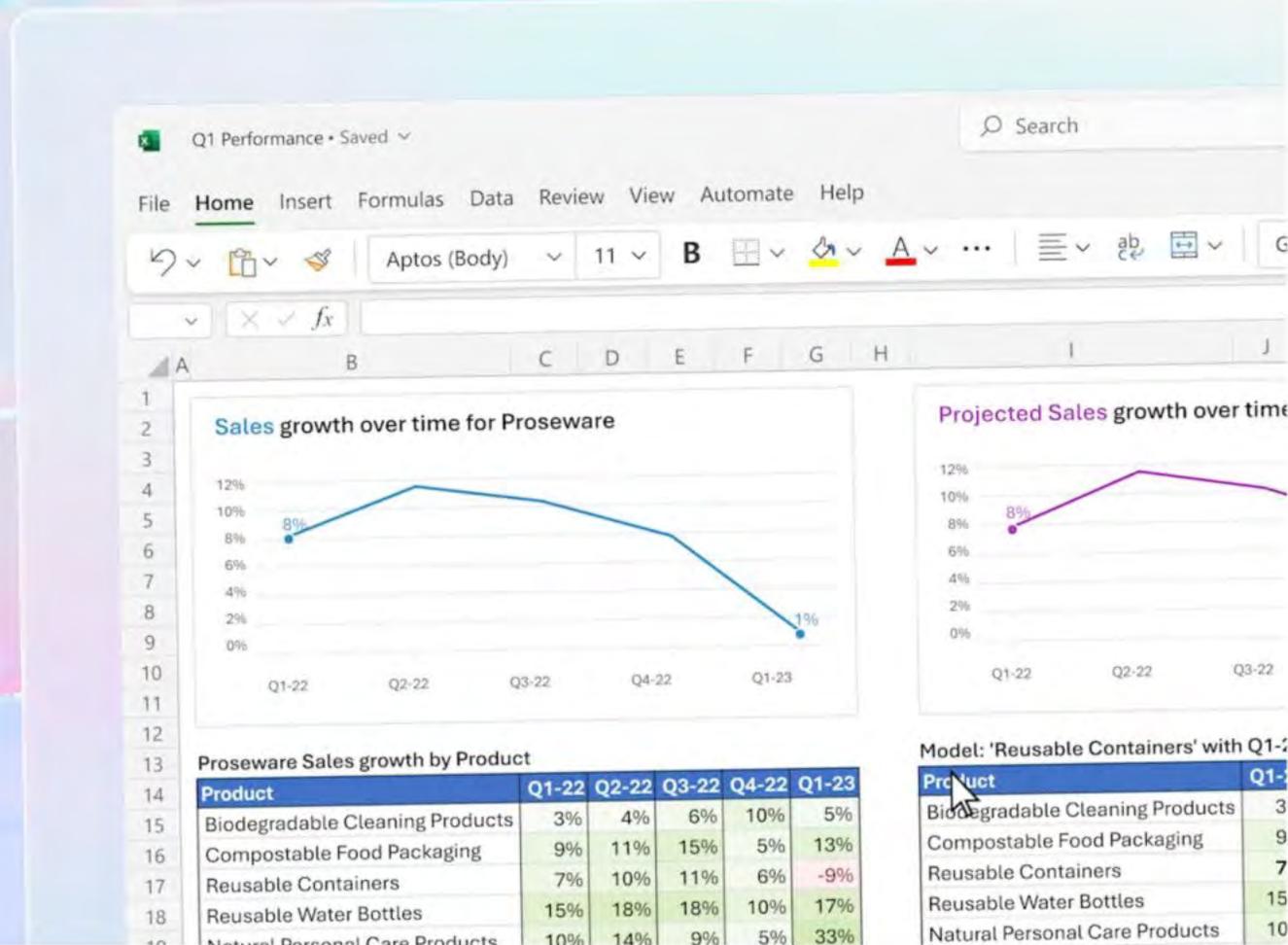
**"Summarize this document into bullet points"**

**"Write a summary based on all emails from Sam in the past two weeks"**

**"/compare policy one with policy two"**

MICROSOFT 365

# Copilot in Excel





# Co Pilot in Microsoft Excel



**Set up conditional formatting. Bold the top 10 values in [Annual sales] ...**

**Compare columns. Add a column to compare [FY24 sales] and [FY23 sales] ...**

**Extract text. ...**

**Spot trends. ...**

**Calculate based on other table. ...**

**Split text. ...**

**Lookup data. ...**

**Compare columns in different tables.**

# Co Pilot in Microsoft Power Point



**Generate an Outline for My Presentation:** This prompt helps you create a structured outline for your presentation, making it easier to organize your content.

**Create Engaging Slide Titles:** Use this prompt to generate compelling and relevant titles for your slides.

**Design a Visual Layout for My Slides:** This prompt assists in creating visually appealing slide layouts.

**Generate Speaker Notes for Each Slide:** Use this prompt to add detailed speaker notes to your slides, helping you deliver your presentation more effectively.

**Summarize Key Points:** This prompt helps you summarize the main points of your presentation into concise bullet points.

**Suggest Relevant Images or Videos:** Use this prompt to find and insert relevant images or videos that enhance your presentation.

**Create Interactive Elements:** This prompt helps you add interactive elements like quizzes or polls to engage your audience.

**Draft an Engaging Introduction:** Use this prompt to create a captivating introduction for your presentation.

 For Individuals

 For Organizations

### Copilot

### Copilot Pro

### Copilot

### Copilot for Microsoft 365

Free

\$20

Free

\$30

Foundational Capabilities



Web Grounding



Commercial Data Protection



Priority Model Access



Copilot in Outlook, Word, Excel, PowerPoint, and OneNote



Copilot in Teams



Microsoft Graph Grounding



Enterprise-Grade Data Protection



Customization

Copilot GPT  
Builder

Copilot  
Studio

Commercial Data Protection applies when users are signed into their work account using their organization's Entra ID.



# Thank You

**Presentation**



**Schedule a Call**





# Chris Higgins

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