Unlocking Productivity: Leveraging AI to Save 2 Hours a Day

Chris Higgins
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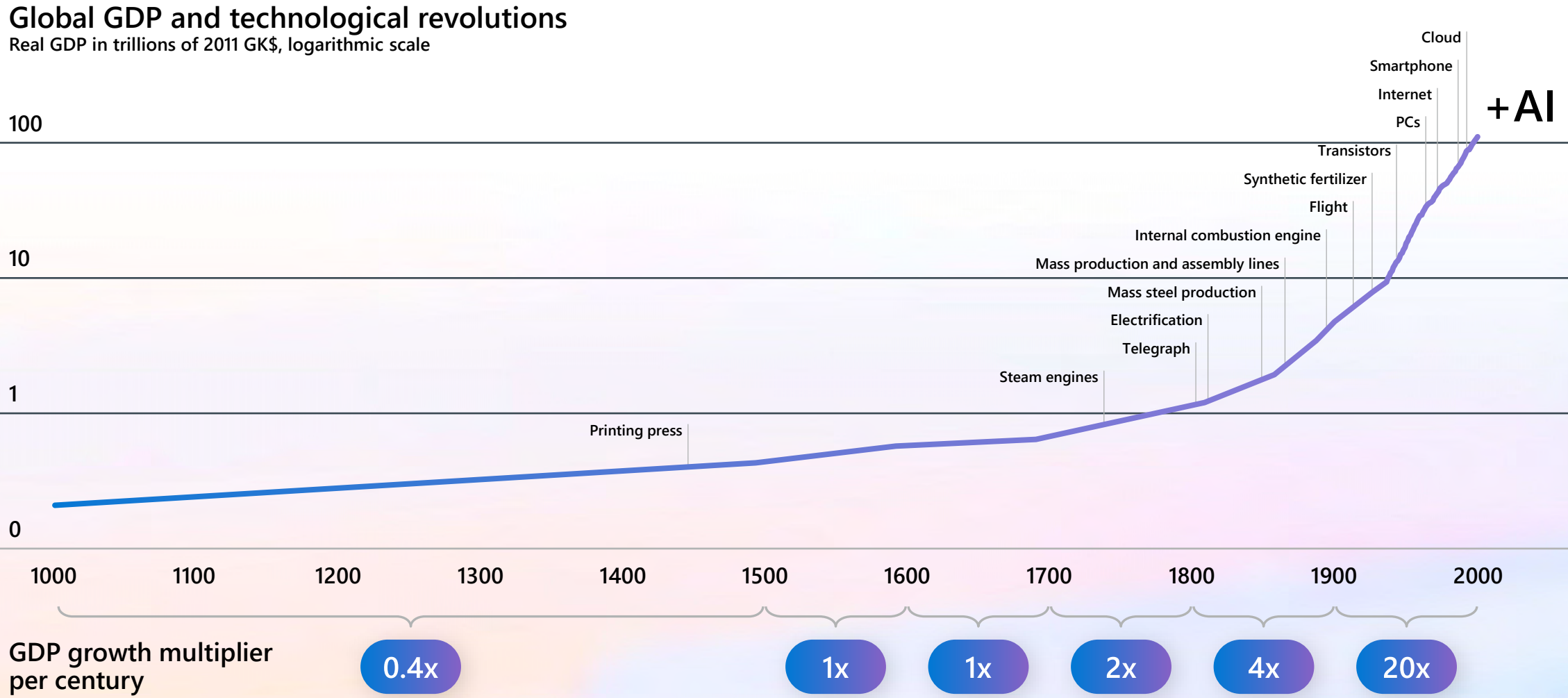
CCS Technology
BRING. IT. ON.

And the impact is real



Source: Maddison Project, Ourworldindata

Content Creation

copy.ai
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

ATARA
Futurenda
Timely
TREVOR

Video Editing & Creation Tools

PODCASTLE
FlexClip
PICTORY™

Transcription Tools

descript

OpenAI

ChatGPT

Copilot for Microsoft 365

87% of organizations believe AI will give them a competitive edge

Source: MIT Sloan Management Review

Employees and leaders are ready to embrace AI

2x

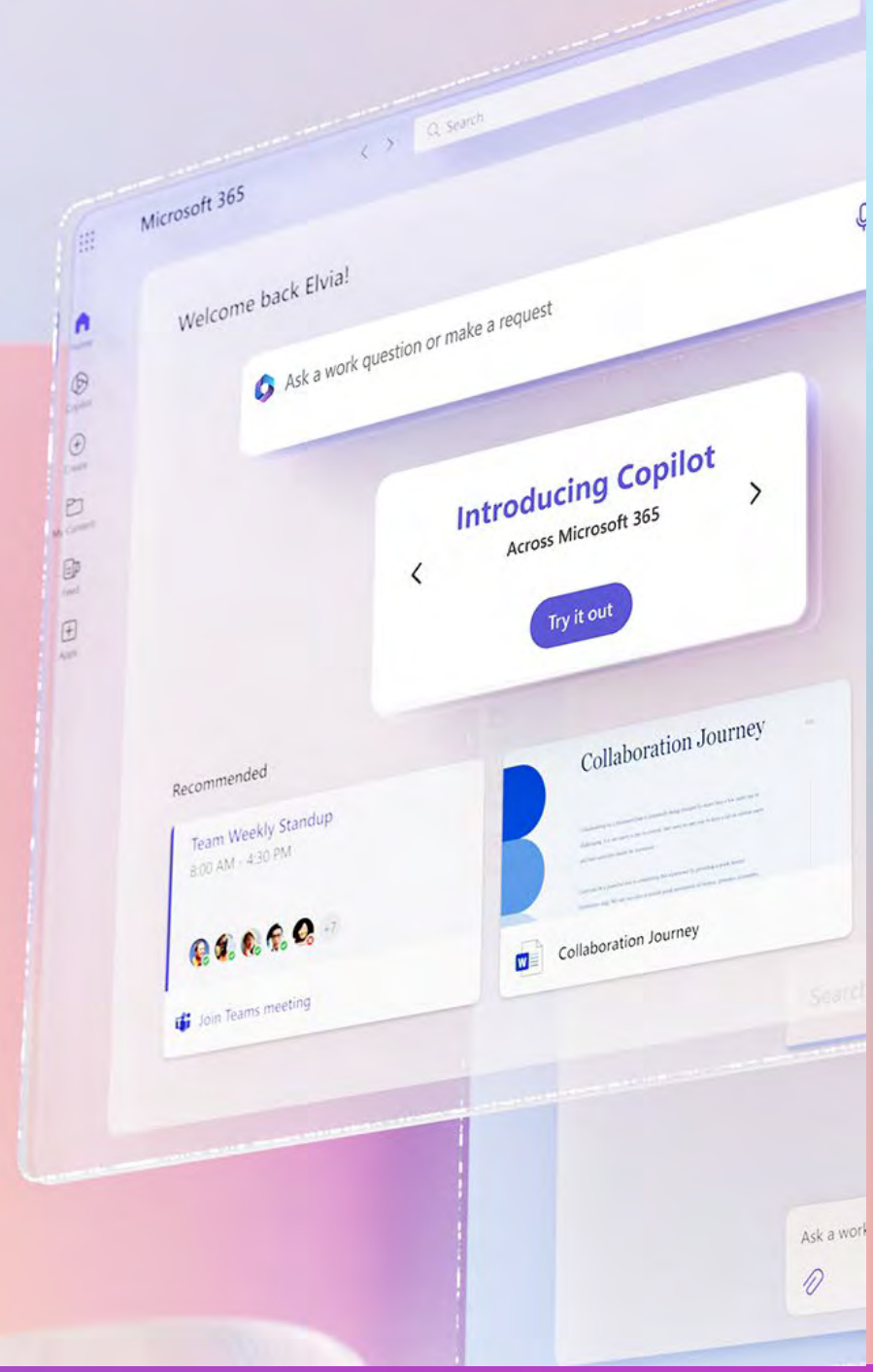
likelihood of a leader to say AI will provide value by boosting productivity versus cutting headcount

64%

of employees lack time and energy to do their job

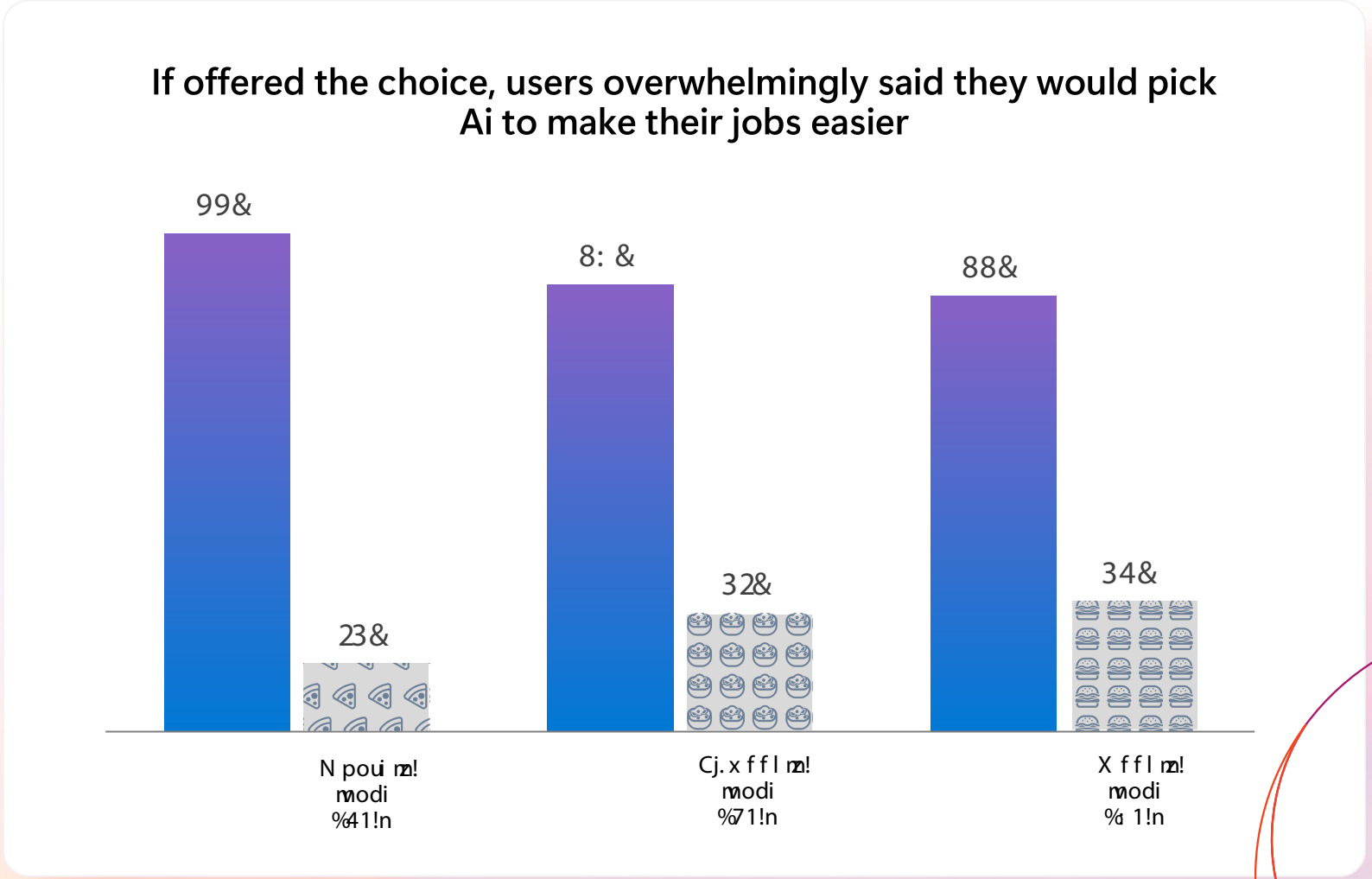
70%

of employees willing to delegate work to AI



Source: 2023 Work Trends Index

B J!jt!x psui !n psf !ui bo!b!gsf f !modi @



Source: Survey of Copilot for Microsoft 365 Early Access Program users, October 2023.

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?

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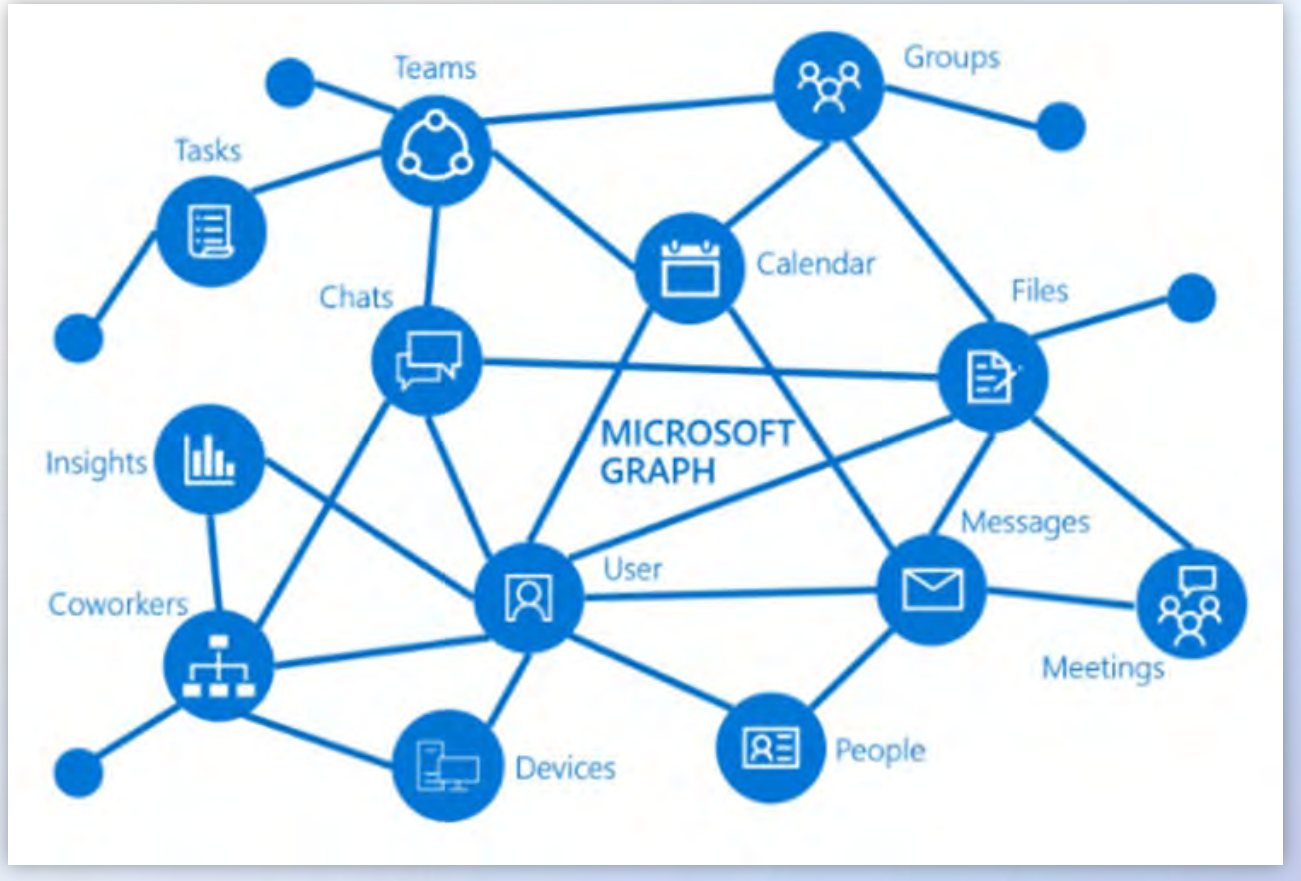
ArcE Vol.10
Brooklyn, NY

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



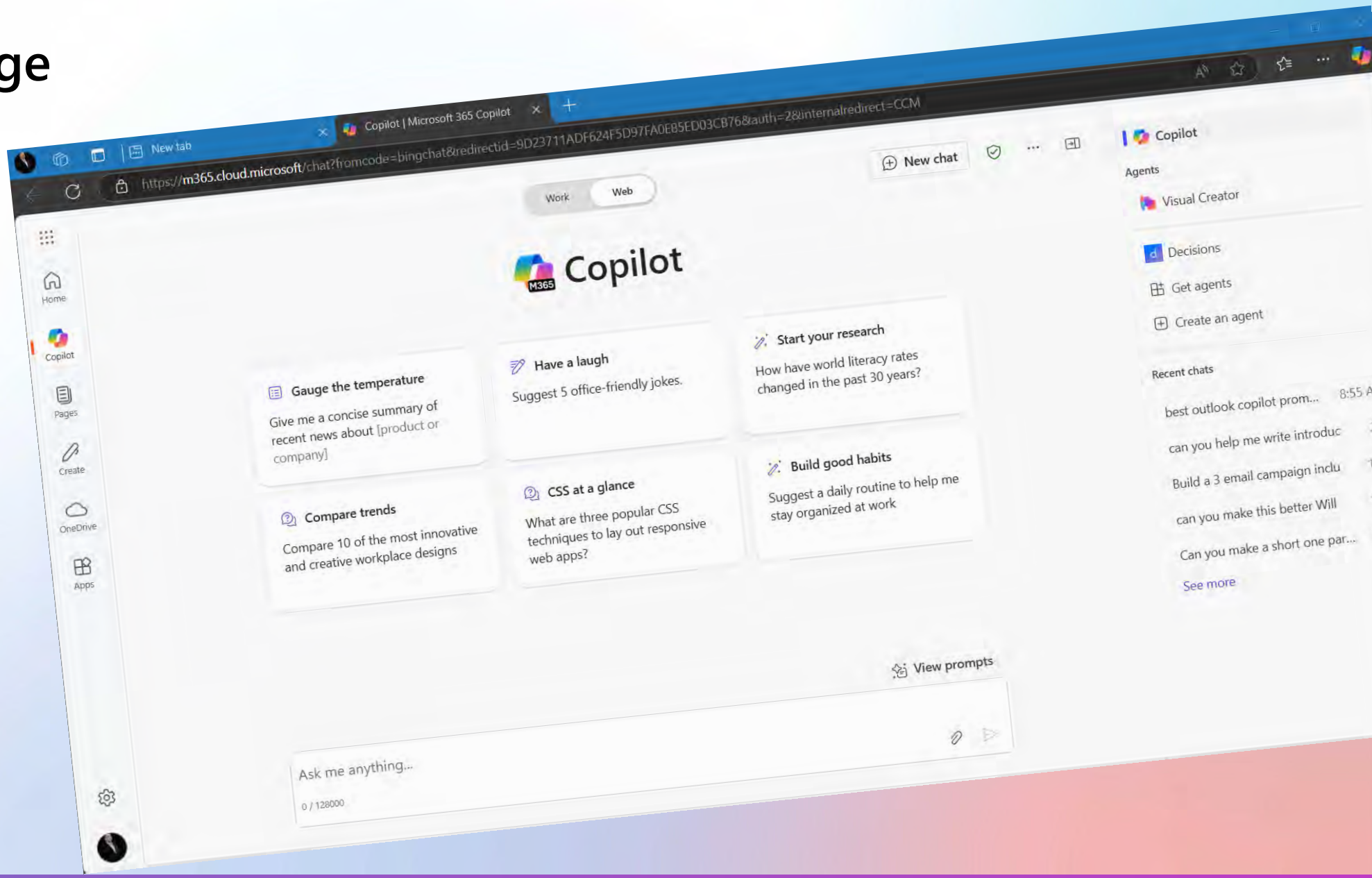
- **Graph API** - single endpoint for real-time access to internal data
- **Graph Connectors** - delivers external data to the Microsoft graph (e.g. Salesforce, Jira, etc)
- **Graph Data Connect** – Secure and scalable bulk data access to the Azure AI platform to enable insights and analytics

Prompt Engineering

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

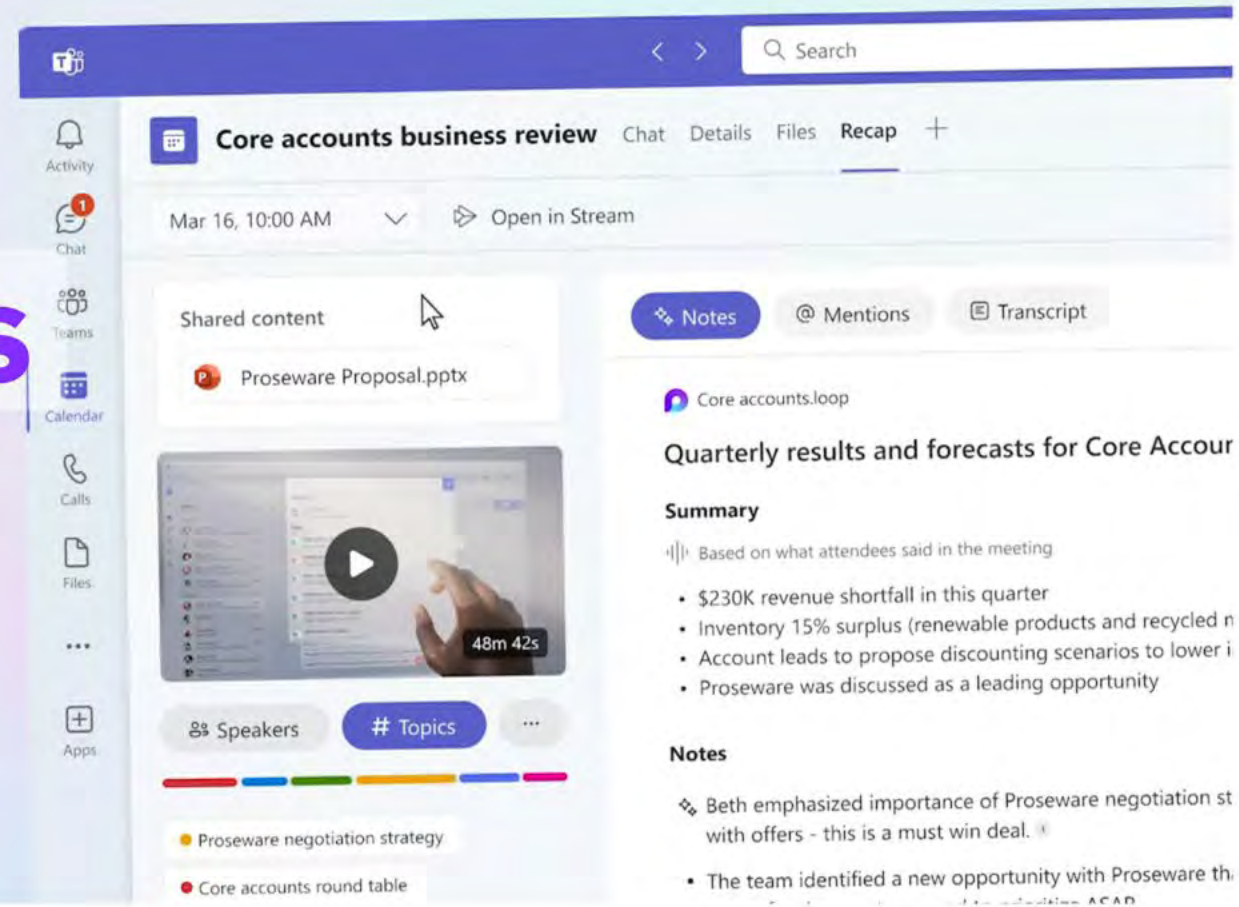
Gary Vaynerchuk on Ai Prompting

Co Pilot in Microsoft Edge



MICROSOFT 365

Copilot in Teams Meetings



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:

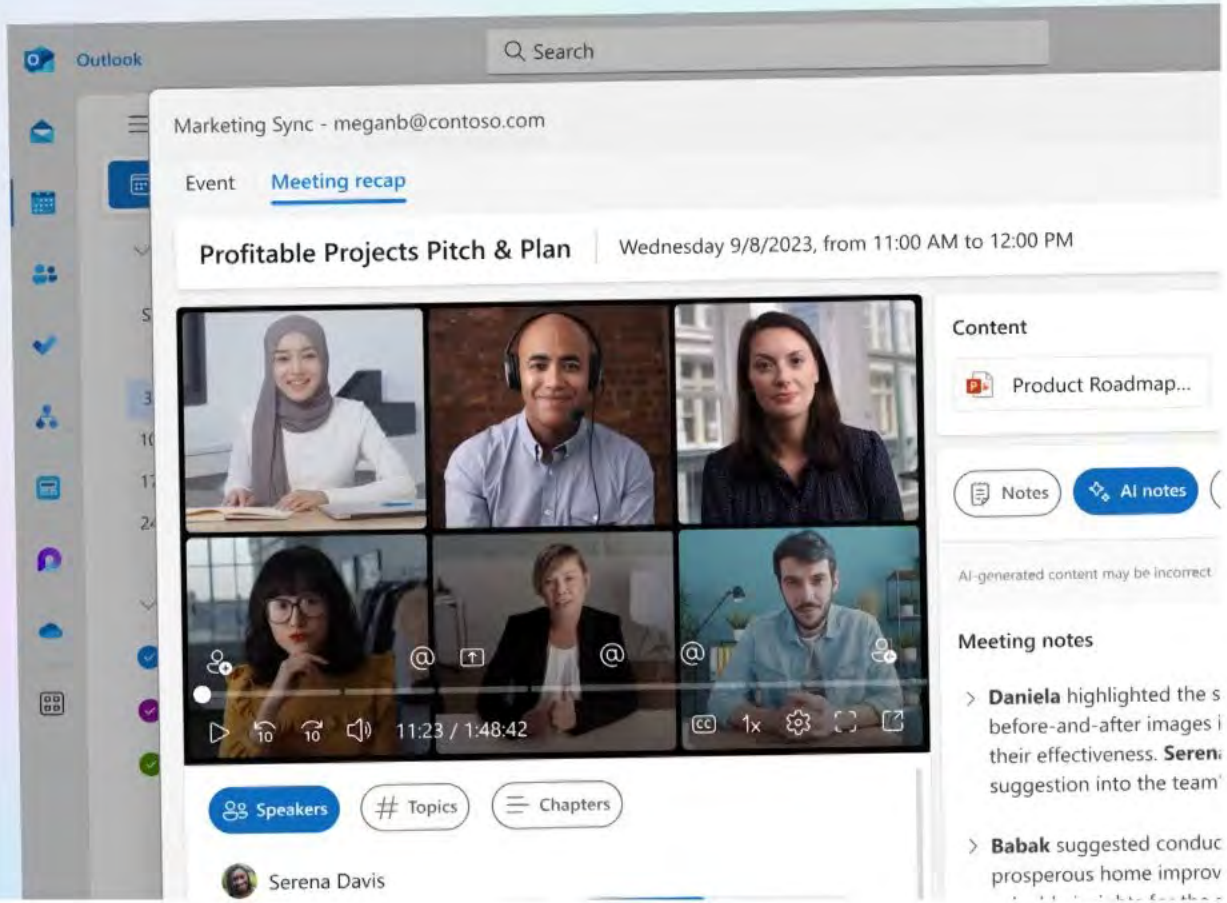
***Prompt*: "Remind me to follow up with [Name] about the budget report next Wednesday."**

Task Management:

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

MICROSOFT 365

Copilot in Outlook



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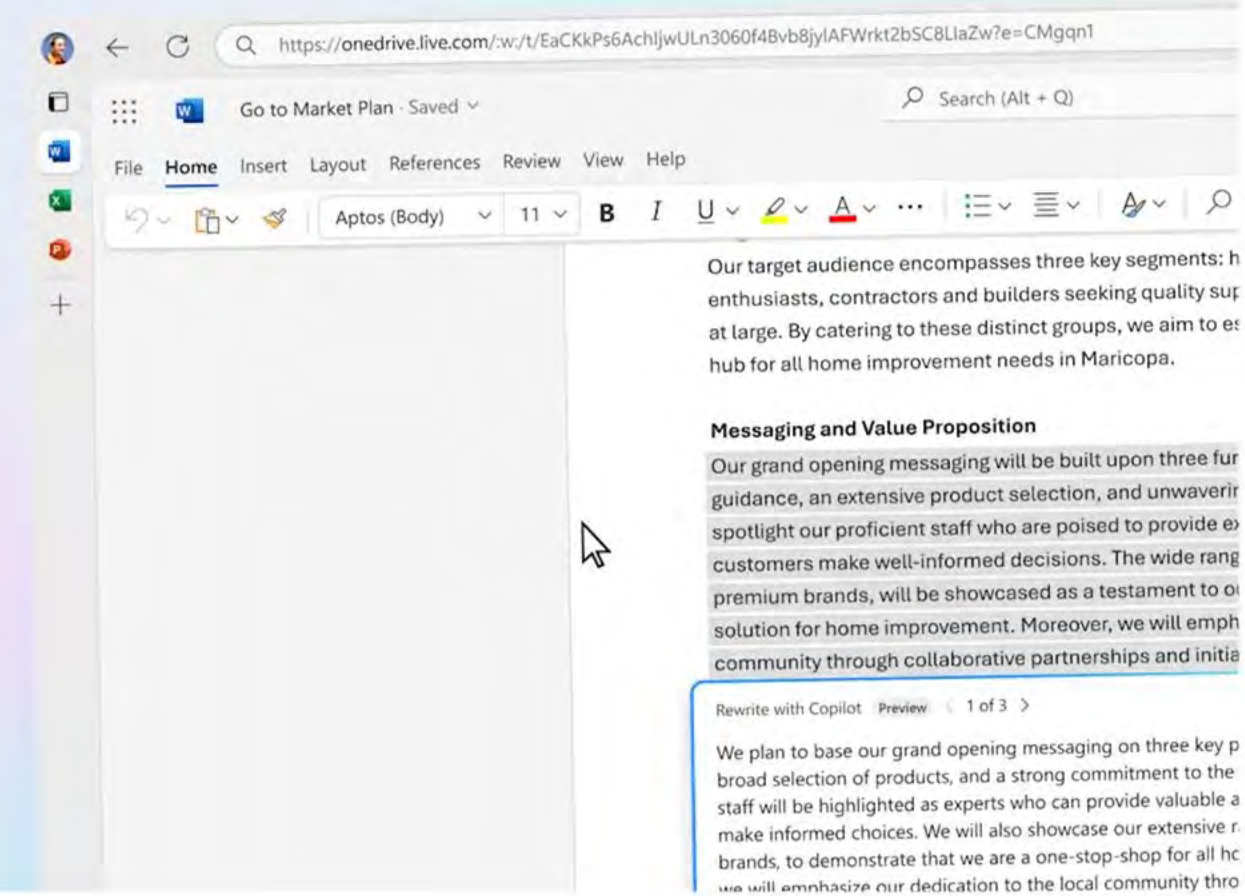
MICROSOFT 365

Copilot in Word



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"

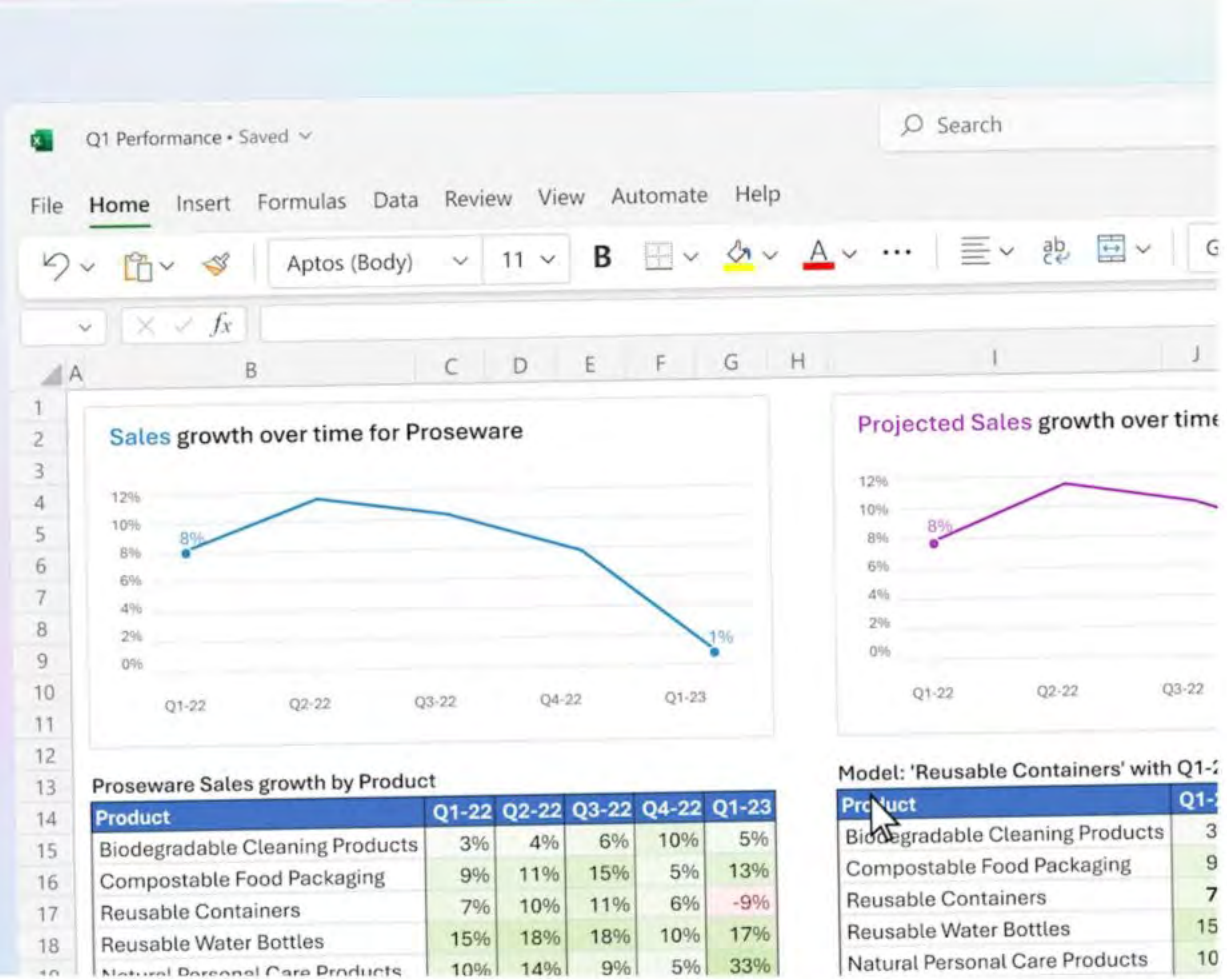
"Summarize this document into bullet points"

"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

Chiggins@ccstechnologygroup.com

224-214-0611