

Unlocking Productivity: Leveraging AI to Save 2 Hours a Day

Chris Higgins
CCS Technology Group



CCS Technology
BRING. IT. ON.

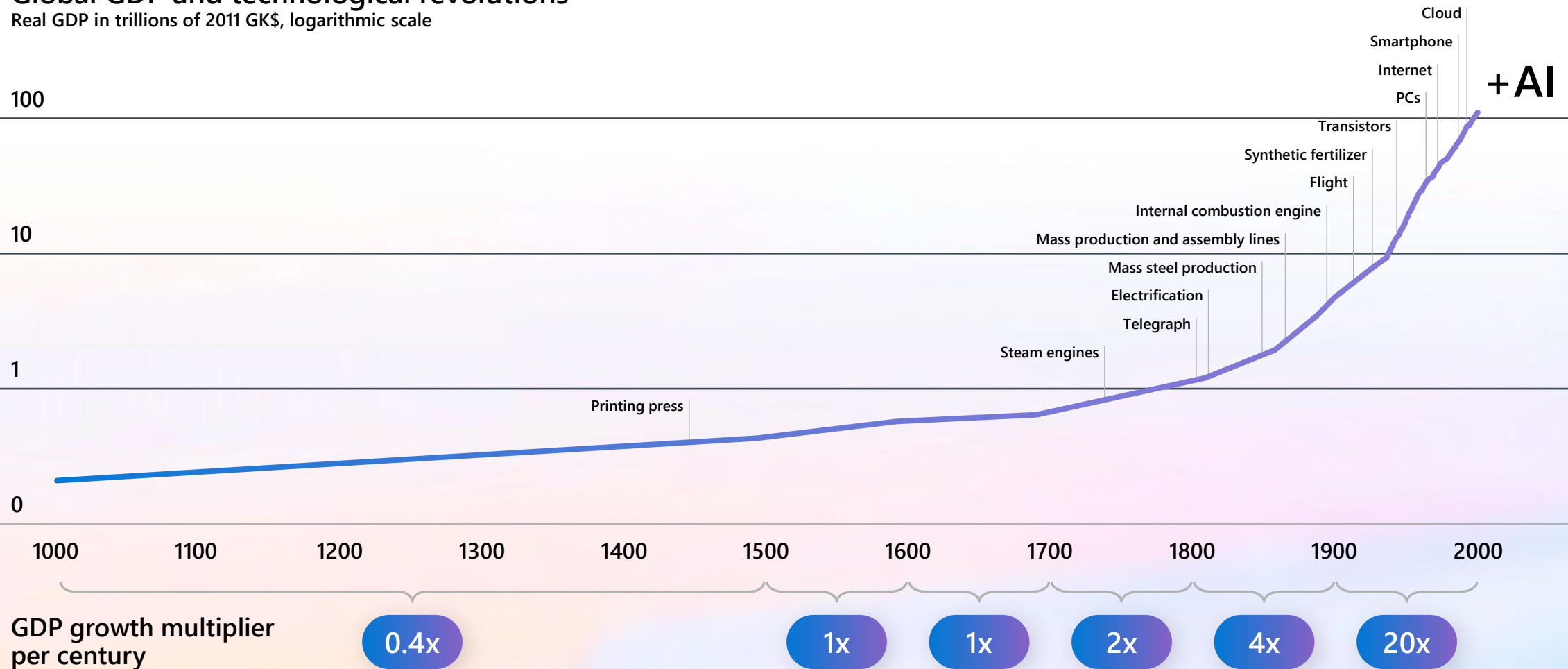




And the impact is **real**

Global GDP and technological revolutions

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





Content Creation

  Jasper  frase

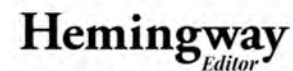
 Peppertype.ai  AI-WRITER  ChatGPT


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

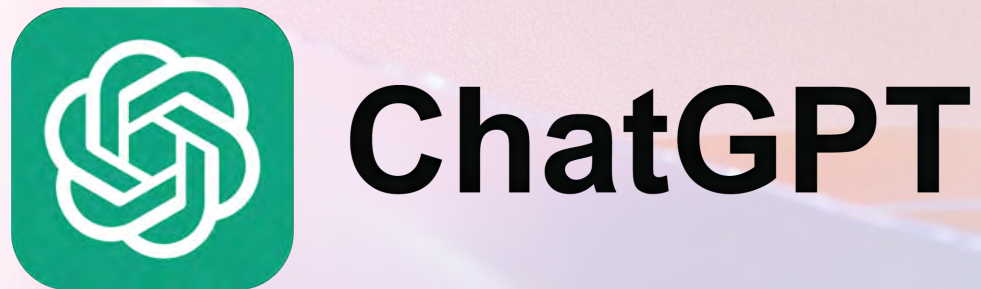
 FlexClip

 PICTORYTM

Transcription Tools

 descript

 Olii



**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

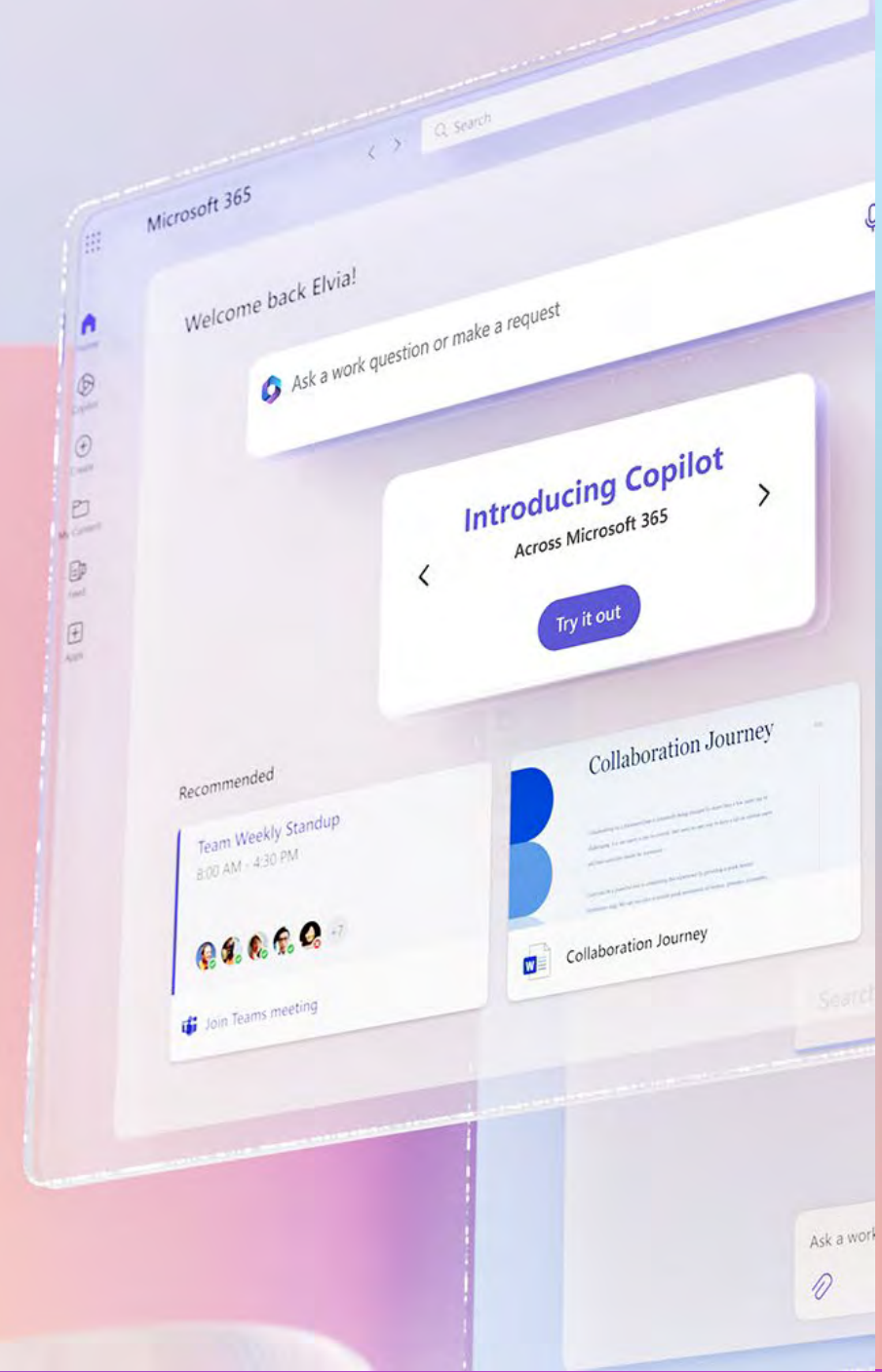
64%

of employees lack time and energy to do their job

70%

of employees willing to delegate work to AI

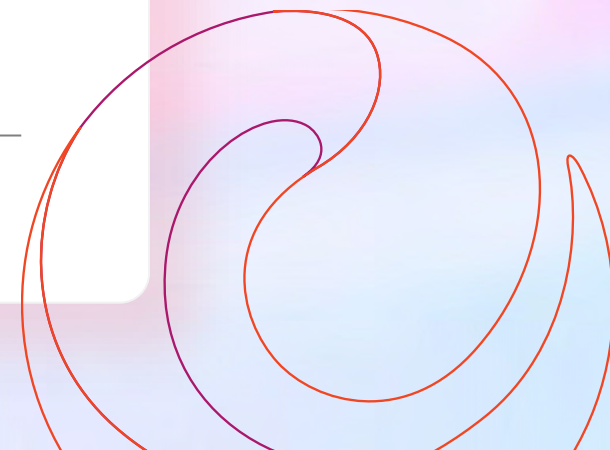
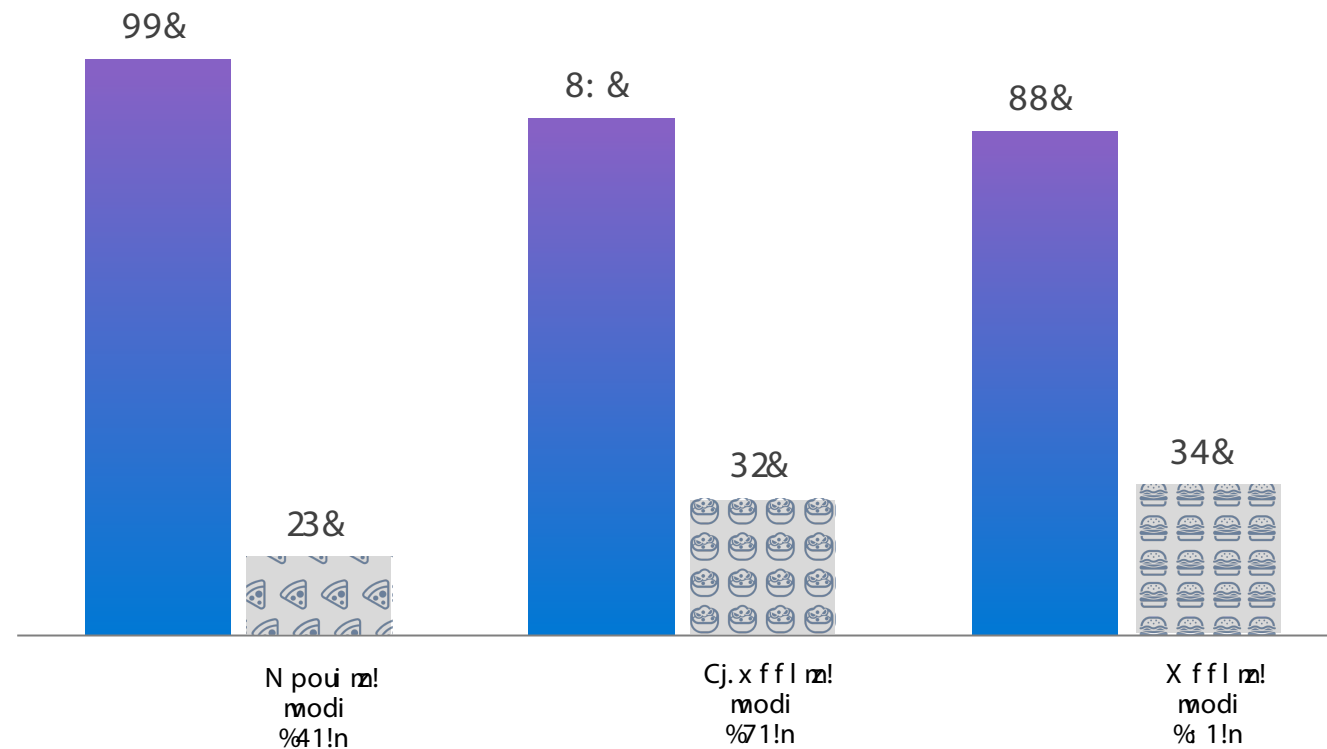
Source: 2023 Work Trends Index





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



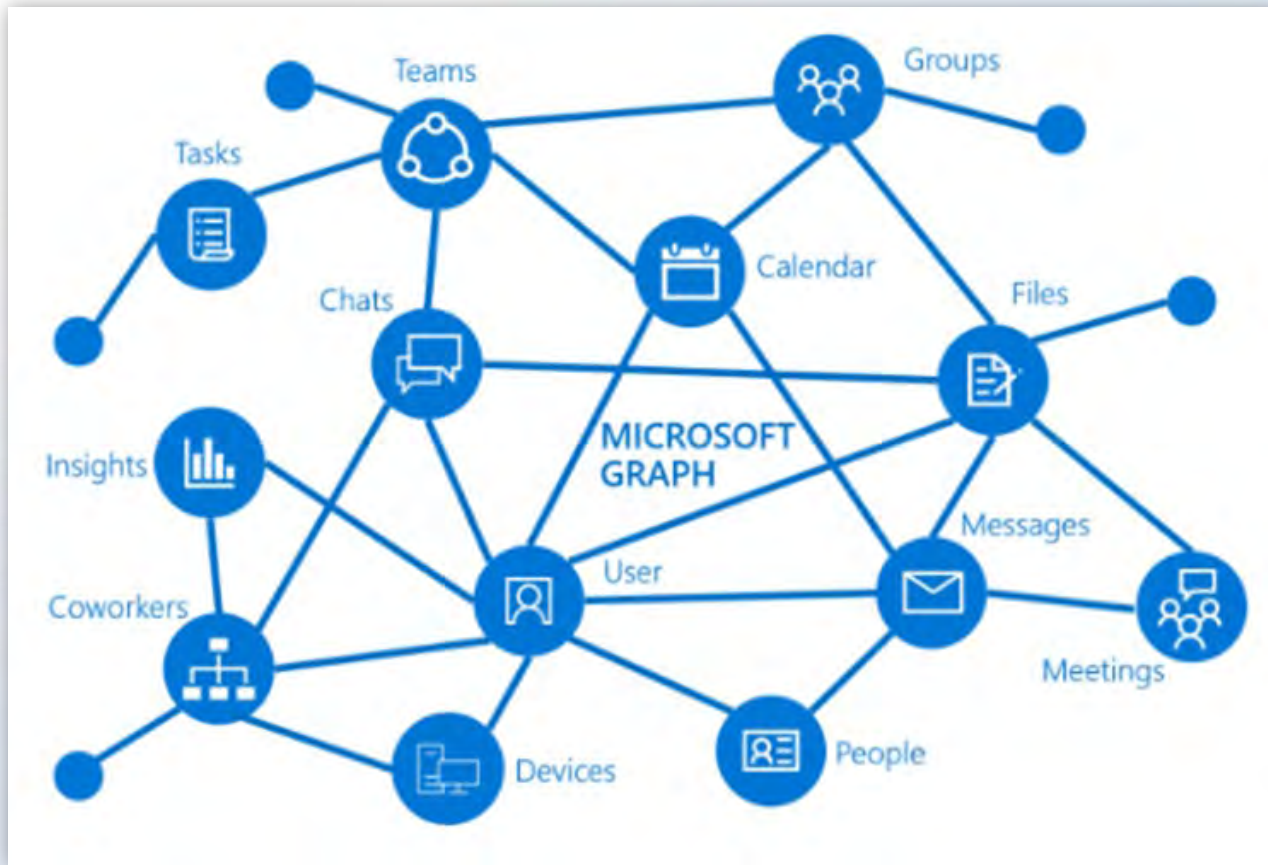
Copilot for Microsoft 365

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



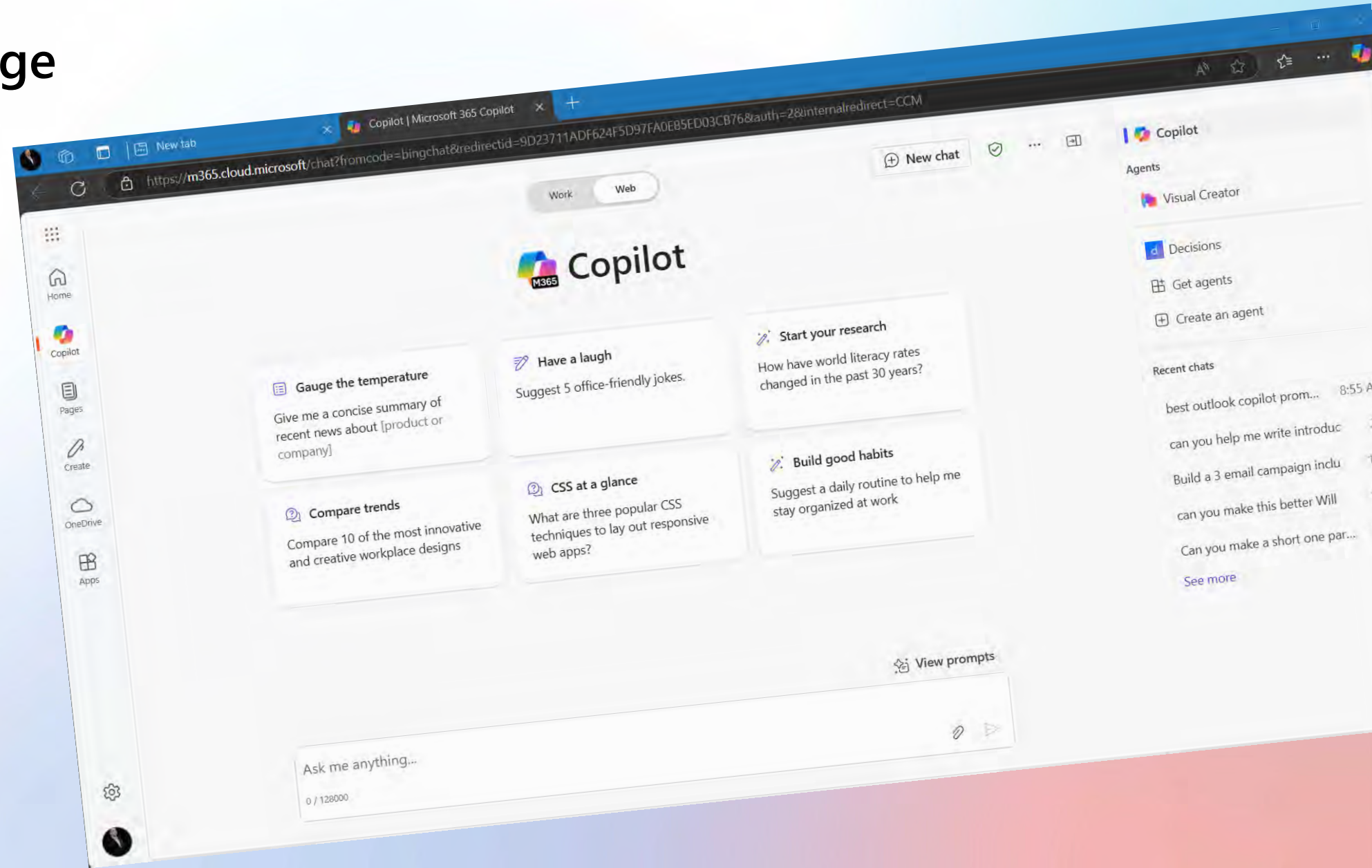
- **Graph API** - single endpoint for real-time access to internal data
- **Graph Connectors** - delivers external data to the Microsoft graph (e.g. Salesforce, Jira, etc)
- **Graph Data Connect** – Secure and scalable bulk data access to the Azure AI platform to enable insights and analytics

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 recap. The top navigation bar includes a search bar and navigation icons. The left sidebar shows standard Teams navigation options: Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main content area is titled 'Core accounts business review' and shows a meeting from March 16 at 10:00 AM. Below the title, there are tabs for Chat, Details, Files, and Recap, with the Recap tab currently selected. The recap content includes a 'Shared content' section with a file named 'Proseware Proposal.pptx' and a video player showing a presentation slide. To the right of the video, there are buttons for Notes, Mentions, and Transcript. Below the video, there are sections for Speakers and Topics. The Topics section lists 'Proseware negotiation strategy' and 'Core accounts round table'. On the far right, a 'Notes' section provides a summary of the meeting, mentioning a \$230K revenue shortfall, a 15% inventory surplus, and a new opportunity with Proseware.

Core accounts business review Chat Details Files Recap +

Mar 16, 10:00 AM Open in Stream

Shared content

Proseware Proposal.pptx

Core accounts.loop

Quarterly results and forecasts for Core Account

Summary

Based on what attendees said in the meeting

- \$230K revenue shortfall in this quarter
- Inventory 15% surplus (renewable products and recycled materials)
- Account leads to propose discounting scenarios to lower inventory
- Proseware was discussed as a leading opportunity

Notes

- Beth emphasized importance of Proseware negotiation strategy with offers - this is a must win deal.
- The team identified a new opportunity with Proseware that could lead to a significant revenue increase.

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 with a meeting recap for 'Marketing Sync - meganb@contoso.com'. The event is titled 'Profitable Projects Pitch & Plan' and took place on Wednesday 9/8/2023, from 11:00 AM to 12:00 PM. The meeting content includes a 'Product Roadmap...' document. The interface shows a video call grid with six participants. The right sidebar contains 'Content' (Product Roadmap...), 'Notes' (AI notes), and 'Meeting notes' (Daniela highlighted the before-and-after images in their effectiveness. Serena suggestion into the team; Babak suggested conduct prosperous home improv).

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 before-and-after images in their effectiveness. **Serena** suggestion into the team
- > **Babak** suggested conduct prosperous home improv

Speakers Topics Chapters

Serena Davis

Co Pilot in Microsoft Outlook



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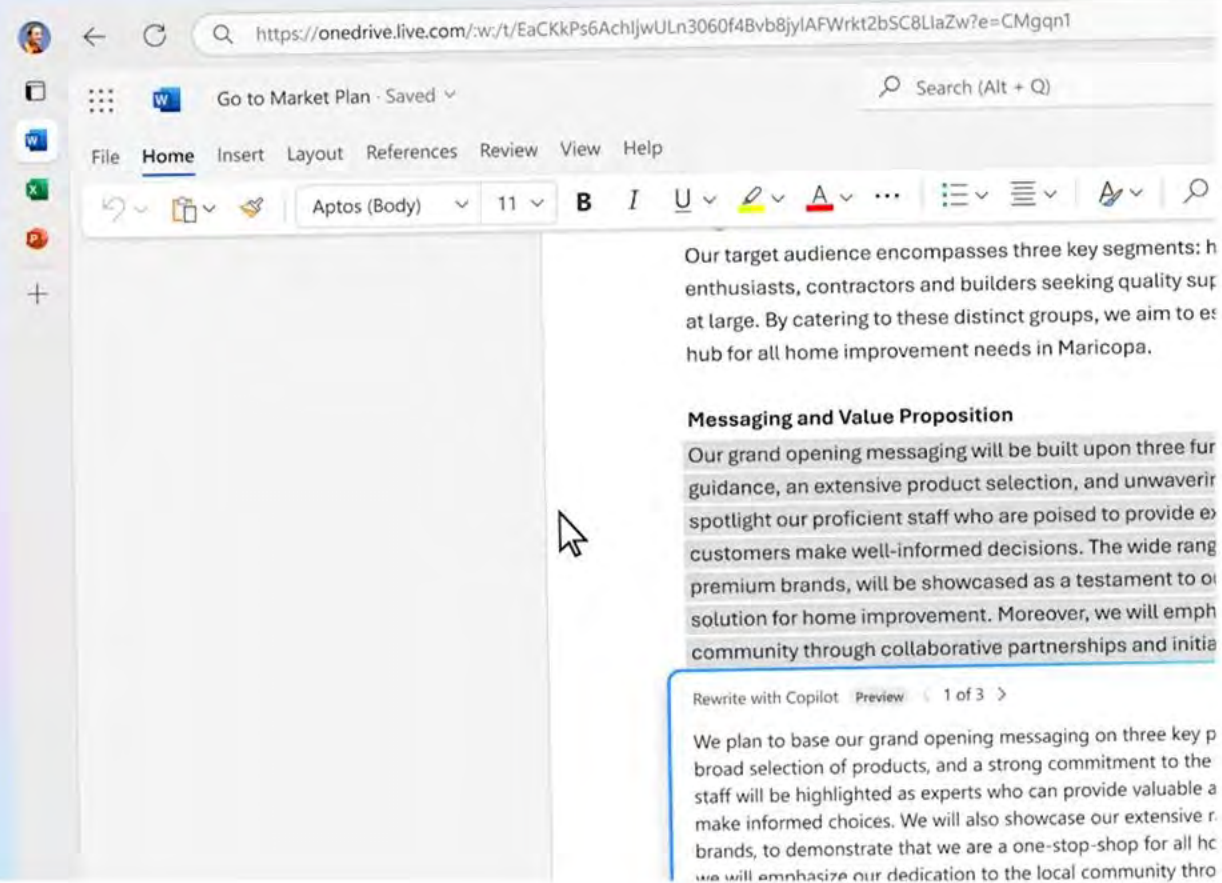
Prompt: "Remind me to follow up with [Name] about the budget report next Wednesday."

Task Management:

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

MICROSOFT 365

Copilot in Word



The screenshot shows a Microsoft Word document titled "Go to Market Plan - Saved". The document content is as follows:

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

At the bottom, a Copilot suggestion is shown in a blue-bordered box:

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 r 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"

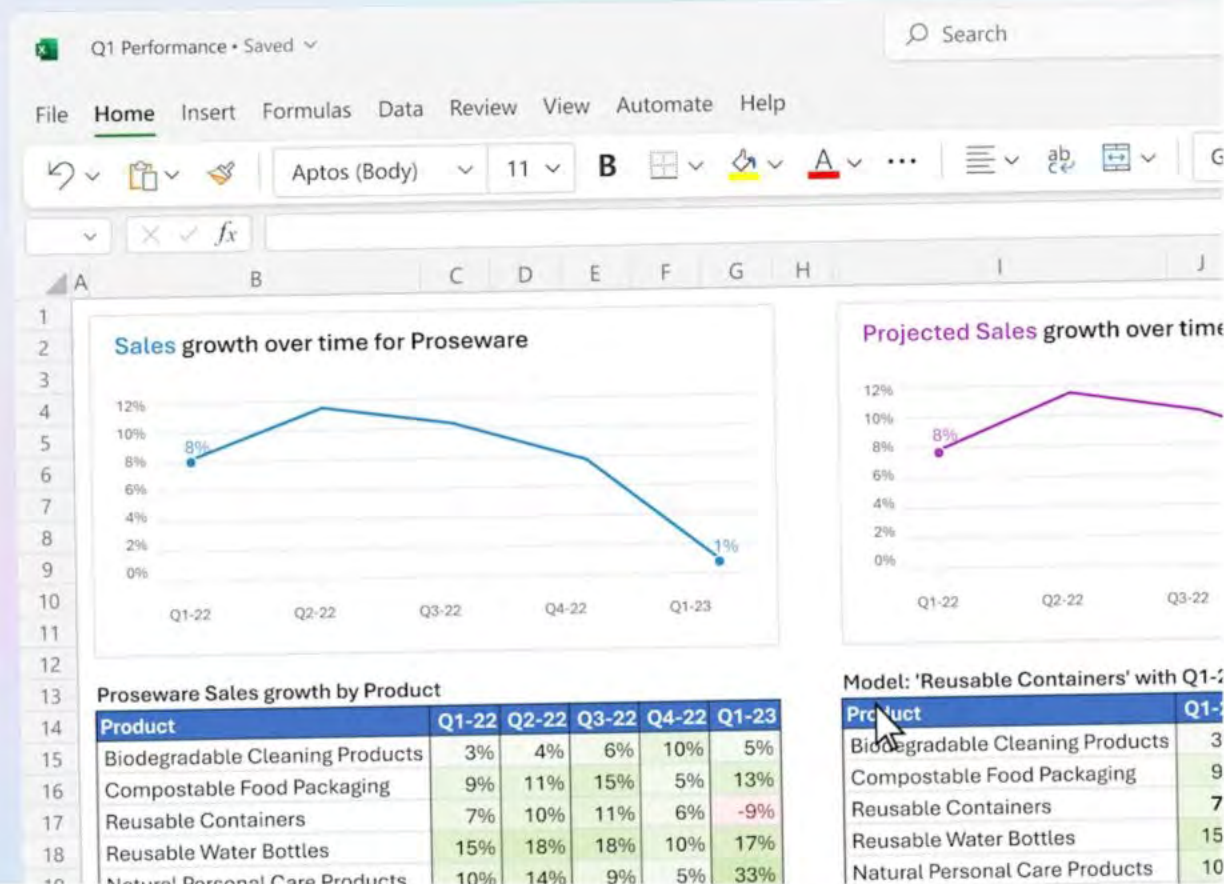
"Summarize this document into bullet points"

"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

Chiggins@ccstechnologygroup.com

224-214-0611