

AI Building Blocks Series

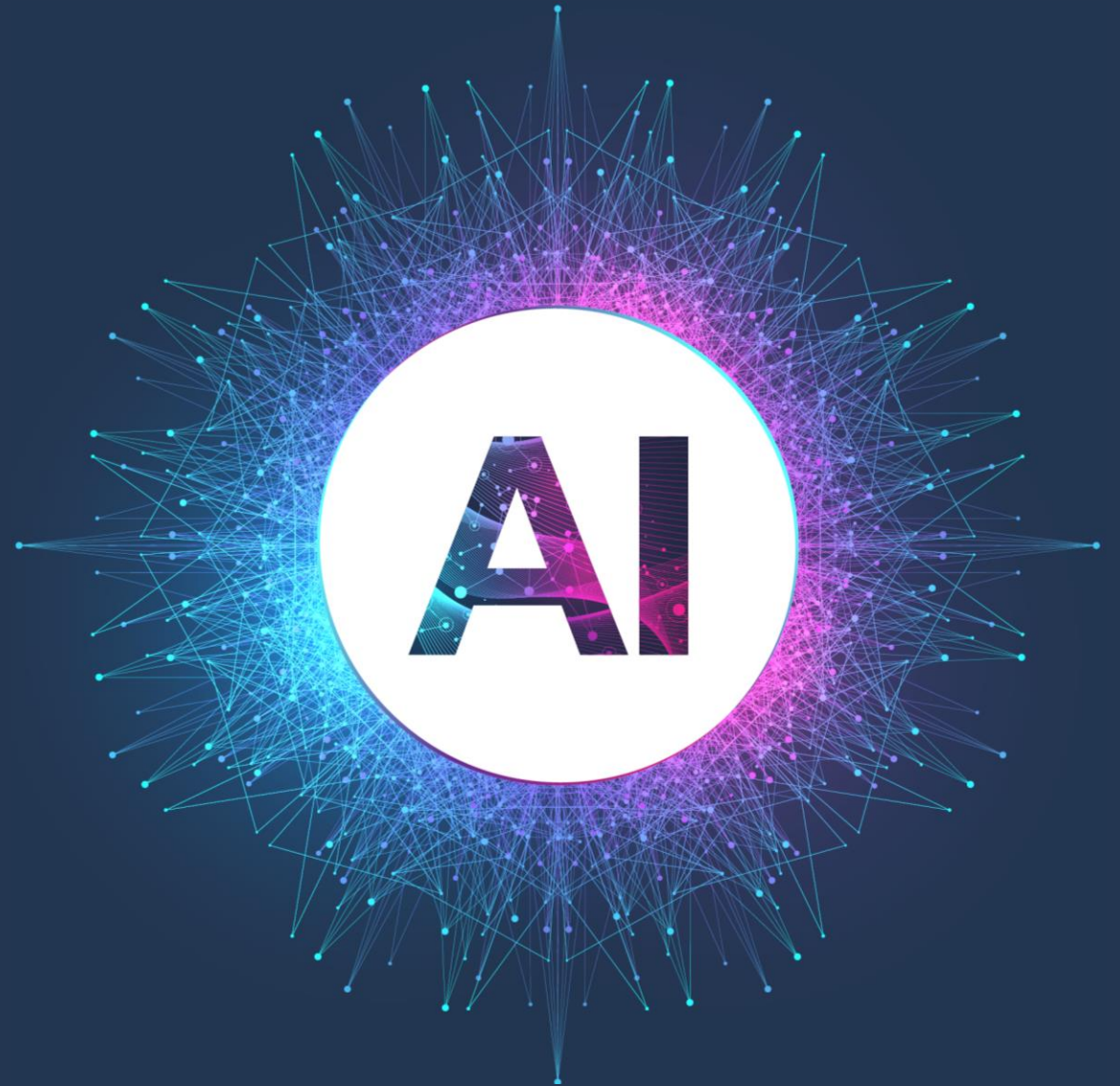
AI for Everyday Tasks

Una Lynch

Analyst Trainer – Digital and Information Services



**QUEEN'S
UNIVERSITY
BELFAST**





AI Building Blocks Series

AI Foundations

13 Feb, 11am

Aidan Deery

AI Ethics

20 Feb, 11am

Aidan Deery

AI for Everyday Tasks

27 Feb, 11am

Una Lynch

AI and Accessibility

06 Mar, 11am

Sarah Stewart

AI for Teaching and Learning

13 Mar, 11am

Kirsty Gillen

Pedagogy Over Tech

7 Steps for Active Learning with AI

20 Mar, 11am

Patrick Phillips

AI for Research

27 Mar, 11am

Vilinda Ross, Aidan Deery



[Live Sessions: Sign up here](#)



[Recorded Sessions: Catch up here](#)

R-A-I-S-E

Our guidance is based on the RAISE Principles:
**Responsible Use, AI Best practice, Integrity,
Support, and Equitable Access.**

Key Guides

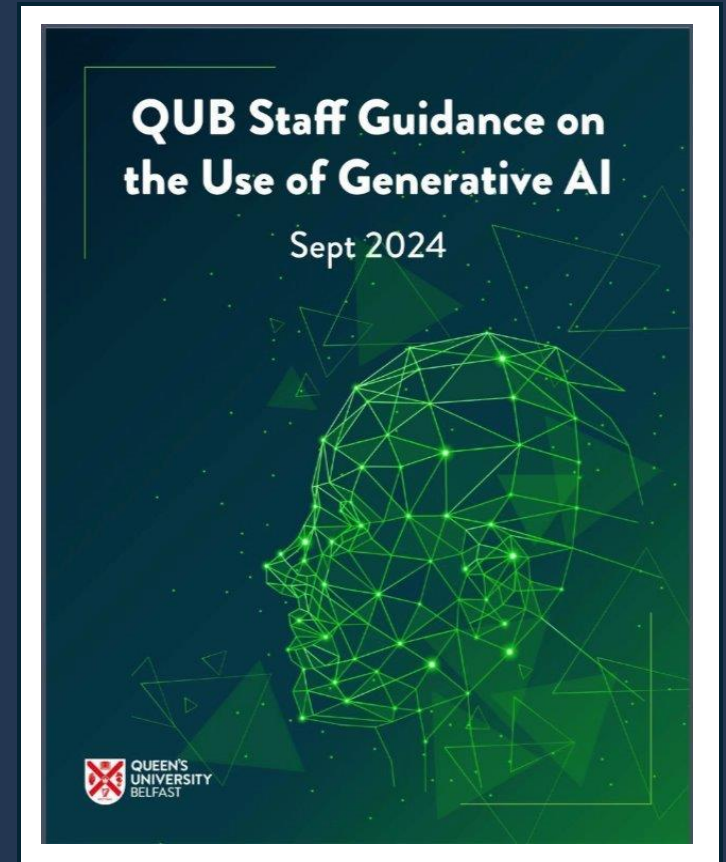
- [QUB Position on AI](#)
- [RAISE Principles: QUB Staff Guidance on the use of Generative AI](#)
- [Trailblazers Guide: AI as Your Partner](#)

AI and Assessment

- [Guidance on the use of AI in Assessment: 24-25](#)
- [Use of Gen AI in Dissertation Projects](#)
- [Use of AI Detection Tools](#)
- [AI Assessment Self-help Guide](#)

Video

Watch our short video for advice on what to look out for when starting to use Generative AI: [Click here](#)





MS Copilot (Edge browser)

An Introduction

Digital & Information Services - 2025
Úna Lynch

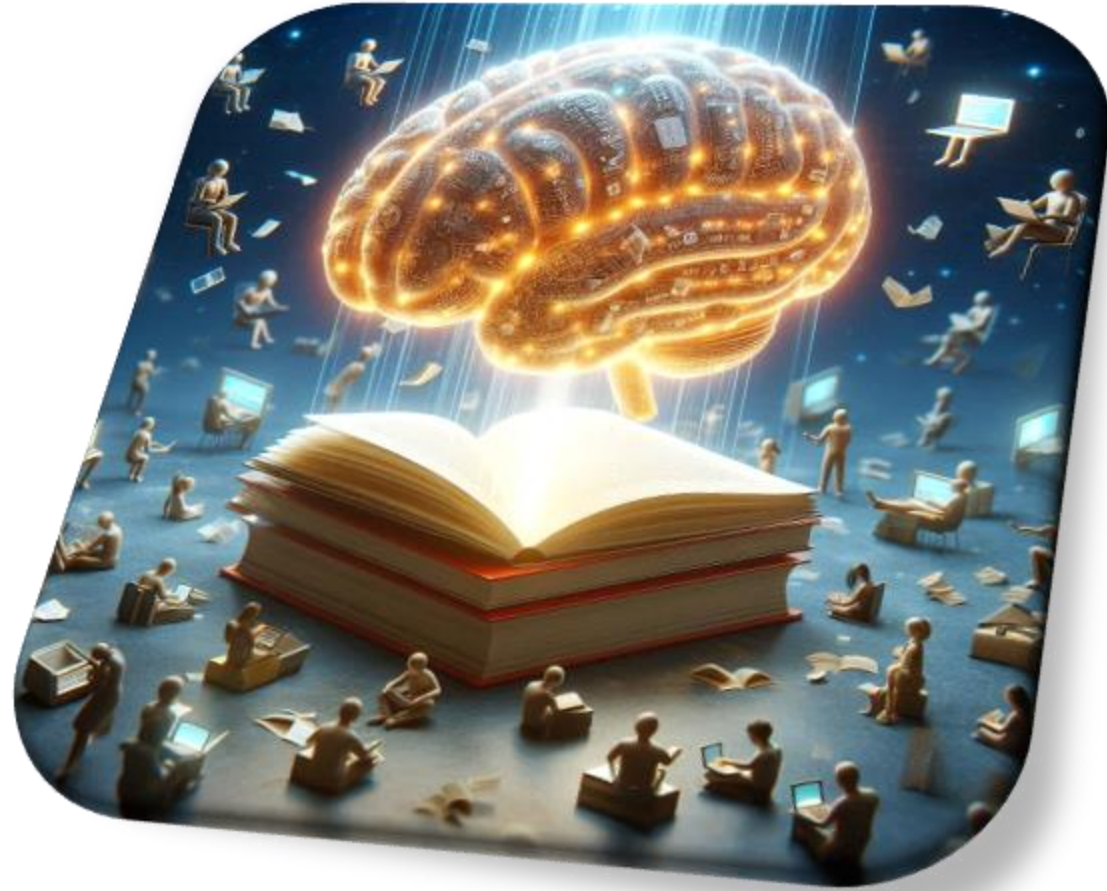
Aim of session

- What is Generative AI?
- What is Copilot? Chat bot/tool browsing the www
 - User guidance
 - Access Copilot as QUB staff member
 - What can I do with Copilot?
 - Improve responses - prompts
 - Other resources



What is Gen AI?

- Large Language Model
- Create content
- Chat applications - ChatGPT (2022) and Microsoft Copilot



Copilot – Gen AI in an MS experience

- Copilot = Microsoft brand
- Everyday companion to browse *(Edge browser)* web
- PA to boost productivity *(AI Trailblazers Guide: Vol III)*



What can I use Copilot for?

Support daily tasks and activities

- Chat with text, voice & image capabilities.
- Summarization of documents & web pages.
- Image creation
- Web grounding.



Benefits

Productivity benefits for individuals & organizations:

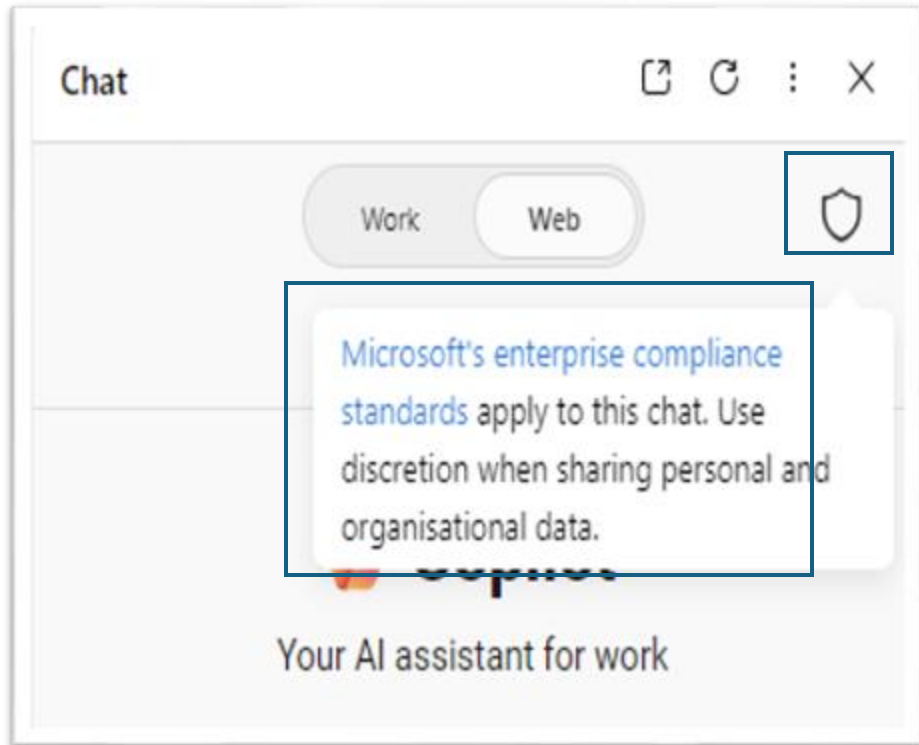
- Information synthesis, Strategic planning
- Improve internal workflows
- Enrich products and services
- Answer questions
- Search the web
- Create content – Jumpstart documents, first drafts
- Catchup - Page/document/report/article/letter summaries

Disadvantages

- No critical analysis or ethical judgement associated with human intelligence.
- Examine and verify information for accuracy, bias or inappropriate content.
- Potential misuse
 - Cybercrime
 - Use of fake news or deep fakes
 - Mass replacement of human jobs.

* University committed to ethical and responsible use of AI

Access Copilot – QUB credentials



- Log into device - QUB username and password
- Enterprise Data Protection
- Copilot is built into MS Edge browser
- [Microsoft.com/copilot](https://microsoft.com/copilot) and sign in.



Copilot Landing Page

Orientation



Work and Web tabs

Both modes provide Gen. AI services – serve different purposes enhance productivity

Work Mode

- CoPilot responses grounded in work data available to you
- Helps access organisational resources or contacts e.g. documents, OneDrive, emails
- Manage and complete work-related tasks – draft emails, create docs., manage calendar, collaboration

Web Mode

- Copilot grounded in data from public web pages in Bing Search Index
- Combines power of gen. AI with up-to-date info. from web
- Useful for conducting research, finding resources and staying updated with latest news



Searching – Web tab

Best Belfast fish restaurants



Improve Copilot Responses

Prompts are ways we tell the application what we want it to do.

Be Explicit - clear specific prompts = better results

1. Start with a specific goal for what you want the copilot to do
2. Provide a source to ground the response in a specific scope of information
3. Add context to maximize response appropriateness and relevance
4. Set clear expectations for the response
5. Iterate based on previous prompts and responses to refine the result



Examples

- *"Write a summary based on all emails from Peter Dobbin in the past two weeks."*
- *"Draft an outline of a training manual about generative AI based on this research document"*
- *"Please generate a more professional concluding paragraph for this report"*



Copilot agents - Visual Creator

- Specialized AI assistants to enhance the capabilities of Copilot
- Connect to organization's knowledge and data sources
- Draw data from systems like SharePoint and MS Dynamics 365
- Copilot agents help Copilot become smarter about business and processes.



Generate Images

“Create a cartoon image of female with brown hair wearing a red jumper and a male with blonde hair wearing a white t-shirt looking at a computer screen”.



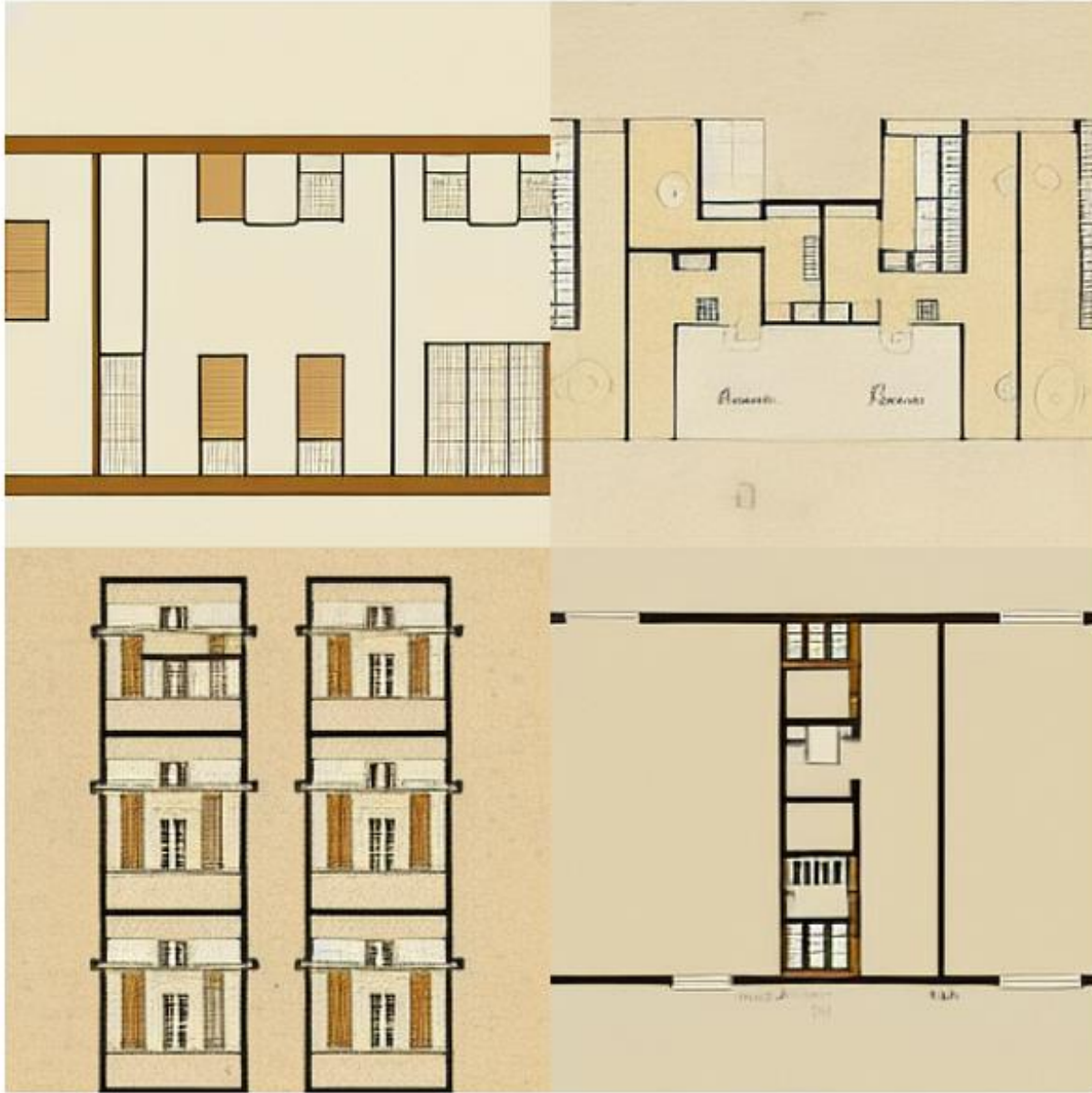




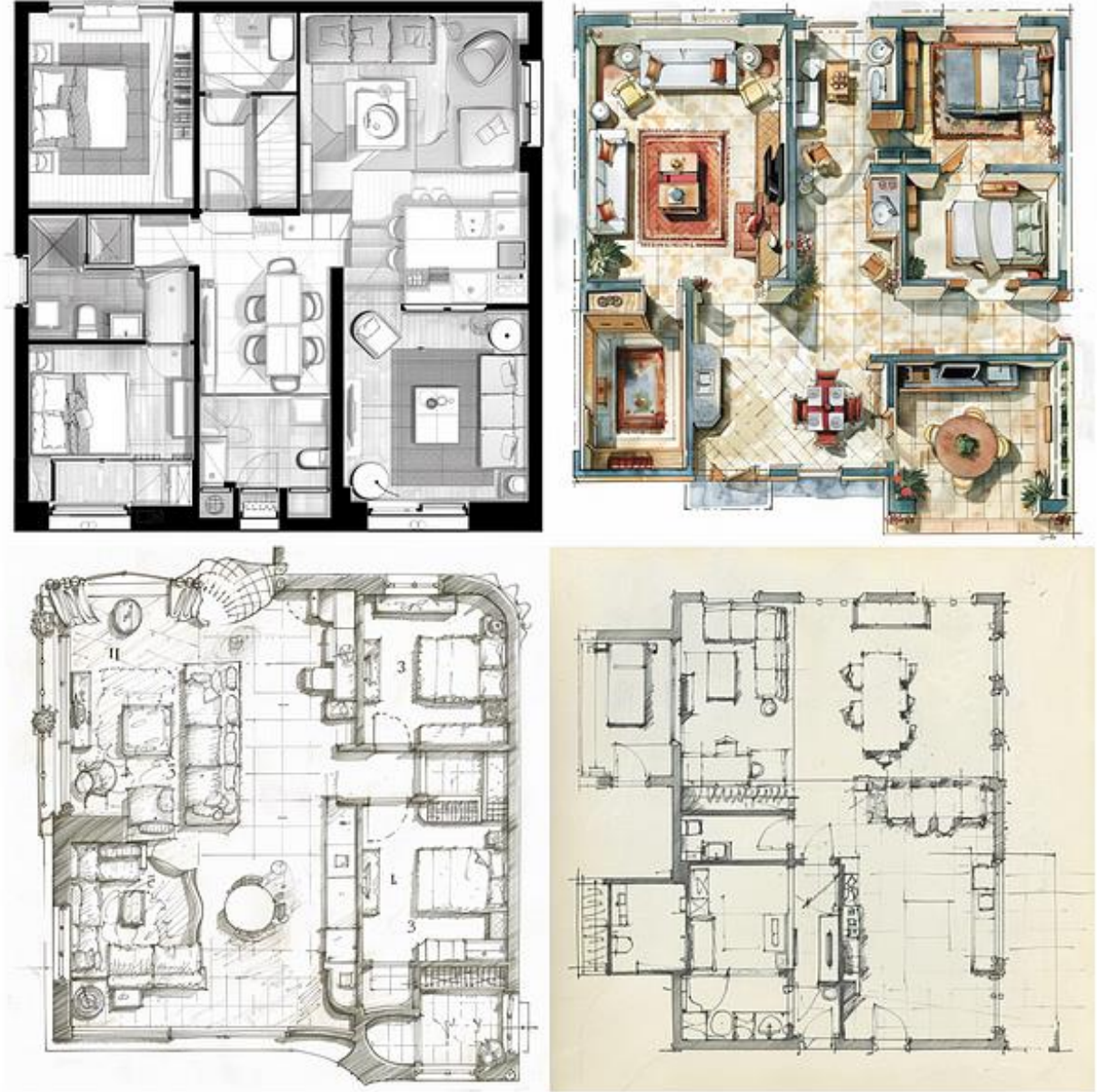
Midjourney v2, 2022



Midjourney v6, 2024



Midjourney v2, 2022



Midjourney v6, 2024





Copilot

Here are some useful pages for Microsoft 365 training at Queen's University Belfast:

1. **Microsoft 365 @ Queen's:** This page provides access to a range of cloud-based services, including Teams, OneDrive, Word, Excel, and PowerPoint. It also includes training materials and videos to help you get up to speed with these apps. You can find it [here](#) ¹.
2. **Microsoft Teams Training:** This page offers resources to help you effectively use Microsoft Teams, including video guides and LinkedIn Learning resources. More details are available [here](#) ².
3. **Microsoft 365 Training Resources:** This page on the Queen's DigiHub provides training resources for using the M365 apps, along with FAQs. You can access it [here](#) ³.

I hope these resources are helpful! Is there

1  qub.ac.uk

2  qub.ac.uk

3  blogs.qub.ac.uk



AI-generated content may be incorrect

Generate page summary

How can I access Microsoft 365 as a student?

Tell me more about OneDrive and its features

Searching


Find QUB M365 training pages



Writing Coach - Agent



Describe Configure



Writing Coach

Microsoft

Writing Coach boosts effectiveness and supports...

Writing Coach is a declarative copilot that provides detailed feedback on writing style, improving clarity, coherence, grammar, and tone. It offers tailored advice for various text types such as emails, reports, and stories. Users can receive collaborative guidance to foster creativity, adjust tones in communications, and identify key points. The Coach also helps with translations, considering cultural nuances, and teaches how to write clear instructions. For storytelling, it aids in structuring narratives and advises on writing effective whitepapers by defining topics, audiences, and styles.

Describe any customizations you'd like to make.

[Change template](#)

The agent's name, description, instructions, and prompt starters have been updated.

Now, let's refine the instructions further. What should be emphasized or avoided in the agent's responses?

Type your message

+ New chat

Provide detailed and constructive feedback on a piece of writing. "2.1 Introduction

The current information technology landscape is evolving and growing at a fast pace which is affecting society as a whole. This chapter reviews the role and impact information technologies has had on society and educational contexts specifically with focus on Higher education. A myriad of learning devices are now available are increasingly used to communicate, and interact with knowledge and information. Three main themes emerging in this chapter with the author focus on the evolvement of learning with technology in education from different types of digital learning and new emerging mobile forms of learning. This is enabled with increasingly sophisticated levels of wireless and mobile devices. The benefits and limitation of mobile technologies are discussed "

Hi Una! Thanks for sharing your piece of writing. Let's dive into it and see how we can make it even better!

Detailed Feedback:

Clarity and Coherence:

- 1. **Sentence Structure:** The first sentence is a bit long and could be broken

Type your message

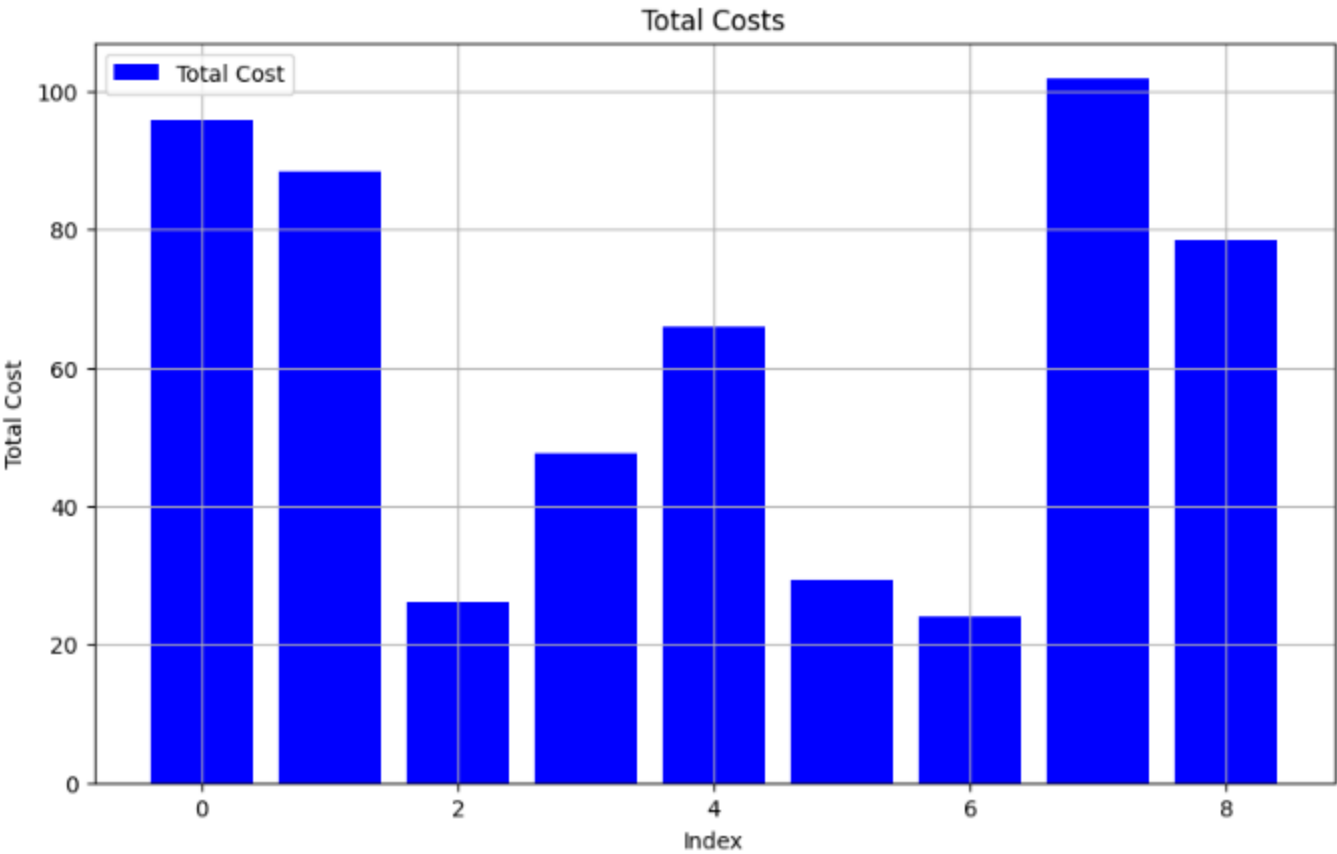
0/2000



Data Visualization

Upload Excel File

Sure! I created a column chart displaying the values in the "Total Cost" column from the uploaded Excel file, and included legend details in the chart.



Searching

1 first holiday abroad with friends after a levels



Copilot

Here's a limerick for your daughter's exciting milestone:

She booked her first trip with a grin, After A-levels, let the fun begin! With friends by her side, To lands far and wide, Her adventure is set to begin! 🌍 🌟

I hope she has an amazing time! Would you like

Writing



You

write a limerick about the blue rowan cocker spaniel who could talk



Copilot

Here's a fun limerick for you:

There once was a spaniel named Blue, Who could talk, and amazed quite a few. With a bark and a chat, He'd converse with the cat, And shared stories that no one else knew! 🐾 🗣️

I hope you enjoyed that! Would you like another one?



AI-generated content may be incorrect



You

write a limerick on my daughter playing football in the rain



Copilot

Sure, here's a limerick for you:

In the rain, she played with delight, Kicking footballs with all of her might. With a splash and a cheer, She showed no fear, Her joy was a wonderful sight! 🌧️ ⚽

I hope this brings a smile to your face! Would you like another one?



Summarize

- Emails
- Reports
- Academic/Board Papers
- Slideshows
- MS Teams Posts/Chats
- Project documents
- Pdfs



Collating Information

1. AI Prompt: Search for the latest articles and studies on "VR in education" published in 2023. Please limit your search to higher education
2. AI Prompt: Extract the main findings from each listed article about the benefits of VR in education.
3. AI Prompt: Categorize the extracted information into 'Benefits,' 'Challenges,' 'Case Studies,' and 'Future Trends.'





Translation

70 languages

- Chat in target language
- Check grammar & vocabulary
- Topic conversations
- Oral language practice
- Correct grammar, spelling, vocabulary mistakes
- Create reading exercise



Tone & Style Analysis

Engaging in the future of e-learning: a scenarios-based approach (Bell et al.)



Copilot

The text you provided is written in an **academic and formal tone**. It uses precise language and references to support its claims, which is typical of scholarly writing. The style is **informative and analytical**, aiming to present a clear and structured overview of the growth and diffusion of e-learning. It includes citations to provide evidence and credibility to the statements made, which is common in academic texts. The use of bullet points to list key market drivers also helps in organizing the information in a clear and accessible manner.



CHAT GPT

- Free to Use
- Log in with MS Account
- [ChatGPT | OpenAI](#)



Chat GPT - Generating Meeting Outputs

Prepare Meeting Notes: Ensure that the meeting notes, recordings, or transcripts provided to the AI are clear, organised, and detailed. Ambiguity in input can lead to incomplete or inaccurate outputs.

Provide Key Details: Drag and drop raw meeting transcripts or notes collected from the meeting.

Use a Prompt: Guide the AI with a specific request. See example

Review and Finalise: Review the AI-generated meeting output, make any necessary edits

<https://blogs.qub.ac.uk/digitallearning/wp-content/uploads/sites/7/2024/10/AI-Efficiency-Self-Help-Guide-1.pdf>



Prompt Example

Meeting information:

*** Start of meeting information *** {copy & paste transcription or meeting notes here}

*** End of meeting information

*** Using the provided meeting information above generate {Minutes, actions log, summary of key discussion points, decisions made, any unresolved issues, all action items and clearly indicate who is responsible for completing each task, along with deadlines where applicable.}.

The summary should be {Output Format: detailed report, bullet points, or brief summary} and maintain a {Tone: formal, professional, casual, etc}



Resources – QUB (Teaching and Learning)

- AI Blog - Artificial Intelligence Hub - Queen's DigiHub (Student and academic staff guides in use of AI)
- AI in Education: Transforming Teaching and Learning - Queen's DigiHub
- More about Prompts - <http://go.qub.ac.uk/AI-Steps> (QUB AI hub)
- Useful guide for additional context and embracing AI in general - go.qub.ac.uk/AI-Trailblazer



Resources – Microsoft, LinkedIn Learning

- [What is Generative AI?](#) - LinkedIn Learning
- [Explore Microsoft Copilot](#) - Microsoft Learn
- [Collections | Microsoft Learn](#)
- [Accelerating business transformation with industry AI and copilots](#) - Microsoft Industry Blogs - Examples of use in industry
- [Welcome to Copilot on Windows](#) - Microsoft Support
- [Copilot Tutorial \(video content\)](#) - Microsoft Support
- [What is Microsoft Copilot? \(Microsoft Copilot vs Copilot for Microsoft 365\)](#) (YouTube – Lisa Crosbie)
- [Copilot Prompt Gallery](#) - MS



Feedback Form

Please take a couple of minutes to tell us your thoughts on the session, and AI support at Queen's:

forms.office.com/e/pqf5g8jh9Z

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