Copilot
A new tool from Microsoft

“Your everyday A.I. Companion”

What it is, how it works, and whether it will be useful to you

Agenda

- A little history
- Are all A.I. apps the same?
- What is Copilot? What is Copilot Pro?
- Can I use Copilot? What can I use it for? Should I try it?
- What is AI being used for right now?
- What is the expected future of AI in the workplace?
- Will it replace workers? Or will they need to learn its power?

Plato’s Warning

- Let’s put this AI discussion in perspective of a longer view.
- Plato (470-399 BCE) worried about using written language instead of your own memory.
- “For this invention will produce forgetfulness in the minds of those who learn to use it, because they will not practice their memory. Their trust in writing, produced by external characters which are no part of themselves, will discourage the use of their own memory within them. You have invented an elixir not of memory, but of reminding: and you offer your pupils the appearance of wisdom, not true wisdom.”

The year 1948

- Perhaps the modern age and all we can do today began that year.
- The full history before and since is in the book:
  - ***The Information, A History, A Theory, A Flood,*** James Gleick, 2011

Information Theory

- When: 1948
- Where: Bell Labs, New York and New Jersey
- Who: Claude Shannon
- What: A Mathematical Theory of Communication, Bell System Technical Journal.
- This started a new branch of mathematics, science, and technology.

The Transistor

- Invented the same year in the same place. Remarkable!!
- Was this a result of World War II work on codebreaking?
  - Alan Turing was brought to Bell Labs from the UK.
- It is remarkable that almost everything we know and use today came from these inventions.
- Gleick's book details how these inventions led to new thinking in other fields (DNA and the genetic code).

A Brief Look at A.I. Today

- **Artificial Intelligence**, in its many forms, is everywhere in the news these days
- “A. I.” is a general term for the diverse applications that are available
- Many are specialized to deal with a certain area of business, technology, medicine, transportation, etc.
- The best-known example for the general public, is ChatGPT from OpenAI
- GPT stands for Generalized Pre-trained Transformer
- Microsoft has a 49% “ownership stake” in OpenAI
- OpenAI itself is a hot topic and the company has yet to go public
- Google is a fierce competitor. See “Gemini,” (formerly “Bard”) and “Gemini Advanced”
- Intereractions with these tools via speech is now possible

A. I. in the News

- The May 11 issue of the Wall Street Journal had two articles:
  - How A.I. could take over routine tasks in workers' job descriptions
  - How employers use A.I. to screen resumés, but now job applicants are using A.I. to write them
- ***The Outsourced Mind: AI, Democracy, and the Future of Human Control*** – a YouTube video from March, 2024
- Kevin Roose's classic article in the February 16, 2023 New York Times about how a chatbot tried to make love to him (He had a new article on May 12 about creating "A.I. companions")
- Even Microsoft notes that "A.I. generated content may be incorrect"
- The Senate has released an "A.I. roadmap" that appears inadequate
- Schools are struggling to decide how to deal with A.I. in the classroom
- New information about A.I. appears all the time

What does Microsoft say about Copilot?

- It's "Your everyday AI companion"
- It's a stand-alone text generation tool similar to ChatGPT
- It includes Designer, an image-generation tool
- It is available for free at https://copilot.microsoft.com
- For a fee, users of Microsoft 365 can integrate it into their Office applications and other Microsoft tools with "Copilot Pro"
- Copilot is still in its very early stages (note the PRE, for Preview, in the Copilot icon)



Microsoft's Copilot Offerings

- **Copilot** – included automatically on Windows 10 or 11 with Microsoft 365. It's also a no-charge, standalone GPT tool available to anyone online at https://copilot.microsoft.com/. Its ***Designer*** feature lets you create images.
- **Copilot Pro** – a paid plan for Microsoft 365 *Family* or *Personal* users
  - For $20/user/month, get Copilot integration with your Office 365 apps
  - Not available with earlier versions of Office (Office 2016, Office 2019, etc.)
  - Includes the **Designer** feature
  - Microsoft offers a one-month free trial
  - **Copilot Pro is available to users of Office 365 on Apple devices**
- **Copilot for Microsoft 365** – a paid plan for users of Microsoft 365 *Business.* It integrates with Office 365, SharePoint, and Microsoft Teams; provides customization with Copilot Studio, and has "Enterprise grade data protection"

Try Copilot

- Click the 

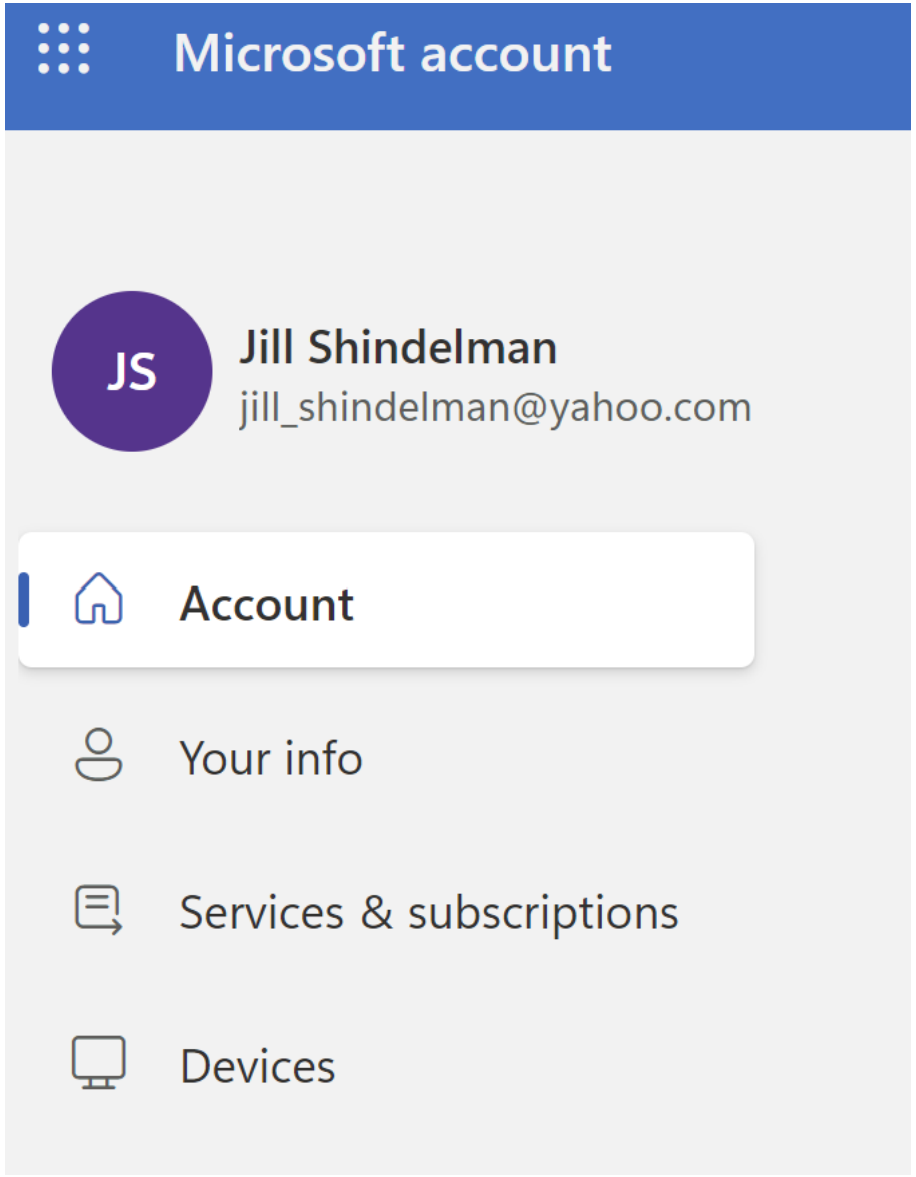
icon on your computer or go to copilot.microsoft.com
- We urge you to explore Copilot by asking some factual questions
  - Who were the presidents of the United States?
  - What is fermentation?
- If you use Google search or Wikipedia, try using Copilot instead.
  - Copilot gives you several references for its results.
- Of course, you do not use it to look for last night's ball game score.
- You can tell your grandkids you are using AI!
- If you want to go further, consider using Copilot to write an essay.
  - Write an essay on the history of baseball.

Who needs Copilot Pro?

- Certainly, someone working in a business. (Employees of companies that purchase Copilot for Microsoft 365 will have no choice!)
- If I were a student, $20/month would be worthwhile to help me do research, improve my writing, and complete my assignments.
- I would want it to help me in Word and Excel.

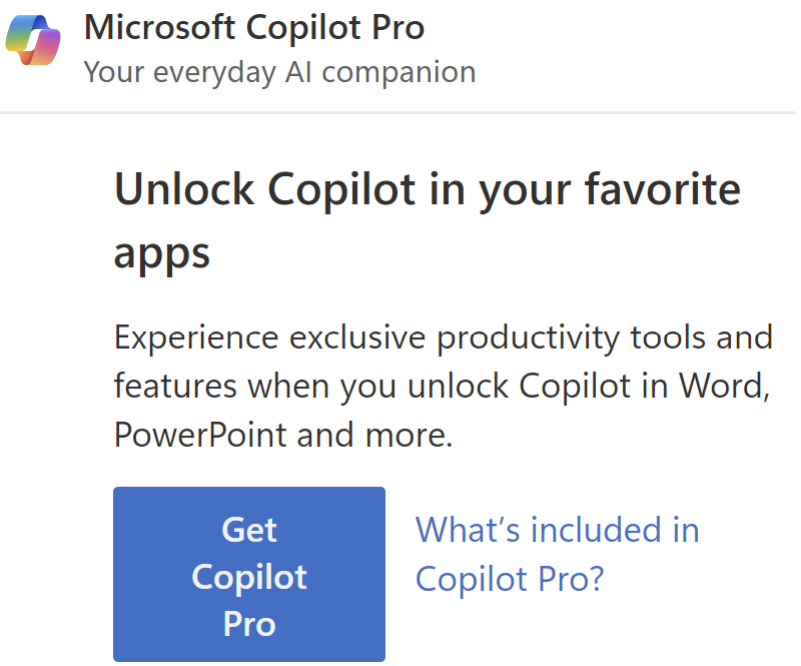
How to Get Copilot Pro

- Sign in to your Microsoft 365 account (this can be done from the **File > Account** menu on any Office 365 app)
- In the window that opens, click the **Account** button at the top left

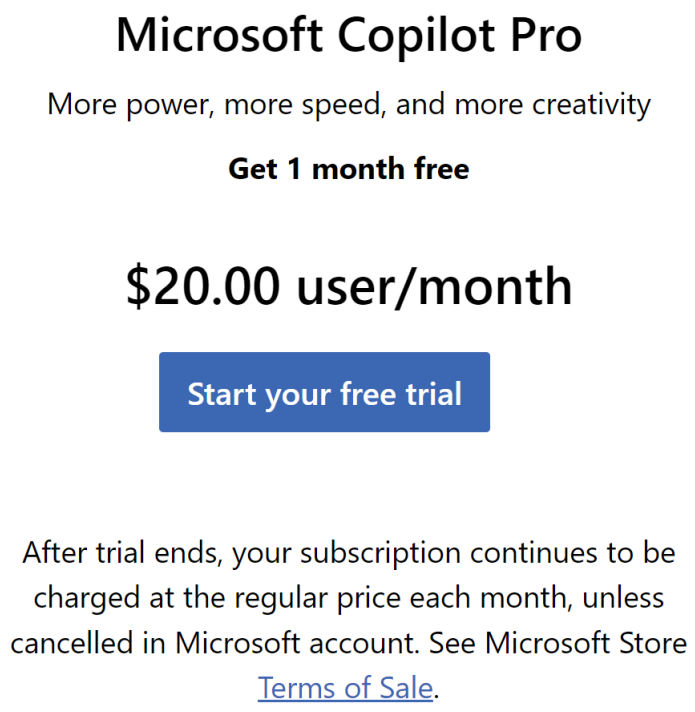


Getting Copilot Pro - Continued

- You will see the option for Copilot

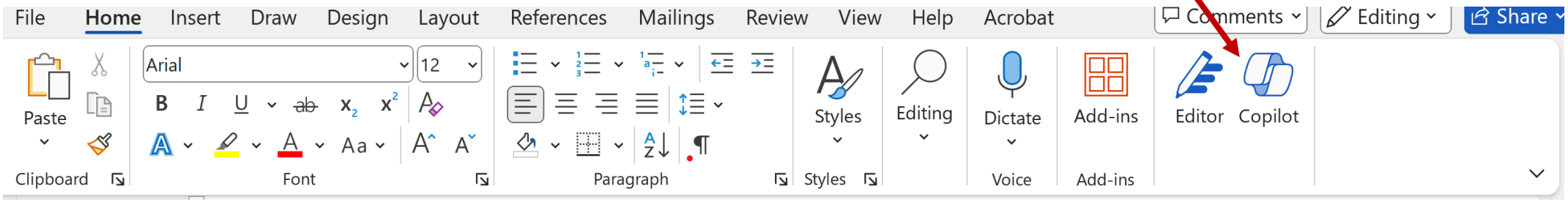


- Click to start the free trial



Using Copilot Pro

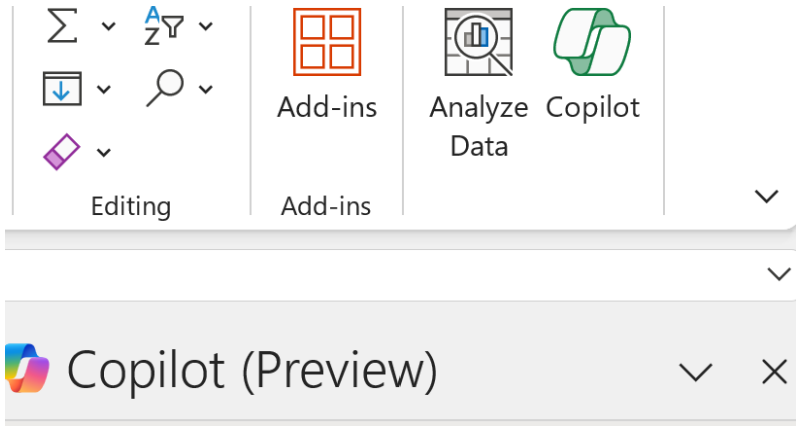
- Once you have signed up for the free trial, you may have to click **File > Account > Update** to complete the Copilot installation
- When you open a document in Word, the Copilot icon appears on the ribbon



Copilot Pro in other Office 365 Apps

- Both Copilot and Designer 

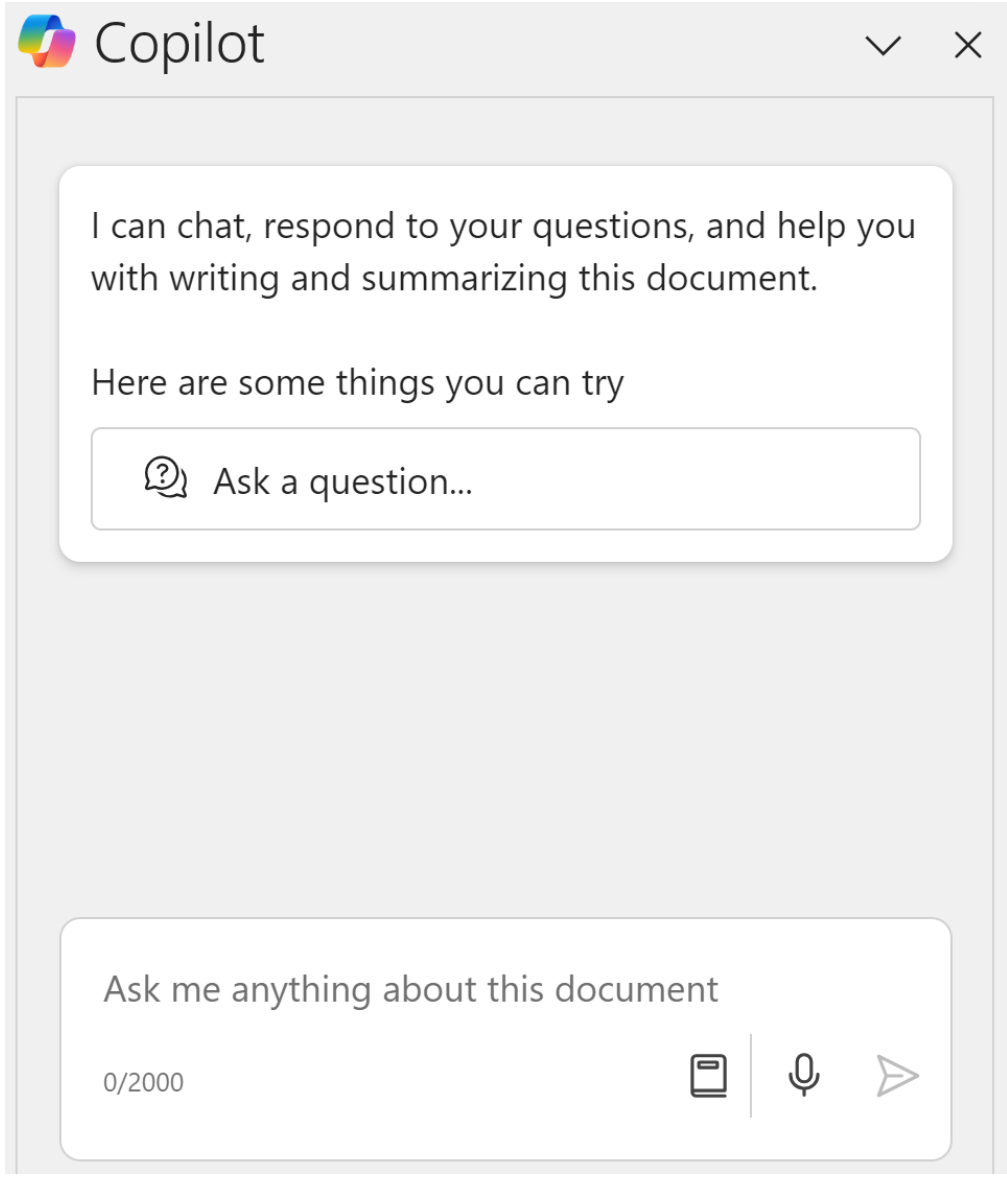
are embedded in PowerPoint
- Copilot in Excel is still in Preview mode



- Copilot is also available in Outlook (similar to its implementation in Word)
- Microsoft Paint has also been enhanced with Copilot Pro

Selecting Copilot in Word

Clicking the Copilot icon or typing Alt-I opens the Copilot window at the right of the Word screen



Using Copilot Pro in Word

- When starting a new document, you can provide an outline and Copilot will generate a draft for you
- When working on a document, you can use Copilot to find details about a topic you are referencing without having to go to Google
- Copilot provides links to the source documents it uses in its reply
- You can use Copilot to change the *tone* of your document (professional, casual, etc.)
- Copilot may provide better information on Word intricacies than are available in *Help*
- When reviewing a Word document, Copilot can give you a summary
- This leads to the whole topic of the role of A.I. today
  - Is it helpful?
  - Is it legal?
  - Is it scary?
  - Will it replace human endeavor?

Designer for Graphics

- I want to create a graphic, and because I like sailing ships I want this to be the theme.
- I asked Designer to show me a fully rigged sailing ship.
- It gave me a dozen choices.
- I chose this one.



SAIL THE HIGH SEAS

ON A FULLY RIGGED MAN OF WAR SAILING SHIP

Copilot in Real Time

- We are going to ask you in the audience to suggest things we could ask Copilot or Designer to do
- No guarantees! But it should be interesting
- Note that these requests are called *prompts*, and there is a new job category of *Prompt Engineer* for a person who can craft optimum prompts

My Opinion of Copilot and Copilot Pro (Jill)

- “Free” Copilot (https://copilot.microsoft.com) is a worthwhile alternative to Google, ChatGPT, and other A.I.-based tools
- I consider Copilot Pro to be nothing more than Clippy on steroids
- I am going to cancel my Copilot Pro subscription before the end of the trial period



A Different Opinion of Copilot Pro (Bob)

- I tested Copilot Pro on several word docs in my files, asking it to rewrite some paragraphs.
- It gave me 3 different choices to consider. Generally, they were improvements on the intended message.
- I asked it to summarize this PowerPoint presentation. It did this quite well.
- I will cancel my free trial before month's end. I don't need all its features for my humble tasks.

Summary

- Try CoPilot and other AI apps thinking of them as new tools under development.
- Test these tools against what kind of response you expected.
- DO NOT rely on these new tools to make any serious decisions involving your health, finances, and well-being.

Examples

- Here are 2 examples of CoPilot queries and responses
  - What is fermentation?
  - Write an essay on the history of baseball.
  - These are screenshots off my computer using Snipping Tool.

You

what is fermentation

Copilot

Fermentation: A Biochemical Process for Energy Production

Fermentation is a fascinating biochemical process that occurs in various organisms, allowing them to obtain energy from carbohydrates without requiring oxygen. Here are the key points about fermentation:

1. **Definition**:
    - Fermentation is a metabolic process that converts carbohydrates into chemical energy (such as ATP) without using oxygen.
    - It is an **anaerobic process**, meaning it occurs in the absence of oxygen.
2. **Examples of Fermented Products**:
    - Many foods and beverages result from fermentation:
        - **Beer**
        - **Wine**
        - **Mead**
        - **Liquor**
        - **Cheese**
        - **Yogurt**
        - **Sour foods** containing lactic acid (e.g., kimchi, sauerkraut, pickles, and pepperoni)
        - **Leavened bread**
        - **Industrial alcohol** (used for biofuels)
        - **Sewage treatment** involves fermentation.
        - **Human muscles** initially use aerobic respiration but switch to fermentation, producing lactic acid as an anaerobic energy supply.
        - **Bacteria in the human digestive tract** perform fermentation, producing



You

write an essay on the history of baseball

Copilot

The History of Baseball: America's Beloved Pastime

Baseball, with its iconic diamond-shaped field and the crack of the bat, has woven itself into the cultural fabric of the United States. From sandlots to major league stadiums, this sport has captured hearts, inspired legends, and become a symbol of American resilience. Let's delve into the fascinating history of baseball.

Origins and Early Days

- **18th Century Roots**: While baseball's exact origins remain debated, it gained popularity in the early 19th century. Some trace it back to English games like "rounders" and "cricket."
- **Alexander Cartwright**: In 1845, Alexander Cartwright formalized the rules of baseball, leading to the creation of the first organized baseball club—the Knickerbocker Base Ball Club—in New York.

The Rise of Professional Baseball

- **Civil War Era**: During the American Civil War, soldiers played baseball to pass the time. The sport spread across the country.
- **National Association of Base Ball Players (NABBP)**: Formed in 1858, the NABBP established rules, organized matches, and laid the groundwork for professional baseball.
- **Cincinnati Red Stockings**: In 1869, the Cincinnati Red Stockings became the first professional baseball team, paying players to compete.

Major League Baseball (MLB) Takes Shape