

User
Manual/FAQ's on
"Copilot" by
AI in ICAI

ePub1



COPILOT Your Everyday AI Companion

Background: Microsoft Copilot is an **AI-powered assistant** developed by Microsoft. It serves as your everyday companion, helping you with various tasks and enhancing your productivity in ICAI. Here are some key points about Copilot:

1. Functionality:

- Copilot can be used for a wide range of tasks, including drafting emails, solving math problems, creating images and many more day-to-day activities in your Department/Committees.
- It is designed to assist users in their daily work and personal activities.

2. Features:

- **Language Capabilities:** Copilot uses advanced language models similar to ChatGPT. You can ask it questions, solve complex tasks, and create content using natural language.
- **Image Creation:** Copilot includes a feature called **Designer** that allows you to create images.
- **Integration with Microsoft office 365:** Copilot can be used within Microsoft 365 apps like Word, Excel, PowerPoint, Outlook, and OneNote.

3. Pricing:

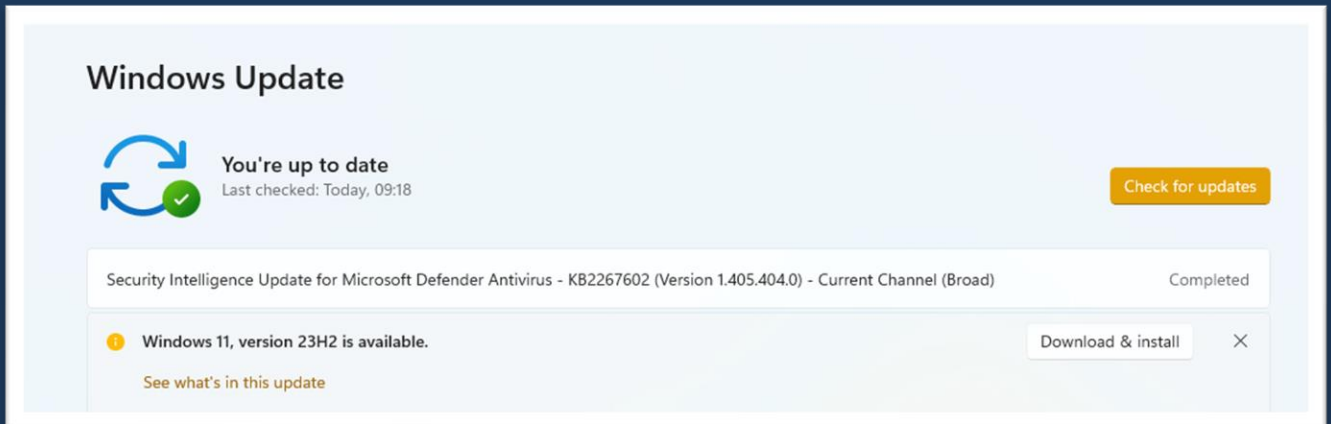
- **Copilot Free:** Copilot Pre version comes free with all basic versions.
- **Copilot Pro:** For individuals, priced at **\$20.00 per user per month**. It provides additional benefits like priority model access during peak times and faster image creation.
- **Copilot for Microsoft 365:** Designed for businesses, priced at **\$30.00 per user per month** (annual commitment). It enhances experiences across various roles within an organization.

4. Privacy and Security:

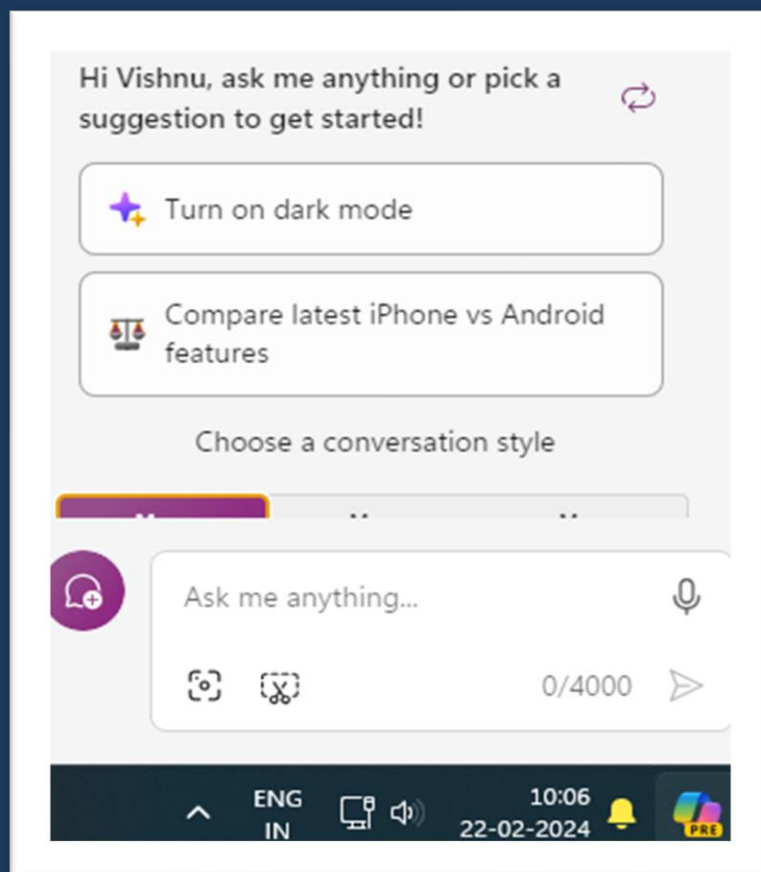
- Microsoft emphasizes privacy and security. Copilot doesn't retain your prompts or responses, and commercial data protection applies when users are signed in with their work accounts.

5. What are pre-requisites and where to access Copilot Basic Version:

Copilot Pre version is free and available in latest version of Windows 11 (i.e. 23H2 Version). This version comes with basic features required in ICAI.



After Upgrading Windows 11 latest version (23 H2), You will see Copilot Pre icon in your Laptop/Desktop in Bottom right Corner.



Similarly, Copilot is available in Office 365 Apps i.e. Word Online, Excel Online, Power Point Online, One Drive, Outlook and Teams. Full Reset: If you're using Windows 11, ensure that your PC has done a full reset of the operating system for Copilot to work.

Sign-In: Sign in with your Microsoft office 365 account using the latest version of Windows 11.

6. Can I use Copilot in my phone (Android and iOS)

Certainly! You can use **Microsoft Copilot** on your phone.

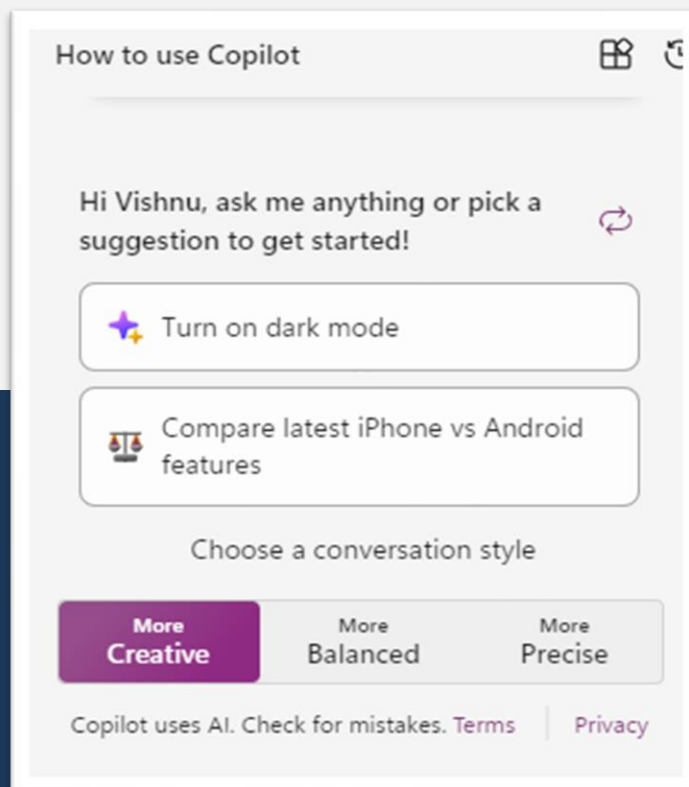
Install the **Microsoft Copilot app** on your **iPhone** or **Android phone**. It provides access to AI on the go.

No Microsoft account is required, but signing in unlocks advanced features.

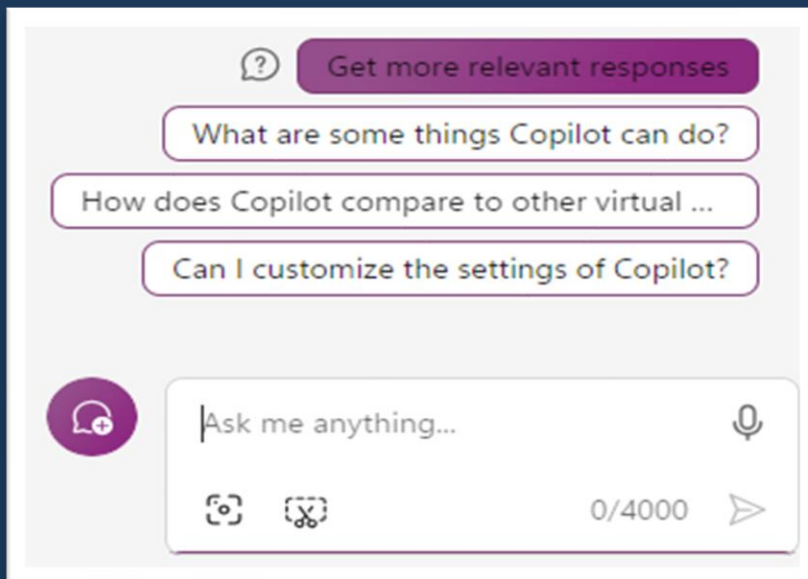
7. How to use Copilot?

You can use Copilot for finding information, summarizing content, customizing settings, troubleshooting issues, and more. You can interact with Copilot through voice commands or text inputs, and it can understand your requests in natural language. Here are some steps to use Copilot:

- To launch Copilot, either click the Copilot icon on the taskbar or use the Windows + C shortcut¹.
- When you open Copilot, it will show you three conversation modes to choose from: More Creative, More Precise, and More Balanced. Choose the option that best suits your requirements.



Copilot may show you a sample task from its list of capabilities. Click the task to try it out, or type or say your own query in the text field².



- Copilot will use Bing Chat, OpenAI plugins, and other third-party plugins to create a smart personal assistant that helps you be more productive and get things done more easily on Windows2
- To start a new chat, click the New topic button near the text field or click the three dots at the top and select Refresh3.

8.What are different ways to use Copilot in ICAI?

Here are just a few examples of the many ways you can use Microsoft Copilot to save time and energy:

- **Personalized learning:** Copilot can support personalized learning by helping you create content, Study material, tailored feedback, and guidance for CA students based on their individual needs and learning styles.
- **Brainstorming:** You can use Copilot to brainstorm new ideas for activities, lesson plans, supporting materials, and assignments.
- **Lesson planning:** Copilot can help you plan lessons by suggesting or drafting activities, resources, and assessments that align with learning objectives. You can also use Copilot to start a rubric for the lessons.
- **Provide feedback:** Copilot can help you draft initial feedback and ideas for students on their work, which you can edit and personalize for your students.
- **Get quick answers:** Copilot can help you get quick answers to your questions without having to read through multiple search results. Also, Copilot provides links to content sources so you can assess the source or dive deeper into the original content.

9. How to write prompts to get better answers from Microsoft Copilot

1 Choose a conversation style for the type of answer needed

More
Creative

 Original & imaginative

More
Balanced

 Concise & straightforward

More
Precise

 Informative & friendly

2 Give specific instructions

Instead of general questions...

What is the theory of general relativity?



Include details of what you need

Summarize the key concepts of general relativity in one paragraph.



3 Tailor for point of view or audience



- > Age
- > Grade level
- > Professional status

Explain quantum mechanics as if I were 8 years old



4 Specify length



- > Words
- > Sentences
- > Paragraphs

5 Specify format



- > Outlines
- > Tables
- > Diagrams
- > Images

10. Can we create images from text with Copilot?

You can use Image Creator from Designer in Copilot to create personalized, engaging visuals for all sorts of lessons or topics. You can type in a description of an image, provide additional context

like location or activity and choose an art style. Image Creator generates an image straight from your imagination. Prompts can begin with “draw an image” or “create an image.”

You can use this tool to create images for a class newsletter, lesson, or Teams post.

- Get started in Copilot prompting “create an image...”
- Then build out your prompt with adjective + noun + verb + style.
- Click on your favourite image to open the result in a new tab and save the image.
- An example would be “Create Image of Group of Chartered Accountants attending AI Workshop

11.Can we Download such images and use for ICAI for study material, learning, banners, and advertisement?

Yes, you can download images and use for same subject to below terms:

<https://www.bing.com/new/termsofuseimagecreator#content-policy>



Empower educators to explore the potential of artificial intelligence

1000 XP

53 min • Module • 9 Units

Navigate AI in education by looking at essential AI concepts, techniques, and tools, highlighting practical applications. AI can support personalized learning, automate daily tasks, and provide insights for data-driven decision making.

Start >

Overview ^

Introduction

2 min

Introduction to AI

9 min

Generative AI

7 min

Large language models

7 min

Use AI-powered image generation capabilities effectively

7 min

AI in education

7 min

AI tools for educators and accessibility

8 min

Knowledge check

5 min

Summary

1 min

12. How to find detailed training material “AI for Education

<https://learn.microsoft.com/en-us/training/paths/ai-education/>

13. What are different activities can be performed by “Add in Image” or “Add a Screenshot” in copilot.

The “Add in Image” or “Add a Screenshot” options in Copilot allow you to upload an image or a screenshot from your device or the web page you are viewing, and then ask Copilot questions about it. Copilot can analyze the image or screenshot and provide you with information, such as:

- What the image or screenshot shows or represents
- The source, title, or date of the image or screenshot, if available
- The relevant keywords, tags, or categories for the image or screenshot
- The similar images, web pages, or news articles related to the image or screenshot.
- The filters, effects, or edits that can be applied to the image or screenshot.
- To use the “Add in Image” or “Add a Screenshot” options in Copilot, you need to:
 - Open Copilot by clicking the Copilot icon on the taskbar or using the Windows + C shortcut.
 - Choose the conversion mode that suits your needs: More Creative, More Precise, or More Balanced
 - Click the “Add in Image” or “Add a Screenshot” icon in the chat box!
 - Select an image or a screenshot from your device or capture a region on the screen.
 - Submit the image or screenshot to Copilot with a question or a prompt!

14. Is AI a replacement of Human Jobs?

AI is not a replacement of human, but a tool that can augment human capabilities and enhance human lives. AI can perform tasks that are difficult, dangerous, or tedious for humans, such as data analysis, image recognition, natural language processing, and more. However, AI cannot replace human intelligence, creativity, empathy, and ethics.



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