Slide 1

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**Gemini (Google)
&
Co-Pilot (Microsoft)
AI Tools
Demonstrations**

Joanne O'Brien

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Slide 2

Everyday AI tools we use without realising

Smartphones: - Autocorrect & predictive text - Voice assistants (Siri, Google)

Communication: - Spam filters (Gmail, Outlook) - Smart email replies

Social Media: - TikTok/YouTube recommendations - Auto photo tagging

Shopping: - Amazon recommendations - Uber/airline pricing

Navigation/Travel: - Google Maps route predictions - Driver assist

Entertainment: - Netflix/Spotify suggestions - Smart TV voice remotes

Finance: - Fraud detection (banking apps) - AI-enhanced credit scoring

Smart Home: - Nest thermostat auto-learning - Robot vacuums (Roomba)

Health & Fitness: - Fitbit/Apple Watch insights - Symptom checker chatbots

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Slide 3

AI is only ever as good as the prompt

There are 4 key elements to an effective prompt:

Role. Tell the AI who it should impersonate: an expert, a customer

Task. Tell the AI what content you want it to create. Give detailed requirements like format, style, word count, and any calls to action you want to include.

Background. Give the AI all of the data it needs to create the content, including information about your audience, positioning, and aims.

Execute. Ask the AI to start creating.

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Slide 4

Google Gemini: The Multimodal Powerhouse

Google's Most Capable AI Model

Designed for advanced reasoning and creativity.

Key Differentiator: Multimodality

Understands and processes **multiple data types simultaneously**:

Text 📝 Images 🖼️ Audio 🔊 Video 📹 Code 💻

Processes information like a human: seeing, hearing, reading, understanding.

Why it's a Game-Changer

Advanced Reasoning & Problem Solving.

Enhanced Creativity & Content Generation.

Significant Efficiency Gains.

It integrates with Google Search, Gmail and Google Drive

Let's take a look ……

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Gemini in Action – Boosting Workplace Productivity

Content Creation & Communication

Gmail: Summarise emails, draft replies instantly.

Google Docs: Draft reports, proposals; proofread & refine content.

Google Slides: Generate original images, enhance presentations.

Marketing: Create social media posts, ad copy, slogans.

Data Analysis & Insights (Google Sheets)

Organise complex data, suggest table structures.

Predict missing values (Enhanced Smart Fill).

Identify trends, generate visualisations, create reports.

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Gemini in Action – Boosting Workplace Productivity

Meeting Management (Google Meet)

Automatic note-taking & meeting summaries.

Identify action items.

Enhance meeting experience (backgrounds, audio, translated captions).

Research & Brainstorming

Deep Research: Analyse hundreds of sources for comprehensive reports.

Idea generation & thought partnership for problem-solving.
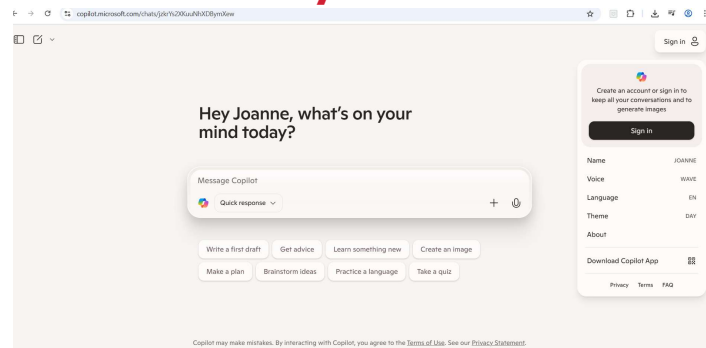
Coding Assistance (Gemini Code Assist)

AI pair programmer: Generate, debug, and translate code.

Handle complex, multi-file programming tasks.

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Co Pilot Chat - Powered by ChatGPT

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Chat Copilot

AI-powered assistant integrated into chat platforms to help users work smarter and faster.

It's great because it:

Understands context: It remembers what you're working on and adapts to your needs.

Boosts productivity: It can summarize chats, draft replies, find information, and automate tasks.

Works across tools: It connects with Microsoft 365 apps like Teams, Outlook, and Word.

Saves time: It reduces manual work and helps you focus on what matters.

Let's take a look ….

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AI - the limitations

Lack of contextual understanding.

Not understanding the meaning or consequences of its responses.

Vulnerability to misinformation

Biases in training data: Trained on large and diverse datasets from the internet, which may contain inherent that could relate to race, gender etc

Lack of empathy and judgment

May not ask clarifying questions

Limited originality

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Summary

AI Is here to stay – how can YOU use it to make your day better?

But be careful, use your common sense and judgement

Gemini AI and Microsoft Co Pilot are only two (of many) tools that you can use to be more productive, explore the possibilities….

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THANKS!

Any questions?
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