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Introduction to AI Tools for Beginners

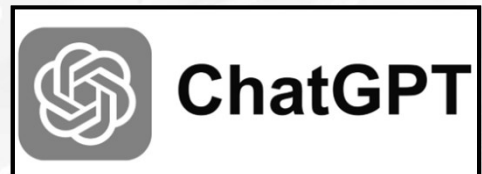
Urica P. Floyd

*Staff Associate for Training and Learning Solutions
Municipal Association of South Carolina*

Learning Objectives

In this presentation, You will learn
about three simple AI tools:

- ChatGPT
- Otter.ai, and
- Microsoft Copilot



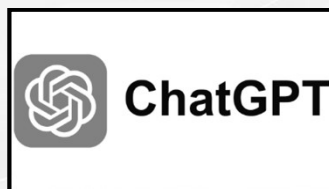
First Rule of AI Use

The most effective use of AI cannot happen without human input, YOU!

AI tools should not be used without carefully reading, reviewing and editing all AI generated results.

ChatGPT: AI-Powered Conversational Tool

ChatGPT is an AI chatbot developed by OpenAI that generates human-like text responses. It's used for answering questions, generating content, and assisting with various tasks.



How to Use ChatGPT

1. Visit chat.openai.com and log in or create an account.
2. Type your question or prompt in the chat box.
3. ChatGPT responds in real time with relevant information or content.

ChatGPT Uses

- Recommendation Letters
- Meeting Outline
- Presentation Descriptions
- Summarizing Bulk Text
- Writing Technical Emails
- Turning Text Into a Bulleted List
- Writing A Speaker Biography
- Brainstorm Ideas
- Writing Newsletter or Website Copy
- Analyzing Data



ChatGPT Examples

Presentation Description

= ChatGPT



Create a workshop Title and Description that talks about how a new AI user can begin to use AI tools.

ChatGPT Example

AI for Beginners: Unlocking the Power of AI Tools

Urica Floyd, Staff Associate for Training and Learning Solutions, Municipal Association of SC

Artificial Intelligence is transforming the way we work, create, and problem-solve—but where do you start? This beginner-friendly workshop introduces you to the world of AI tools, helping you understand how they work and how to use them effectively. We'll cover key concepts, explore popular AI applications (like chatbots, image generators, and data analysis tools), and provide hands-on guidance to help you integrate AI into your daily tasks. This session will give you the confidence to start using AI tools with ease. No prior experience required!

Workshop Title:

AI for Beginners: Unlocking the Power of AI Tools

Workshop Description:

Artificial Intelligence (AI) is transforming the way we work, create, and problem-solve—but where do you start? This beginner-friendly workshop introduces you to the world of AI tools, helping you understand how they work and how to use them effectively. We'll cover key concepts, explore popular AI applications (like chatbots, image generators, and data analysis tools), and provide hands-on guidance to help you integrate AI into your daily tasks. Whether you're a professional, student, or just curious about AI, this session will give you the confidence to start using AI tools with ease. No prior experience required!

ChatGPT Example

Performance Evaluation

NOTE:
Information
used in this
example is
fictional and
does not
represent a
real person.

Write a 300 word positive performance evaluation for Janice Smith as an administrative assistant for the Town of Andrews. She is always positive, willing to help anyone in the town. She is a hard worker and is always trying to find solutions to help our citizens. Janice is proactive in preparing for council meetings and transcribing the meeting minutes. She is prompt in answering phone and in responding to Freedom of Information requests within the required 10-day period. Include an area of improvement, Janice frequently arrives to work at least 5-10 minutes late.

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Performance Evaluation – Janice Smith

Janice Smith has consistently demonstrated outstanding performance as an Administrative Assistant for the Town of Andrews. Her positive attitude and willingness to assist both colleagues and citizens make her a valuable asset to our town. She approaches each task with enthusiasm and a commitment to excellence, ensuring that our office operates efficiently and effectively.

One of Janice's greatest strengths is her proactive nature. She takes the initiative to prepare for council meetings well in advance, ensuring that all necessary materials are organized and readily available. Her meticulous transcription of meeting minutes provides an accurate and reliable record of town proceedings. Furthermore, Janice is always looking for ways to improve operations, often suggesting solutions that benefit both the administration and the citizens we serve.

Janice's responsiveness is also commendable. She promptly answers phone calls and addresses inquiries with professionalism and courtesy. Her efficiency in handling Freedom of Information Act requests ensures that all requests are fulfilled within the required 10-day period, reinforcing the town's commitment to transparency and accountability.

While Janice consistently excels in her role, an area for improvement would be her punctuality. She frequently arrives 5-10 minutes late to work, which, although not significantly impacting her productivity, could set a better example for timeliness within the office. Making an effort to arrive on time each day will further enhance her already exceptional performance.

Overall, Janice is a dedicated, hardworking, and indispensable member of the Town of Andrews' administrative team. Her commitment to serving the community and improving office operations is deeply appreciated, and we look forward to her continued success.

ChatGPT Hands-on

Brainstorm Ideas

1. Volunteer: Open ChatGPT
2. Ask it to “Brainstorm 5 names for a food truck event for the City of Columbia, South Carolina. Columbia is sometimes called Cola, famously hot, and soda city.”
3. What are your results?

Benefits of Using ChatGPT

- Provides quick answers and explanations.
- Helps with writing, brainstorming, and learning.
- Can be used for coding, content creation, and more.

Otter.ai: AI-Powered Transcription Tool

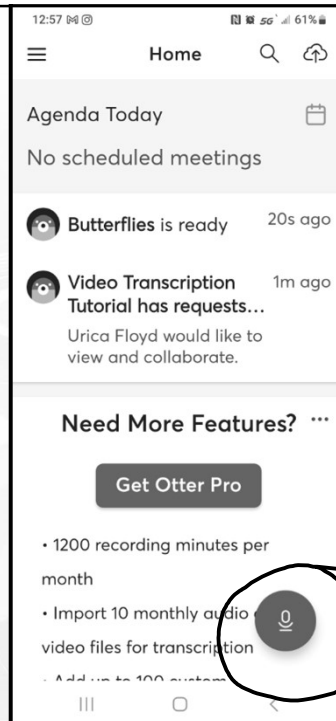
Otter.ai is an AI-powered tool that transcribes spoken language into written text, making it ideal for meetings, lectures, and interviews.



How to Use Otter.ai

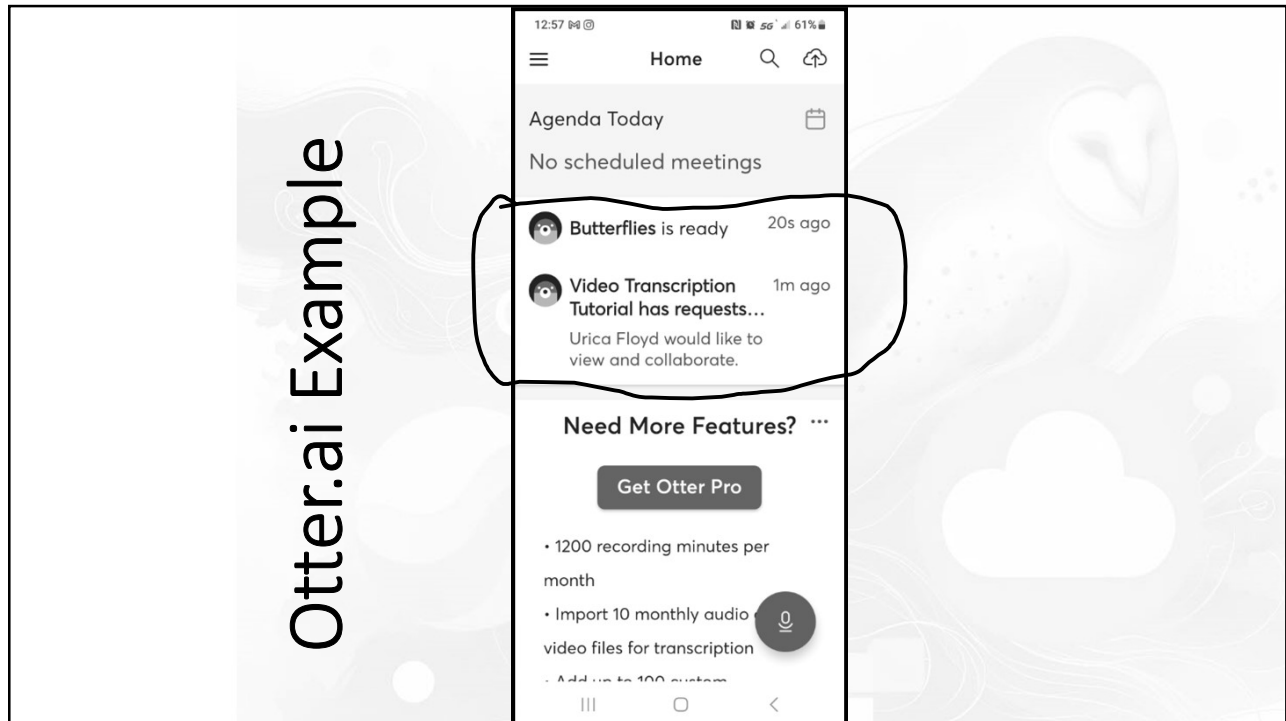
1. Visit otter.ai and sign up.
2. Upload an audio file or start a live transcription.
3. Otter.ai automatically converts speech into text and allows editing.

Otter.ai Example

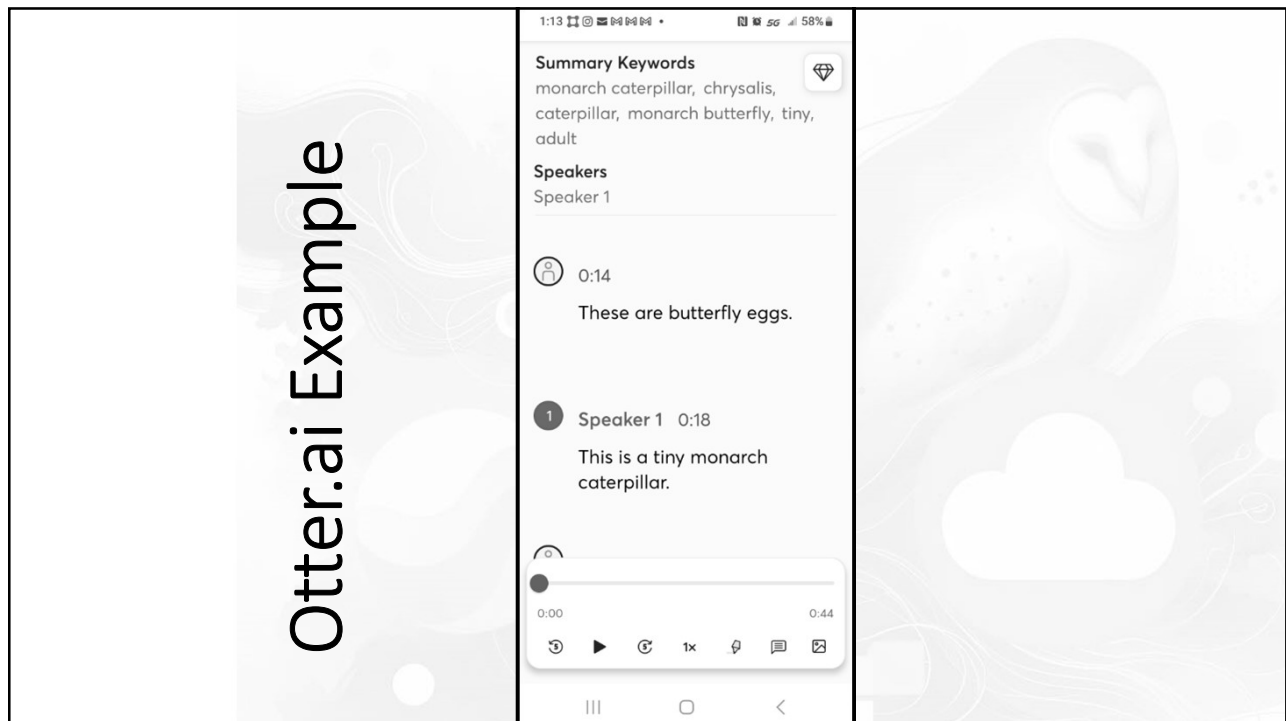


The caterpillar is making a chrysalis.

Otter.ai Example



Otter.ai Example



Benefits of Using Otter.ai

- Saves time by automatically transcribing speech.
- Enhances accessibility for hearing-impaired users.
 - Integrates with Zoom, Microsoft Teams, and Google Meet.

Microsoft Copilot Image Generator

This AI-powered tool by Microsoft creates images from text descriptions, allowing users to generate visuals for presentations, social media, and more.



Microsoft
Copilot

How to Use Microsoft Copilot Image Generator

1. Open Microsoft Copilot and go to the image generator.
2. Enter a description of the image you want to generate.
3. The AI creates a unique image based on your input.

Create an illustrated image of a government worker learning to use microsoft copilot on a computer.

Copilot

I'll try to create that.

Designer

Preview



Copilot Example



"Make it a single worker that is a woman."

It gave a group of single gendered workers, instead of just one worker.

AI-generated content may be incorrect.

Add a coffee cup on the desk Show her interacting with Copilot Include a motivational poster View prompts

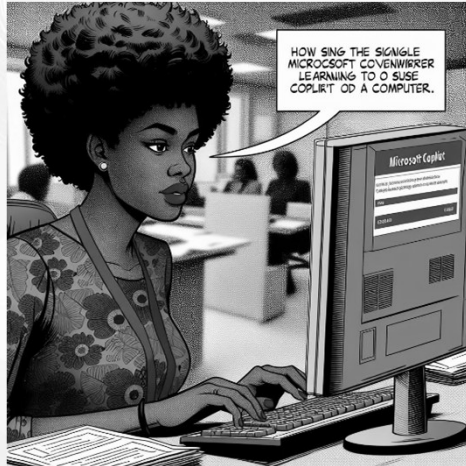
Copilot Example

Create an illustrated image of a single female government worker learning to use Microsoft Copilot on a computer. Make the worker an African American woman wearing a colorful print dress with her hair in an afro-puff.



Copilot Example

Make the image look like a comic book drawing.



Benefits of Using Microsoft Copilot Image Generator

- Easily create custom visuals without design skills.
- Saves time and effort in creating unique images.
- Enhances creative projects and marketing materials.

ottert

Other Great Tools:

- Canva – presentations, flyers, newsletters, videos, etc.
- ChapGPT – Can also generate images
- Claude – like ChatGPT (large language model)
- Gemini – Google’s version of Microsoft’s Copilot
- Zoom – Can now summarize all meetings using AI

Free AI Course for Public Professionals:
<https://innovate-us.org/course/responsible-ai-for-public-professionals-using-generative-ai-at-work>

Free AI Skills:
<https://skillsbuild.org/>

Conclusion

These AI tools can help you work smarter, create content, and improve productivity.
Explore them today!

THANK YOU!

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