

# Using Artificial Intelligence in the Business Office

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# Definitions

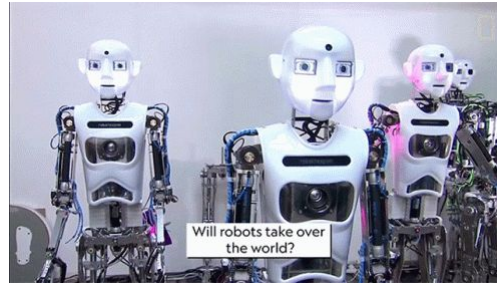
- What is Artificial Intelligence (AI)?
  - Artificial intelligence is the simulation of human intelligence processes by machines, especially computer systems.
  - AI is the ability of machines to learn, solve problems, and create, amplifying human capabilities in fields like business, medicine, space and art.

# Definitions Continued

- What is Artificial Intelligence (AI)?
  - The ability of a digital computer or computer-controlled robot to perform tasks commonly associated with intelligent beings.

# Overview

- AI is not meant to take our jobs
  - It is a tool to help us be more efficient
  - In many cases it gives us a start but we have to put the pieces together



# Overview

- Tools available
  - Chat GPT
  - Google Bard
  - Google Duet (In Beta testing)
  - Curipod (Presentation Tool)

# Turn and Talk

Before we get started....

- What excites you about AI?
- What reservations do you have about AI?

BE PREPARED TO SHARE WITH THE GROUP

# GPT / Bard Examples

## Examples

- Send an email welcoming a new employee
- Employee handbook language
- Social media branding
- Spreadsheet formulas

# Google Bard

- Personal Life Example
  - Give me an amortization schedule for a \$200,000 mortgage payment for a 30 year house loan at 8% interest rate
  - Then type, what happens if I pay an extra \$10,000 in principal this year. How much money do I save over 30 years



# Why Use Chat GPT / Google Bard

- Why use a large language model over internet search engine
  - It understands natural language
  - While Google search treats every search as a single, one-time query, Bard allows you to delve deeper with added prompts that refer to and expand on prior responses
  - Bard is internet connected, so it is different from other Chat Bots

# Large Language Model Prompts for Success

- Insert topic
  - Example: Buying an oven
- Define an audience
  - Example: For a family of four
- Price
  - Example: \$400-\$800

# Large Language Model Prompts for Success

- Size or Capacity
  - Example: 5 cubic feet
- Type of Use
  - Example: Daily baking
- Color and Control Placement
  - Example: Stainless and controls in back

## Tell an Employee Your Request is Denied

- Tell an employee your request for time off is denied
  - Head over to Google Bard and ask it to compose this email
  - Prompt
    - “Send an email as a payroll coordinator that an employees request for time off is denied for 12/15/2023 because they did not get pre approval”

# How to Obtain an IRS TCC Code Instructions

Show us the steps to take to obtain an IRS TCC / IRS AIR Login /  
Business Service Login for W2s for 2023

# Write a Recommendation Letter for a Student

## Example

Write a letter of recommendation for a high school student looking to attend UW-Madison and major in Business. This student has a 3.5 GPA, is involved in several clubs including FBLA and has a strong history of volunteer work. This recommendation should be approximately 500 words

# Spreadsheet Formulas

## Example 1

- Prompt: Write a formula in Google sheets to filter column a by anything greater than 0 and anything less than 50. Then sum the total

# Spreadsheet Formulas

## Example 2

- Prompt: Find the Google Sheets formula; in column C if cell is CC replace with Check



# Spreadsheet Formulas

## Example 3

- Prompt: Given the numbers 121, 150,700, 24, 25, 36, 78, 742, 321, 289, 4, 15, 27, 78, 94, 66, 34, 10, 8, 235, 52, 126 find the combination of numbers that totals 148

# Spreadsheet Formulas

## Example 4

- Prompt: Google Sheets, function to convert numbers into months

# Turn and Talk

- Take 2-3 minutes to talk with your neighbor about ways you can use AI in the business office
  - Be prepared to share with the group

# What Does the Future Look Like

- Google Duet - Chat based system integrated right into our Google Suit
  - [Preview here](#)

## Summarize Docs - Claude

- Claude, developed by Anthropic AI, is both an AI chatbot and the name for the underlying Large Language Models (LLMs) that power it. Claude is trained to have natural, text-based conversations, and it excels in tasks like summarization, editing, Q&A, decision-making, code-writing, and more.
  - <https://claude.ai/chats>

# Questions

# QUESTIONS