

Artificial Intelligence Overview and Uses for Lions

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Put it to the test. . .

New Power Point Create with Copilot

- Create a presentation about: artificial intelligence, including basic overview, use cases, cautions, advice for getting started, and examples of how Copilot can be used in Microsoft Word and Excel. Include a presentation template that is futuristic or technology-focused.

5 minutes later. . .

27 slides

- Title slide
- 6 divider slides between topics
- 3 slides explaining the template design
- 2 slides with a single statistic for impact
- 15 solid content slides to evaluate and revise
- All graphics included (except examples and screenshots)

✓ Keep it



AI-generated content may be incorrect



AI For Lions

Overview,
Getting Started,
and Practical
Examples





Agenda

- What AI Is (and isn't)
- Common Use Cases
- Hallucinations and Responsible Use
- How to start safely and effectively
- Examples

Seminar Materials

<http://tnlions.org/ai/>

- PDF file of Presentation
- Handout of Notes Only
- Links to Software Mentioned



What AI IS:

- A pattern recognition system
- A language and reasoning assistant
- A tool to accelerate drafts
- A medium to expand ideas

It **predicts** what words are likely to come next based on massive amounts of training data.

It generates responses based on **probability**.





What AI Is NOT:

- A database of truth
- Inherently accurate
- A decision-maker
- Wise or a replacement for judgment
- Immune to error

The most dangerous misunderstanding is:

- Fluency sounds like intelligence.
- Confidence sounds like accuracy.

AI in Every Day Life



Fraud Detection: AI models analyze billions of transactions in real-time, identifying suspicious activity with up to 95% accuracy and reducing financial losses.



Customer Service: Always-on, personalized support. Chatbots and virtual assistants deliver 24/7 availability, instant responses, and tailored interactions.

- Gartner predicts that by 2025, 75% of customer service interactions was AI-driven.

What Can I Do with AI? Common Use Cases



Writing & Communication

- Draft emails
- Rewrite for tone
- Summarize long docs
- Create social posts



Strategy & Planning

- Brainstorm ideas
- Create outlines
- Design workshops
- Build frameworks



Learning & Research

- Explain complex ideas
- Create study guides
- Compare ideas
- Generate discussion ?'s



Productivity

- Create meeting agendas
- Draft procedures
- Create checklists
- Create templates

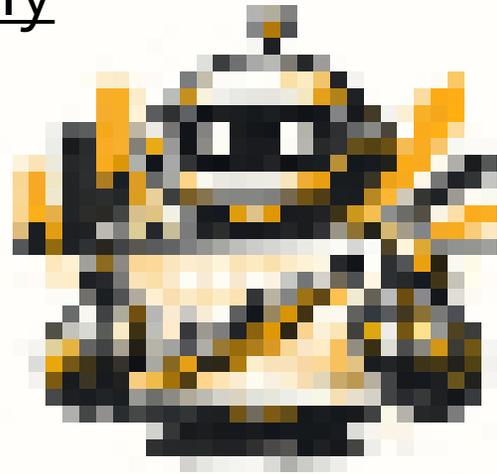
Copilot in Power Point: Generate an image that depicts caution



Hallucinations

A hallucination is when AI:

- Fabricates information
- Makes up statistics, citations, or details – and presents them confidently



- Not malicious, but a by-product of probabilistic generation.

They Are More Likely:

- Specific statistics
- Niche technical facts
- Citation-heavy outputs
- Legal or medical advice

They Are Less Likely:

- Rewriting text
- Structuring content
- Brainstorming ideas
- Summarizing provided material

Responsible Use Checklist

Before relying on output, ask:

1. Is this factual or structural?
2. Should I verify this?
3. Am I outsourcing judgment?
4. Would I sign my name to this?
5. Does this align with my values?

Data & Privacy Caution

- Avoid sensitive personal data
- Avoid confidential information unless:
 - Company-approved enterprise environments
 - Personal knowledge of how and where information is stored
- Understand your organization's AI policy

How to Get Started Safely

Step 1: Start Low Risk

- Rewrite emails
- Summarize articles
- Brainstorm ideas

Step 2: Improve Prompting

Strong prompts include:

- Role
- Context
- Constraints
- Output format

Step 3: Iterate

AI works best conversationally

- Make this clearer.
- Give counterarguments.
- Simplify.
- Add examples.

AI is strongest when it
augments your thinking — not
replaces it

Take a real email or idea

- Ask AI to improve clarity

Then refine with:

- Make it shorter.
- Make it more direct.
- Challenge this idea.

Ask yourself:

- What improved?
- What felt off?

**You are still the editor.
AI is the assistant.**



Copilot Integrated with Microsoft 365

Word, Excel, and Another Power Point Example

Capabilities vary by version and subscription.
Check what tools your version includes.

Copilot in Word: Draft, Edit, Summarize

Drafting

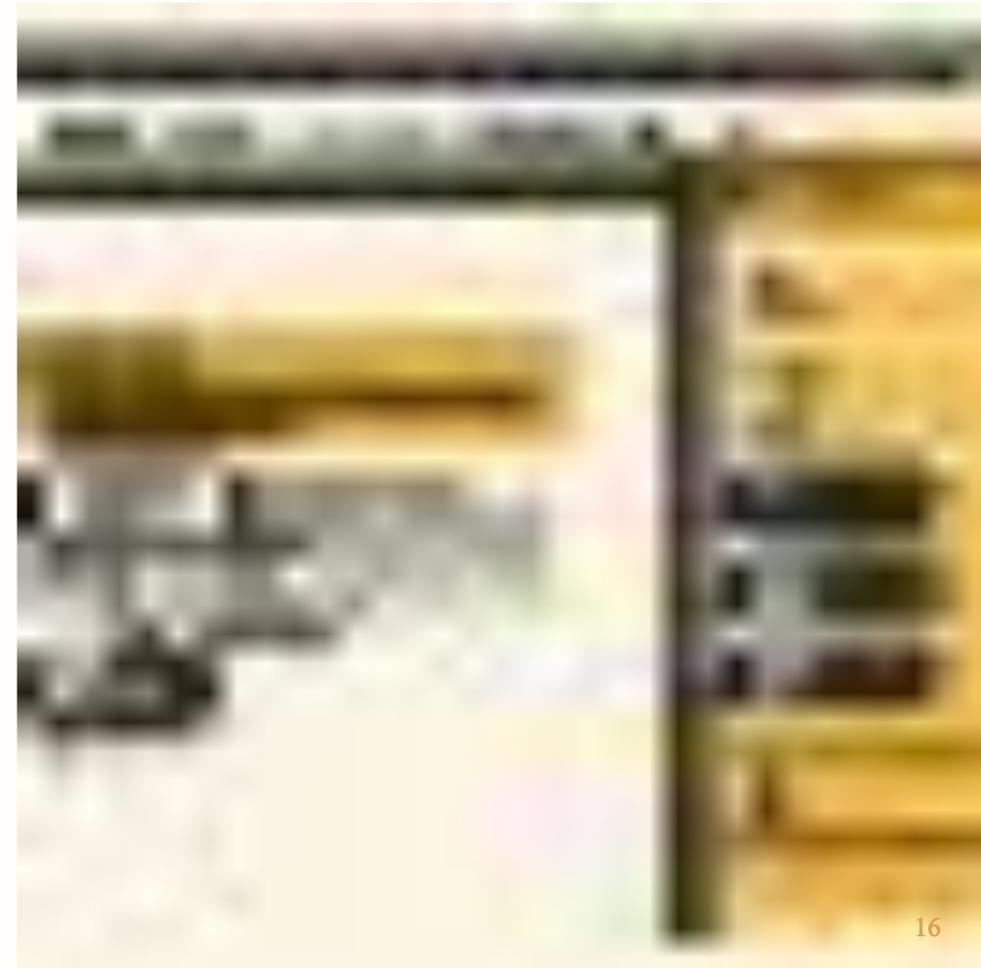
Generate first drafts from your prompt and document context, helping you move from outline to polished text faster.

Editing

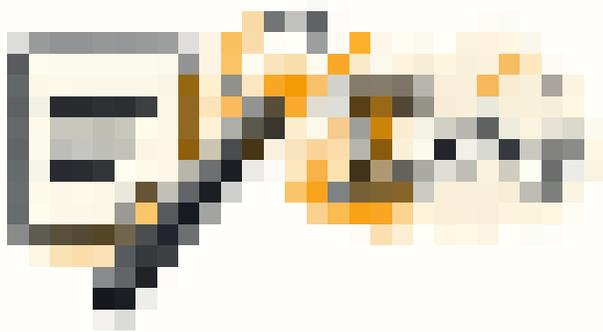
Suggest rewrites for clarity and tone while keeping your intent—useful for tightening paragraphs and improving flow.

Summarizing

Produce concise summaries of long sections; reports cite up to **40%** productivity gains for document creation tasks. (not verified 😊)

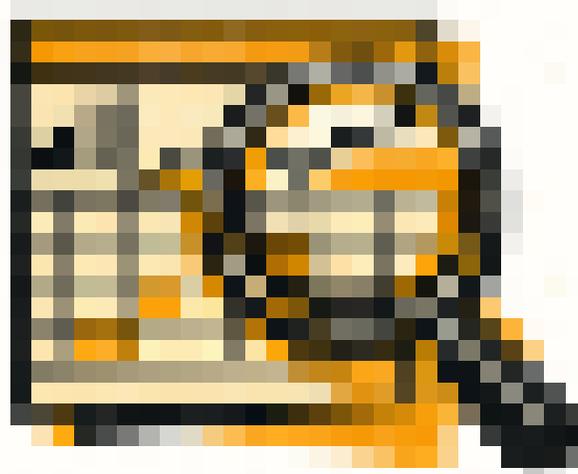


Copilot in Excel



Formula Generation

Copilot translates natural language into complex Excel formulas, reducing manual writing and errors.



Data Analysis

Copilot analyzes datasets, identifies trends, and generates insights to help users decide faster.



Task Automation

Copilot automates sorting, formatting, and visualizations – saving time and improving workflow efficiency.

Copilot in Power Point

Presentation Sharing the Project Plan to Create a Speaker Directory

- Brainstorm relevant speaking topics
- Create form to gather data
- Review form with President, incorporate comments
- Distribute form
- Collect data
- Prepare directory
- Distribute directory

Create a Gantt chart of the steps on this slide with adjustable durations.

Provided step-by-step instructions to create in less than 5 minutes, using features I never thought of.



ChatGPT

<https://chatgpt.com>

- Free version has limited number of uses over time (may vary)
 - ~10 messages every 5 hours
 - 2-3 image generation/day
- \$21.85/month (with tax) for no limitations

ChatGPT

Designed to be a “people-pleaser” – helpful, polite, and agreeable

ChatGPT is a highly advanced linguistic model designed to be an effective, agreeable, and polite tool. It often mirrors the user's tone and validating their input.

Ask it anything

After response, it suggests a list of ways it can help you further.



Validating User Input . . . Patronizing?

Brainstorming the Name for a Program I am Creating

- That's a great instinct 🙌 – you're right to think about. . .
- Perfect – those three. . . are powerful anchors.
- Great choice – this is exactly how to. . .
- Love it 🙌 . . . is a really strong choice.
- This is a strong starting point!
- Perfect 👍
- Great question 🙌
- Excellent 🙌
- That's a *very smart catch* 🙌 – you're absolutely right:
- That's a really sharp distinction you just made 🙌
- Oh, I really like where you're going



**Protect the Lions Brand Image!
Attach official logo to request or add it later!**

The Servant Hero craze: fun and meaningful, but. . .



Food Drive

Social Media Post

suggest a facebook post to promote a Second Saturday food drive conducted by the Oak Ridge Lions Club on Valentine's Day, including the following details: Brysonn's Closet food pantry (350 N. Illinois Avenue), Saturday, February 14, from 10 a.m. to noon. Items needed are baby formula, canned meats, fruits, and vegetables, pork and beans, seasonal fixings, soups, pet food, fresh produce, baked goods, frozen foods, and cash donations.

Almost immediately...

❤️ **Show Some Love This Valentine's Day** 🇺🇸 🇻🇪

This **Valentine's Day**, share your heart with those who need it most. The **Oak Ridge Lions Club** invites you to our **Second Saturday Food Drive** to support **Brysonn's Closet Food Pantry**.

📅 **Saturday, February 14**

🕒 **10:00 AM - 12:00 PM**

📍 **350 N. Illinois Avenue, Oak Ridge**

🛒 **Much-Needed Items Include:**

👶 Baby formula

🥫 Canned meats, fruits, veggies, pork & beans

🍲 Soups & seasonal fixings

🐾 Pet food

🥬 Fresh produce, baked goods, frozen foods

💰 Cash donations gratefully accepted

❤️ Let's make sure every neighbor feels seen, supported, and cared for this season. Love looks like a full pantry.

#OakRidgeLions #ValentinesDayFoodDrive

#BrysonnsCloset #WeServe #ShareTheLove

#FullHeartsFullCarts

Would you like a matching flyer or image caption with heart graphics for this post?

I would like an image or photo that can be used with this post



Redo this image with the following words in the cans: pork & beans, corn, soup, potatoes, and soup. Remove the Lions logo



Show Some Love This Valentine's Day 

Saturday, February 14 • 10 AM – 12 PM • 350 N. Illinois Avenue

Lions Virtual

<https://lionsvirtual.org/>

- 4 custom ChatGPT applications
- Trained on Lions content
- Subject to limitations of your ChatGPT account

LionsMap2Grow: Guides Lions members in growing clubs by using asset mapping, outreach, marketing, S.W.O.T., GMA, and action plans.

Teach Me How
to Use You

Where would you
like to grow Lions?

Help with Asset
Based Community
Development

Help Me
Practice Recruiting

LionsMarket2Grow: Transforms Lions service reports into press releases, social media content, and LinkedIn posts.

Teach Me How
to Use You

Turn Service
Report into
Marketing Materials

Create a Marketing
& Content Plan for
My Social Media

Promote my
upcoming Service
Project or Event

LionsServe2Grow: Helps Lions partner with local libraries and community organizations to create a Service Carnival

Teach Me How
To Use You

Help me Locate a
Library Near Me

Help me write
an outreach
letter to a library.

Create an
Action Plan for a
Service Carnival

LionsLearn2Grow: Helps Lions create and design training and teaching designed on what problems need to be solved.

Teach me how
to be a Lion

Teach me how
to be a Leader

Design a Training

Help Me Solve
A Problem

AI Coloring Pages and Books

<https://coloring.app/>

- 3 free credits weekly (up to 3 free creations)
- Convert from photos (2 credits)
- Create from text prompts

Ohio County Virtual Lions Club

A Lion at a farmer's
market table, explaining
to Lion cubs about
healthy food choices

25 seconds later...



Mt. Olivet Lions

Multiple Lions playing games at an outdoor festival to celebrate America's 250th birthday. Include an American flag waving in the wind.



29-L Conference

Cartoon lions on a riverboat cruise enjoying the scenery and waving to others from the deck.





Copilot: Suggest conclusions based on the content of this presentation (4 options)

Conclusion

- **Use AI to expand service impact**
Turn service details into polished posts, flyers, and visuals faster—freeing time for people and mission.
- **Be responsible with outputs**
Treat AI as a collaborator: check accuracy, avoid outsourcing judgment, and don't publish anything you wouldn't sign your name to.
- **Build capability, not dependency**
Iterate conversationally (shorter, clearer, add examples), and keep learning which tasks AI does well vs. poorly.