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Generative AI tools for workplace tasks
You've already learned that there are
different ways to use generative AI to
make workplace tasks more efficient.
Generative AI can be a stand-alone tool,
or you can use software with integrated-AI
features. In this reading, you'll learn more
about the different ways you can use
generative AI in the workplace and about
some of the leading available generative
AI tools.

coach



Hi, Jan!

How can I help?

Explain this topic in simple terms
Give me a summary
Give me practice questions
Give me real-life examples
Ask Coach *

Ask me anything



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Workplace uses for generative Al

The generative AI tools that you'll use will depend on your industry, role, and specific workplace needs. Please note that each tool's uses are not limited to the industries listed here. Also note that the cost varies for each tool. Some tools in this list are free or offer a free trial; others require a paid subscription to access. The examples that follow include whether the tool is stand-alone, integrated, or both.

Stand-alone means it's an individual organization and tool that you can add and use in your workflow. Integrated means the tool is part of an existing type of software, which you'll need to access if you want to use that AI feature set.



Conversational Al tools

Conversational AI includes generalpurpose tools that can simulate a human conversation, as well as provide answers to questions on a wide variety of subjects. Workers might use conversational AI tools to help with work tasks, such as brainstorming or finding answers to lowstakes questions.

Example tools include:

- Anthropic Claude[□]
 - Description: Anthropic
 Claude can complete
 problem-solving tasks, like
 finding mathematical
 solutions, translating
 between languages, and
 summarizing long
 documents.

Stand-alone or integrated: Stand-alone

• GeminiarDelta

 Description: Supercharge your creativity and productivity with Gemini.
 Chat to start writing, planning, learning and more with Google AI.

• **Stand-alone or integrated:**Both

• Microsoft Copilot \Box

 Description: Integrated with Microsoft Edge, Microsoft Copilot can help with online searches to find information, compare products, and summarize web page content.

• **Stand-alone or integrated:**Both

• ChatGPT□

 Description: ChatGPT can generate ideas, plan schedules, debug code, and proofread text.

Stand-alone or integrated: Stand-alone

Productivity and writing assistants

Al productivity and writing assistants can help with workplace tasks. They might provide grammar or spelling suggestions, generate a summary of a long document, or solve problems. Here are some examples:

• Clockwise ☐

- Description: Clockwise is a calendar tool that learns users' work habits to automatically schedule and manage calendar events.
- Example industries:
 Consulting, technology, sales
- Stand-alone or integrated:
 Stand-alone

• Grammarly ᠘

- Description: Grammarly is a writing assistant that can help users edit and write clear, concise text.
- Example industries: Creative writing, education, marketing
- Stand-alone or integrated:
 Stand-alone

• Jasper□

 Description: Jasper is a writing assistant intended for marketing tasks, like drafting social media posts, emails, and landing page content.

Example industries: Copywriting, marketing, sales

Stand-alone or integrated: Stand-alone

NotebookLM[™]

- Description: NotebookLM integrates into document apps, like Google Docs, and helps summarize or ask specific questions about text, notes, and sources.
- **Example industries:** Content writing, finance, sales
- Stand-alone or integrated:
 Both

• Notion AI $ec{arphi}$

 Description: Notion Al is a writing assistant built into Notion, a productivity and note-taking software tool.

Example industries: Development, marketing,

product management, sales

Stand-alone or integrated: Integrated

• Al by Zapier ☐

 Description: Al by Zapier is a built-in productivity tool that allows Al automation to be integrated with the apps and workflows already connected through Zapier.

Example industries: Engineering, marketing, project management, technology

Stand-alone or integrated:
 Integrated

Code-generative Al tools

Code-generating tools can help generate, edit, or complete code for a variety of programming tasks in many different programming languages. Examples include:

- Android Studio Bot □
 - Description: Built into
 Android Studio, Studio Bot
 can generate code and
 answer questions about
 Android development.
 - Example industries: Data science, software development, web development
 - Stand-alone or integrated:
 Integrated
- GitHub CopilotarDelta
 - Description: Built into
 GitHub, Copilot can write and
 suggest code, suggest
 descriptions for pull requests,

translate multiple languages into code, and index repositories.

 Example industries: Data science, software development, web development

Stand-alone or integrated:Both

• Replit Alڭ

- Description: This tool, built into Replit, is a cloud-based Integrated Development Environment (IDE) for programmers that can make suggestions, help explain code, and turn natural language into code.
- Example industries: Data science, software development, web development
- Stand-alone or integrated:
 Integrated

• Tabnine^᠘

- Description: Tabnine can be a plugin to many popular code editors to help speed up delivery and keep code safe.
- Example industries: Data science, software development, web development

Stand-alone or integrated: Stand-alone

- Jupyter AI ☐
 - Description: Jupyter is an open-source platform for coding, and this built-in tool includes a chat interface, which can be used to generate code, fix coding errors, and ask questions about files.
 - Example industries: Data science, software development, web development
 - Stand-alone or integrated:
 Integrated

Image- and media-generative AI tools

Media-generating AI tools help workers with tasks like generating and editing images, video, and speech. Examples include:

- Adobe Firefly ☐
 - Description: Built into the Adobe suite, Firefly can generate and edit images.
 - Example industries: Design, education, marketing
 - Stand-alone or integrated:
 Integrated

• Canva Magic Design™ 🗹

- Description: Canva Magic
 Design is a tool that
 generates text and image
 content in Canva, an online
 graphic design tool.
- Example industries: Design, education, marketing
- Stand-alone or integrated: Integrated

• DALL-E ✓

- Description: Integrated with ChatGPT, DALL-E generates images from text prompts.
- Example industries: Design, education, marketing
- Stand-alone or integrated:
 Integrated

• ElevenLabs ☐

- Description: ElevenLabs is a speech Al tool that can generate spoken voice-over audio from text in different languages.
- Example industries: Content creation, education, marketing, production
- Stand-alone or integrated: Stand-alone
- Google Ads \Box

• Description: Google Ads helps businesses reach customers around the world, driving growth and performance. Google Ads makes it easy to create campaigns, measure impact and improve your results. Put Google AI to work for your business with the Google Ads AI Essentials ☐. Learn more with the AI Explored video series ☐.

Example industries: Marketing, Advertising

- Stand-alone or integrated:
 Integrated
- - Description: Integrated into Discord, Midjourney can generate images from text prompts.
 - Example industries: Design, education, marketing
 - Stand-alone or integrated:
 Integrated

• Runway□

 Description: Runway can generate a new video from a text prompt or edit an existing video's style or focus area, and remove people or other elements.

- Example industries: Content creation, design, marketing, production
- Stand-alone or integrated:
 Stand-alone

A final thought: This is a limited list. It's worth exploring the world of AI tools to find others that are suitable for your work.

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