

## **Which AI to Use Depending on the Need**

Now that we understand there are different categories of artificial intelligence, a practical and concrete question naturally arises: among all the available solutions, which one should we choose? This question is legitimate, because the market is full of tools with different names, sometimes similar features, and promises that can appear comparable. However, not all tools perform equally well in every situation, and choosing the right one can make a real difference in terms of efficiency and quality of results.

The fundamental rule is simple: **the choice of an AI tool should always start with the need, not with the popularity of the tool**. Just because a tool is widely known or frequently mentioned in the media does not necessarily mean it will be the most suitable for a given situation. On the other hand, a less well-known tool may sometimes deliver far better results in a specific context. The goal of this theme is therefore not to identify a single perfect and universal tool, but rather to develop a clear way of thinking that helps users make informed choices.

### **For Writing, Summarizing, and General Assistance**

When the primary need involves writing texts, summarizing information, explaining concepts, or assisting with reflection and problem-solving, large conversational AI systems are generally the most effective. Tools such as ChatGPT developed by OpenAI, Claude from Anthropic, or Gemini from Google perform particularly well in these areas.

These systems can produce clear, well-structured text, adapt their style according to instructions, and engage in an interactive dialogue to gradually refine results. They are particularly useful for writing emails, preparing speeches, summarizing articles, explaining complex ideas in accessible terms, or generating ideas during creative thinking sessions.

Their versatility makes them an ideal starting point for most users, whether beginners or experienced professionals.

However, it is important to note that these AI systems are not identical. Some stand out for their ability to handle very long texts, others for their accuracy on technical topics, and others for their ability to produce highly natural and engaging language. Testing several tools can therefore help users identify which one best fits their working style and specific needs.

### **For Analyzing Long Documents and Large Volumes of Text**

When working with particularly long documents—such as corporate reports, legal contracts, academic theses, or market studies—certain AI systems offer greater processing capacity.

A key concept here is the “**context window**,” which refers to the amount of text an AI system can analyze at once. This capacity varies significantly between models.

Some models, such as Claude, are widely recognized for their ability to process very large documents while maintaining coherence and accuracy. This capability is particularly valuable for professionals who regularly need to analyze or summarize large quantities of information within tight deadlines.

### **For Coding and Technical Tasks**

Developers and professionals working on technical projects often benefit from tools specifically designed for programming assistance.

One widely used example is GitHub Copilot, developed by GitHub in collaboration with Microsoft. It integrates directly into common development environments and suggests code in real time, identifies potential errors, and proposes corrections adapted to the project context.

Conversational AI tools such as ChatGPT or Claude can also be extremely useful for explaining programming concepts, debugging scripts, or generating code based on natural language descriptions.

These tools are increasingly appreciated not only by professional developers but also by users without a technical background who want to automate certain tasks or build simple scripts without mastering programming languages.

### **For Users of Microsoft 365 or Google Workspace**

For companies and professionals who already work daily with office productivity suites such as Microsoft 365 or Google Workspace, it is often more logical and efficient to use the AI tools integrated directly into these environments.

Microsoft Copilot is integrated into applications such as Word, Excel, PowerPoint, Outlook, and Teams within the Microsoft ecosystem. It allows users to draft documents, analyze spreadsheet data, prepare presentations, and summarize conversations without leaving their usual interface.

Similarly, Google offers AI capabilities integrated into its Workspace applications, including Docs, Sheets, Gmail, and Meet. These assistants can suggest email replies, help structure documents, or analyze data within spreadsheets.

The advantage of these integrated solutions is twofold. First, they fit directly into existing workflows, making adoption easier. Second, they have access to the user’s files and data within the environment, allowing them to provide more contextual and personalized assistance.

### **Developing a Selection Mindset**

Beyond the specific examples mentioned above, the key objective of this theme is to encourage users to develop a **methodical approach when selecting AI tools**.

Before choosing a tool, it is useful to ask three essential questions:

- What type of task needs to be accomplished?
- What work environment is already in place?
- What level of precision or specialization is required?

By answering these questions, users can make more rational and effective decisions. This approach helps avoid wasted time caused by using an unsuitable tool and increases the chances of obtaining higher-quality results.

Ultimately, **knowing how to choose the right AI for the right context is a skill in itself**. Like any skill, it develops through practice, observation, and continuous curiosity about the rapid evolution of the artificial intelligence landscape.

Vocabulary :

Artificial intelligence – Intelligence artificielle

AI tool – Outil d'IA

User need – Besoin de l'utilisateur

Efficiency – Efficacité

Quality of results – Qualité des résultats

Popularity – Popularité

Large conversational AI – IA conversationnelle avancée

Writing – Rédaction / écriture

Summarizing – Résumé / synthèse

General assistance – Assistance générale

Context window – Fenêtre de contexte

Long documents – Documents longs

Corporate reports – Rapports d'entreprise

Legal contracts – Contrats légaux

Academic thesis – Thèse académique

Market study – Étude de marché

Coding – Programmation / codage

Technical tasks – Tâches techniques

GitHub Copilot – GitHub Copilot (assistant IA pour code)

Debugging – Débogage

Microsoft 365 – Microsoft 365 (suite bureautique)

Google Workspace – Google Workspace (suite bureautique)

Integrated AI – IA intégrée

Workflow – Flux de travail / processus

Contextual assistance – Assistance contextuelle

Personalized support – Support personnalisé

Task type – Type de tâche

Work environment – Environnement de travail

Specialization – Spécialisation

Selection mindset – Méthode de sélection / état d'esprit