Wise Owl Training

This course covers the following topics (any items marked with a * will be covered if time allows):

Behind the scenes

- Understanding how AI works
- Using this understanding

Comparing AI tools

- ChatGPT
- Copilot
- Gemini (formerly Bard)
- Comparing costs of each

Writing code for dummies

- Generating VBA macros
- Tips on SQL queries
- Python programming

Prompt engineering

- Creating context
- Prompt techniques
- Using analogies and examples
- Sensitivity versus specificity

Advanced prompt engineering

- Iterative refinement
- Feedback loops
- Role-playing
- Strawman vs Steelman

Different input methods

- Uploading files
- Voice prompts
- Using images as inputs
- Live web browsing

Preparation of data

- Pre-processing
- Techniques for data cleansing

Formatting outputs

- Choosing the detail level
- Lists and tables
- Choosing output formats
- Exporting results

Copilot within Excel

- Licensing costs
- How to use effectively
- Checking formulae

Copilot within 365

- Using Copilot in PowerPoint
- Using Copilot in Word
- Other Copilot uses

Working with images

- Tips for generating images
- Using Dall-E
- Modifying images

Customising ChatGPT

- Keyboard short-cuts
- Renaming and deleting questions
- Archiving chats
- Turning off chat history

Variables in ChatGPT

- Creating variables
- Referencing variables
- Combining in templates

The GPT store

- Plug-ins vs GPTs
- Useful GPTs available
- ChatGPT Team

Specialised AI tools

- Productivity tools
- Information retrieval
- Advanced data analysis

Real world case studies

- Typical business problems
- Worked examples of using AI

Creating your own GPTs (*)

- The ChatGPT API
- Design issues
- Addressing confidentiality

Virtual assistants (*)

- Creating a virtual assistant
- Reminders
- Scheduling

Moderation (*)

- How AI moderation works
- Jail-breaking AI tools

Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works here. For more information, see https://www.wiseowl.co.uk/.