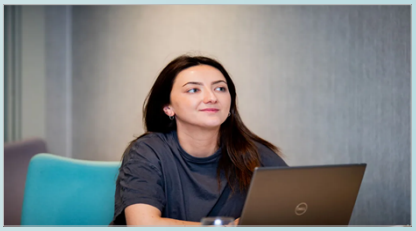
# Prompt engineering in AI tools

## 1 day training course



## Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

### Basic prompt engineering

- Giving context
- Roles, styles and audience
- Output formats
- Giving examples

### Chatting

- Repeating questions
- Pausing chats
- Expanding on answers
- Requesting Q&A sessions

### Inputs and outputs

- Attaching files
- Bullet points and tables
- Creating files
- The many other output formats

### Choosing an AI tool

- Common tools available
- Comparing the tools

### Copilot for 365

- What Copilot 365 does
- Pros and cons
- Using in different applications

### How AI works

- Tokenisation
- Embedding
- (Not) understanding LLMs
- Limitations of AI tools

### Variables and placeholders

- Placeholders for instructions
- Placeholders as variables
- Refining your prompts
- Prompt templates

### Ways to improve answers

- Chain of thought prompts
- One-shot and few-shot
- Recursive criticism, etc
- Temperature and Top P sampling

### Generating images

- The main tools compared
- Generating images
- Choosing art styles

### Using AI tools at home (*)

- Holiday planning
- Choosing what to watch
- Life planning
- Fun things

### ChatGPT agent mode (*)

- What agent mode is and does
- Examples with pros and cons
- Viewing steps and sources
- Creating and using connectors

### Custom GPTs / Copilot Agents (*)

- Creating GPTs or agents
- Conversation starters
- Saving and revising