

Gen AI for Productivity

Course Duration: 1 Day (08 hours)

Note: Client need to have their own ChatGPT Plus Subscription

Chapter 01: Introduction

- 1.1 What is AI in General
- 1.2 Generative AI Overview
- 1.3 Understanding Chat GPT
- 1.4 MS Bing: A Search Engine Powered by AI
- 1.5 Google BARD: Google Gen AI
- 1.6 Azure OpenAI: Microsoft Gen AI
- 1.6 DALL·E 2: The Artistic AI
- 1.7 Prompt Writing: Shaping AI Responses

Chapter 02: The Art of Text Prompting

- 2.1 Understanding Text Prompting
- 2.2 Iterative Techniques for Text Prompting
- 2.3 Using Summarization Techniques
- 2.4 Inference Techniques in Text Prompting
- 2.5 Transformation Techniques for Text

Chapter 03: Productivity Boost with ChatGPT Plus

- 3.1 Leveraging AI using Excel data
- 3.2 Automating Email using VBA in Excel

Chapter 04: Application Scenarios of Gen AI

- 4.1 Content Creation
- 4.2 Daily Task
- 4.3 Data Analysis and Reporting
- 4.4 Creative Projects
- 4.5 Decision Support
- 4.6 Research and Knowledge Gathering

Chapter 05: Best Practices for Using Gen AI

- 5.1 Importance of Reliability
- 5.2 Techniques for Debiasing in Gen AI
- 5.3 Ensuring Ethical Practices in Gen AI
- 5.4 Addressing Transparency in Gen AI
- 5.5 Privacy Concerns using Gen AI