Generative AI for End Users

Course Duration: 08 hours

Course Objective:

• A comprehensive understanding of Generative AI, encompassing its historical context, key models, and ethical implications.

• Gaining practical skills in streamlining tasks with Microsoft Bing Chat.

• Learn about Prompt Engineering and how to craft effective prompts to enhance AI-generated outputs.

• Explore the use of Copilot in Word, PowerPoint, and Excel to boost productivity and automation.

• Understand Security Concerns in Generative AI.

• Get an introduction to popular AI tools like Gemini, Google AI Studio, and LLaMA to expand AI capabilities.

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Chapter 01: Introduction to Generative AI

• Learn about the basics of generative AI, including its history, popular models, how it works, ethical implications, and much more.

• Quiz

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Chapter 02: Prompt Engineering

• Understand the fundamentals of Prompt Engineering, including techniques for crafting effective prompts.

• Learn how different prompts impact AI-generated responses and explore best practices for refining interactions with AI models.

• Quiz

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Chapter 03: Streamlining Your Work with Microsoft Bing Chat

• Learn how to leverage Microsoft Bing Chat to streamline and automate your work.

• Quiz

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Chapter 04: Using Copilot with Word, PowerPoint, and Excel

• Explore how Copilot enhances productivity in Microsoft Office tools.

• Learn how to use AI-powered assistance in Word to generate content, rewrite text, and summarize information.

• Discover how Copilot in PowerPoint helps with slide creation.

• Utilize Copilot in Excel for data analysis, formula suggestions, and automation.

• Quiz

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Chapter 05: Ethics and Security Concerns in Generative AI

• Learn why ethical considerations are a critical part of the generative AI creation and deployment process.

• Understand the security concerns in Generative AI, such as data privacy risks.

• Quiz

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Chapter 06: Introduction to AI Tools - Gemini, Google AI Studio, and LLaMA

• Get an overview of popular AI tools and platforms that enhance AI capabilities.

• Learn about Gemini – Google's advanced AI model for multimodal processing and doing work related tasks.

• Explore Google AI Studio

• Understand LLaMA (Large Language Model Meta AI) – Meta's open-source AI model and how it differs from other generative AI tools.

• Quiz