Basic ChatGPT – AI Training

Duration – 8 hrs

Lab – Koenig DC

Overview

This 8-hour Basic ChatGPT – AI Training equips participants with foundational Gen AI knowledge, prompt engineering techniques, and practical AI tool applications. Learn to generate text, images, and reports, perform data analysis, and build custom Copilot Studio chatbots, including RAG and agentic bots, through hands-on activities and real-world case studies.

Pre-requisite – chatgpt web application

Module-1 : Understanding Gen AI

- History of AI
- Difference if AI and GEN AI
- Changes and case studies related to AI
- Different AI Tools Free and Paid
- Insights and Case studies on How AI is helpful in a day to day work

Module-2: Prompt engineering on ChatGpt

- Need of Prompt engineering
- Techniques of Prompt engineering – Zero shot, one shot and few shot
- Role based prompting
- Chain of thought Prompting

Activity - Prompt engineering, Custom document classification
      Custom chat format

- Understanding chatgpt(Free) tools -connection to drive, one drive,websearches,deepsearches

Module-3: Application of AI tool
- Image , text and video generation
- Multimodal QnA – Image QnA
- Document QnA
- Data analysis on AI tool
- Report generation , code generation , classification, Deep searches, Translation, content creation

Activities: Doing data analysis on excel sheets, charts, tables
Creating PPTs
Summarising documents in excel sheets
QnA chatbot on documents

Module-4: Understanding Copilot studio
- Creating a Customized chatbot – Copilot studio
- Add knowledge documents, websites, knowledge source to your copilot
- RAG Chatbot
- Agentic Chatbot
- Publish your copilot

Activities: Creating a chatbot,
Creating a chatbot with knowledge base of document ,website.
Agentic chatbot

END

Discussion on what we learnt so far