

GenAI for End Users: ChatGPT, Gemini & Copilot

Learn to use ChatGPT, Google AI Studio and Copilot Pro for summarising, drafting, data analysis and content creation.

2 Days

16 HOURS

6

MODULES

21

TOPICS

COURSE OVERVIEW

In the Exploring Generative AI for End Users course, participants will gain a comprehensive understanding of Generative AI and its real-world applications. The course includes hands-on training with ChatGPT, Google AI Studio, and Copilot Pro. Key learning objectives focus on setting up virtual labs, generating summaries, drafting emails, performing advanced data analysis, and creating reports. Participants will also explore the Gemini Models for text, image, audio, and video synthesis. Moreover, the course addresses ethical considerations and best practices for responsible AI usage. This practical knowledge is essential for leveraging AI tools in day-to-day tasks, enhancing both personal and professional productivity.

WHO THIS COURSE IS FOR

The “Exploring Generative AI for End Users” course is designed to equip professionals with hands-on skills in leveraging generative AI tools like ChatGPT, Google AI Studio, and Copilot Pro for practical applications.

Business Analysts

Data Analysts

IT Managers

Marketing Professionals

Content Creators

Project Managers

Technical Writers

HR Professionals

Financial Analysts

Operations Managers

Sales Professionals

Customer Support Representatives

E-learning Developers

TOOLS AND REQUIREMENTS

- Participants need to have their own ChatGPT Plus, Copilot Pro, Google AI Studio to perform the hands-on. However trainer can demonstrate the same using his own license version.

What You Will Learn

- Explain the basics and real-world applications of Generative AI
- Configure virtual labs and environments for hands-on practice
- Generate summaries and draft emails and reports with ChatGPT
- Apply advanced data analysis and charting using Excel in ChatGPT
- Use Gemini models for text, image, audio and video synthesis
- Apply Copilot Pro to create presentations, documents and spreadsheets
- Explain ethical considerations and responsible use of generative AI

COURSE SYLLABUS

6 Modules, 21 Topics

01

Introduction to Generative AI

TOPICS

- Understanding the basics of Generative AI
- Real-world applications and impact
- **Overview of tools:** ChatGPT, Google AI Studio, and Copilot Pro

02

Setting Up Virtual Labs

TOPICS

- Installing and configuring the necessary software
- Accessing virtual environments for practice

03

Exploring ChatGPT

TOPICS

- Generating Summarization using PDF
- Drafting emails, creating reports, and brainstorming
- Advanced Data Analysis using Excel
- Creating charts using Excel

04

Exploring Google AI Studio

TOPICS

Introduction to Google AI Studio

HANDS-ON WITH GEMINI MODELS

Text Generation using Gemini · Image Synthesis with Gemini · Audio Synthesis using Gemini · Video Synthesis using Gemini

Data Analysis using Excel

05

Copilot Pro for Productivity

LEVERAGING COPILOT PRO FOR NON-TECHNICAL TASKS

Creating PowerPoint presentations · Writing Word documents · Managing Excel spreadsheets · Composing professional emails

06

Ethical Considerations and Best Practices

TOPICS

Discussing ethical implications of AI · Ensuring responsible use of generative models

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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