KOENIG SOLUTIONS · COURSE OUTLINE

Mastering MS Office with ChatGPT

Learn to apply ChatGPT across business, data analysis, development and content creation, from prompt engineering to building integrated applications.

3 Days	12	45
24 HOURS	MODULES	TOPICS

COURSE OVERVIEW

This course examines the fundamentals of ChatGPT, including its evolution, underlying NLP concepts and setup, before moving into prompt design and advanced prompting techniques. It then covers applying ChatGPT across business, data science, software development, creative writing and education, alongside advanced features such as GPT-4, response customisation and fine-tuning. Further modules address integrating ChatGPT with data analysis tools, building applications and chatbots through API integration, and working with ChatGPT plugins. The course closes with a comparison against other AI tools, real-world project case studies and a look at emerging trends and ethical considerations in AI.

WHO THIS COURSE IS FOR

Who this course is for:

- **Designed for ANY professional**
- **Perfect for non-technical people as well as coders & data analysts**
- **Creatives & Content Creator**

PREREQUISITES

Requirements

- No previous experience is needed, you will learn everything in the course

LEARNING OBJECTIVES

- Explain the evolution and NLP fundamentals behind ChatGPT
- Design and refine prompts using advanced prompting techniques
- Apply ChatGPT to business, data science and creative writing tasks
- Customise responses using temperature and Top P settings
- Analyse data and build visualisations using ChatGPT
- Integrate ChatGPT into applications and chatbots via APIs
- Configure and create plugins to extend ChatGPT functionality
- Compare ChatGPT with other AI tools such as Bing Chat and Bard

COURSE SYLLABUS

12 Modules, 45 Topics

Introduction

TOPICS

Course Overview · Learning Objectives · How to Navigate This Course

01

Understanding ChatGPT

TOPICS

Evolution of ChatGPT · ChatGPT and NLP Fundamentals · The GPT Model Explained · Installation and Setup · Basic Operations and Commands

02

Prompt Engineering

TOPICS

The Art of Prompt Design · Advanced Prompting Techniques · Handling Ambiguities and Errors · Prompt Engineering for Specific Outcomes

03

ChatGPT for Various Domains

TOPICS

Business Applications · Data Science and Analysis · Software Development · Creative Writing and Content Creation · Educational Uses

04

Enhancing ChatGPT with Advanced Features

TOPICS

- Understanding ChatGPT Plus and GPT-4
- Customizing Responses with Temperature and Top P
- Utilizing ChatGPT in Multilingual Contexts
- Fine-Tuning Techniques for Specific Needs

05

Integrating ChatGPT with Data Analysis Tools

TOPICS

ChatGPT for Data Processing · Visualization with ChatGPT · Statistical Analysis Using ChatGPT · Predictive Modeling and ChatGPT

06

Building Applications with ChatGPT

TOPICS

API Integration Basics · Developing Chatbots with ChatGPT · Embedding ChatGPT in Web and Mobile Apps · Security and Privacy Considerations

07

Exploring ChatGPT Plugins

TOPICS

Plugin Architecture and Setup · Popular Plugins for Enhanced Functionality · Creating Custom Plugins · Best Practices for Plugin Use

08

Comparative Analysis with Other AI Tools

TOPICS

Bing Chat vs. ChatGPT · Google Bard and Its Comparison with ChatGPT · Evaluating AI Tools for Specific Use Cases

09

Real-World Projects and Case Studies

TOPICS

Designing Effective ChatGPT Projects · Case Studies Across Industries · Lessons Learned from Project Implementations

10

The Future of ChatGPT and AI

TOPICS

Emerging Trends in AI and NLP · Ethical Considerations and AI Governance · Continuing Education and Resources

Conclusion

TOPICS

Summary of Key Learnings · Future Directions for ChatGPT Users · Course Wrap-Up and Next Steps

NOTES

What are the Benefits

- Future-Proof Skills: An exhaustive roadmap for staying ahead of the curve. Staying ahead of the curve is more important than ever ensuring that your skills remain relevant and valuable.
- All-in-One Guide: This course is designed to equip you with all the essential skills for success in a rapidly evolving world.
- Comprehensive AI Understanding: Learn everything that is needed and gain a holistic view of AI, from basic concepts to cutting-edge technologies, preparing you for the challenges and opportunities of tomorrow's work landscape.
- Hands-on Experience: Learn real-world prompt engineering techniques and use cases that mirror future industry needs.
- Designed for Everyone: Whether you are a complete beginner or a tech-enthusiast - this course helps you master the skills needed when working with ChatGPT & other AI tools to stay ahead of the curve.
- With the growing importance of AI in various industries, learning tools like ChatGPT can be seen as valuable skills for job seekers and workers. Understanding and utilizing these technologies can enhance employability and career growth.

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.

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