



This course covers the following topics (any items marked with a * will be covered if time allows):

| | | |
|---|--|--|
| Basic prompt engineering <ul style="list-style-type: none">• Giving context• Roles, styles and audience• Output formats• Giving examples | Variables and placeholders <ul style="list-style-type: none">• Placeholders for instructions• Placeholders as variables• Refining your prompts• Prompt templates | SQL queries (*) <ul style="list-style-type: none">• Blind querying• Passing database information• Formatting and refactoring• Optimising queries |
| Chatting <ul style="list-style-type: none">• Repeating questions• Pausing chats• Expanding on answers• Requesting Q&A sessions | Ways to improve answers <ul style="list-style-type: none">• Chain of thought prompts• One-shot and few-shot• Recursive criticism and self-refinement• Temperature and Top P sampling | OpenAI API overview (*) <ul style="list-style-type: none">• Accounts and projects• The API playground• Prompting using Python• Examples (moderation, images, speech) |
| Inputs and outputs <ul style="list-style-type: none">• Attaching files• Bullet points and tables• Creating files• The many other output formats | Generating images <ul style="list-style-type: none">• The main tools compared• Generating images• Choosing art styles | Custom GPTs <ul style="list-style-type: none">• Creating custom GPTs• Setting a builder profile• Conversation starters• Saving and revising |
| Translating <ul style="list-style-type: none">• Translating human languages• Translating coding languages | Web pages (HTML and CSS) <ul style="list-style-type: none">• Mocking up web pages• Creating framework websites• Generating HTML and CSS• Adding JavaScript events | A custom GPT case study <ul style="list-style-type: none">• Deciding on your aim• Building the GPT• Reviewing the results |
| Choosing an AI tool <ul style="list-style-type: none">• Common tools available• Comparing the tools | Pair programming <ul style="list-style-type: none">• Comparing AI tools and languages• Frequent coding tasks | Working with ChatGPT <ul style="list-style-type: none">• Managing chats• Archiving and deleting |
| Copilot for 365 <ul style="list-style-type: none">• What Copilot 365 does• Why not to use it | VBA macros <ul style="list-style-type: none">• Setting up for VBA• Creating macros• Keeping code simple• Debugging | Using AI tools at home <ul style="list-style-type: none">• Holiday planning• Choosing what to watch• Life planning• Fun things |
| How AI works <ul style="list-style-type: none">• Tokenisation• Embedding• Why you will never understand LLMs• Limitations of AI tools | Python coding (*) <ul style="list-style-type: none">• Creating Python programs• Refactoring (global edits)• Debugging• Getting module advice | |

Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works [here](https://www.wiseowl.co.uk/). For more information, see <https://www.wiseowl.co.uk/>.