Wise Owl Training

Using AI tools
Classroom or online training course
2 day course outline

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

Basic prompt engineering

- Giving context
- Roles, styles and audience
- Output formats
- Giving examples

Chatting

- Repeating questions
- Pausing chats
- Expanding on answers
- Requesting Q&A sessions

Inputs and outputs

- Attaching files
- Bullet points and tables
- Creating files
- The many other output formats

Translating

- Translating human languages
- Translating coding languages

Choosing an AI tool

- Common tools available
- Comparing the tools

Copilot for 365

- What Copilot 365 does
- Why not to use it

How AI works

- Tokenisation
- Embedding
- Why you will never understand LLMs
- Limitations of AI tools

Variables and placeholders

- Placeholders for instructions
- Placeholders as variables
- Refining your prompts
- Prompt templates

Ways to improve answers

- Chain of thought prompts
- One-shot and few-shot
- Recursive criticism and self-refinement
- Temperature and Top P sampling

Generating images

- The main tools compared
- Generating images
- Choosing art styles

Web pages (HTML and CSS)

- Mocking up web pages
- Creating framework websites
- Generating HTML and CSS
- Adding JavaScript events

Pair programming

- Comparing AI tools and languages
- Frequent coding tasks

VBA macros

- Setting up for VBA
- Creating macros
- Keeping code simple
- Debugging

Python coding (*)

- Creating Python programs
- Refactoring (global edits)
- Debugging
- Getting module advice

SQL queries (*)

- Blind querying
- Passing database information
- Formatting and refactoring
- Optimising queries

OpenAI API overview (*)

- Accounts and projects
- The API playground
- Prompting using Python
- Examples (moderation, images, speech)

Custom GPTs

- Creating custom GPTs
- Setting a builder profile
- Conversation starters
- Saving and revising

A custom GPT case study

- Deciding on your aim
- Building the GPT
- Reviewing the results

Working with ChatGPT

- Managing chats
- Archiving and deleting

Using AI tools at home

- Holiday planning
- Choosing what to watch
- Life planning
- Fun things

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