



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

<p>Basic prompt engineering</p> <ul style="list-style-type: none">• Giving context• Roles, styles and audience• Output formats• Giving examples <p>Chatting</p> <ul style="list-style-type: none">• Repeating questions• Pausing chats• Expanding on answers• Requesting Q&A sessions <p>Inputs and outputs</p> <ul style="list-style-type: none">• Attaching files• Bullet points and tables• Creating files• The many other output formats <p>Choosing an AI tool</p> <ul style="list-style-type: none">• Common tools available• Comparing the tools	<p>Copilot for 365</p> <ul style="list-style-type: none">• What Copilot 365 does• Pros and cons• Using in different applications <p>How AI works</p> <ul style="list-style-type: none">• Tokenisation• Embedding• Why you will never understand LLMs• Limitations of AI tools <p>Variables and placeholders</p> <ul style="list-style-type: none">• Placeholders for instructions• Placeholders as variables• Refining your prompts• Prompt templates <p>Ways to improve answers</p> <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	<p>Using AI tools at home (*)</p> <ul style="list-style-type: none">• Holiday planning• Choosing what to watch• Life planning• Fun things <p>Generating images (*)</p> <ul style="list-style-type: none">• The main tools compared• Generating images• Choosing art styles
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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/>.