

ChatGPT for Productivity

Course Summary

Description

Unleash the power of ChatGPT to save time and get more done. Our patient and knowledgeable instructors will get you up to speed with prompt engineering basics, tips and tricks, integrations with other tools, and even advanced techniques.

Objectives

At the end of this course, participants will be able to:

- Navigate the ChatGPT interface
- Implement intermediate-level concepts of prompt engineering
- Use ChatGPT to increase workplace productivity with multiple use cases
- Describe the differences between Bing Chat, Google Bard, Anthropic Claude and ChatGPT
- Circumvent some of the limitations of ChatGPT
- Use ChatGPT to generate text-to-image prompts
- Integrate ChatGPT with Zapier, Google Sheets and Google Slides

Topics

- The Landscape of Generative AI
- Basics of Prompting
- Advanced Prompting
- Prompt Engineering Tips and Tricks
- The Advantages of OpenAI's GPT-3
- Alternatives to ChatGPT
- Integrating ChatGPT with Other Apps

Audience

Anyone whose primary work tool is a computer, and office workers in general.

Prerequisites

There are no prerequisites for this course.

Duration

Three hours

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Course Summary (cont'd)

- I. *The Landscape of Generative AI*
 - A. Which apps do what
 - B. ChatGPT: a quick test drive
 - C. Experimentation with basic use cases: questions, content generation and summation
 - D. Limitations of ChatGPT

- II. *Basics of Prompting*
 - A. Good versus bad prompts and how to think like a bot
 - B. Effectively delegating: when to talk like a lawyer, when to talk like a caveman
 - C. Generating content: emails, marketing copy, reports
 - D. Analyzing content: summarizing and simplifying long text
 - E. Analyzing data: formatting table data for input and what questions to ask
 - F. Instruction: getting ChatGPT to teach you something

- III. *Advanced Prompting*
 - A. Training GPT in your bio and writing style
 - B. Formatting the output
 - C. Using examples in bullets and Q&A format
 - D. Letting it explain it like you're five
 - E. Letting it fix your messy prompts
 - F. Overcoming ChatGPT limitations

- IV. *Prompt Engineering Tips and Tricks*
 - A. Letting ChatGPT imagine an area of expertise
 - B. Exemplars: zero-shot and few-shot prompts
 - C. Telling it to think step by step
 - D. Chain of thought prompts
 - E. Asking for the unorthodox
 - F. How many typos you can get away with
 - G. Jailbreaking with DAN (Do Anything Now) mode

- V. *Advantages of OpenAI's GPT-3*
 - A. When to use it
 - B. Temperature and other configuration knobs
 - C. Generating an API secret key

- VI. *Alternatives to ChatGPT*
 - A. How Bing Chat, Anthropic Claude, Google Bard, and Poe are different from ChatGPT
 - B. Incorporating content from external URLs in your prompts
 - C. Overcoming ChatGPT limitations by using other models

- VII. *Integrating ChatGPT with Other Apps*
 - A. Google Sheets
 - B. Google Slides
 - C. Midjourney
 - D. Zapier