

**ChatGPT Basics**

**Course Number:** AI-101WA  
**Duration:** 1 day

**Overview**

From interacting with chatbots to crafting witty social media posts to writing formal business emails, ChatGPT has made its way into almost every aspect of our lives. This ChatGPT course teaches attendees how to use ChatGPT to elicit precise responses for content generation, information retrieval, and natural human conversations. By the end of the training, attendees will have the skills and confidence to leverage ChatGPT's capabilities for almost any content creation task. This class gives students the skills to craft effective prompts to guide OpenAI’s ChatGPT chatbot to generate desired outputs.

**Prerequisites**

No prior experience is presumed.

**Materials**

All ChatGPT training students receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees must have a modern web browser and an Internet connection.

**Objectives**

* Understand what ChatGPT is
* Understand the most practical applications of ChatGPT
* Generate text using ChatGPT
* Find information with ChatGPT
* Use ChatGPT to have human-like conversations
* Understand the potential future impact of ChatGPT-like models

**Outline**

* Introduction
* What is Generative AI and ChatGPT?
  + How to use ChatGPT
  + Sign up for a free ChatGPT account
  + Practical applications of ChatGPT
  + How to communicate with ChatGPT
  + Prompt engineering
  + Basic prompts
  + Zero-shot prompting
  + Few-shot prompting
  + Chain-of-thought prompting
* Using ChatGPT for Generating Text
  + Practical applications
  + Prompt engineering for text generation
  + ChatGPT for generating text
* Using ChatGPT for Information Retrieval
  + Practical applications
  + Prompt engineering for information retrieval
  + ChatGPT for information retrieval
* Using ChatGPT for Human-Like Conversations
  + Practical applications
  + Prompt engineering for conversational AI
  + Chatting with ChatGPT
* Other Practical Uses (coding, math)
  + Can ChatGPT be trusted?
  + Bias and ethical considerations
  + Limitations of ChatGPT
  + Other ChatGPT-like language models
  + The future of ChatGPT-like language models
* Conclusion