



Ai in Action Chat GPT and CoPilot

Duration : 3 Hours

Course Overview

This introductory course explores the practical use of Microsoft Copilot and ChatGPT. No prior AI knowledge is required—just basic computer skills. Participants will learn how each tool works, their strengths, limitations, and when to use them. The session includes live demonstrations, real-world examples, and ethical considerations.

Prerequisites

This course is designed for a general audience with basic computer skills and does not require any prior knowledge of artificial intelligence or related technologies.

Objectives

Learners will gain an understanding of ChatGPT and Copilot, when and how to use each. Includes a balanced overview of both tools, with their capabilities, differences, practical uses, and ethical considerations

Course Content

1. Understanding ChatGPT
 - What is ChatGPT? Introduce ChatGPT as a conversational AI tool developed by OpenAI.
 - Core Capabilities: Generating text, answering general knowledge queries, writing content (like emails or blog snippets), and providing creative or technical assistance.
 - Limitations to Note: Inaccurate or nonsensical answers, loss of context etc
 - Demonstration: Live demo of ChatGPT in action
2. Understanding Microsoft 365 Copilot
 - What is Microsoft Copilot?
 - Core Capabilities: Outline what Copilot can do inside MS Office apps
 - Copilot is deeply integrated with productivity software to save time on routine work.
 - Requirements & Scope:
 - Demonstration:
3. Key Differences: ChatGPT vs. Copilot
 - Primary Use and Audience:
 - Integration and Access:
 - Output Style:
 - When to Use Which
4. Practical Applications & Use Cases
 - Real-World Scenarios: Walk through a couple of relatable case studies that show how each tool can be applied:



- Broader Use Cases: Emphasise the versatility
- Hands-on Exercise:
- 5. Ethical Considerations & Best Practices
 - Accuracy and Trust: Reinforce that AI outputs may not always be correct or appropriate.
 - Bias and Fairness:
 - Privacy and Data Security:
 - Ethical Use Cases
 - Case Discussion
- 6. Q&A/Discussion
 - As time permits...