SHORT PROFESSIONAL COURSES

Understanding How ChatGPT Works

The Short Professional Course is designed to provide participants with a comprehensive understanding of the technology behind ChatGPT.
It is an artificial intelligence language model that uses deep learning techniques to generate human-like responses to natural language inputs.

We are thrilled to have you on board and we look forward to helping you achieve your goals.

Our Short Professional Courses are designed to provide you with a comprehensive and engaging learning experience. You will have access to high-quality content, interactive exercises, and dedicated support from our experienced instructors.

We will be sending you regular updates about the courses, including reminders about important dates and any changes to the schedule. If you need to reach us at any time, you can reply to this email or contact us.

We are confident that our Short Professional Course will provide you with the knowledge and skills you need to succeed, and we look forward to supporting you every step of the way.

Thank you again for choosing our course, and we wish you all the best in your learning journey!

Course Outline

✓ **Overview of ChatGPT**
- What is ChatGPT?
- How does ChatGPT work?

✓ **Use Cases of ChatGPT**
- Chatbots
- Customer service
- Virtual assistants
- Content creation

✓ **Hands-On Experience with ChatGPT**
- Setting up ChatGPT
- Interacting with ChatGPT
- Building a simple chatbot using ChatGPT

What You Will Learn

✓ **Natural Language Processing**
AI to understand human language

✓ **How to get started with ChatGPT**
Explore documentation and APIs

✓ **History of NLP**
Computational linguistics and AI research

✓ **Applications of NLP**
Sentiment analysis, language translation, chatbots, and more.

How to Use Microsoft Teams?

SKILL‹AI

✓ Step 01: **Download Microsoft Teams**

First, you need to go to the Microsoft Teams download page on the Microsoft website. Here, you will find the appropriate download version for your operating system, whether it's for Windows, Mac, Linux, or a mobile device.Once you've downloaded the appropriate version of Microsoft Teams, you'll need to install it on your computer. The installation process will vary depending on your operating system, but the basic steps are the same.

For Windows:
Double-click the Teams installer file to start the installation process.
Follow the prompts in the installation wizard to install Teams on your computer.
Once the installation is complete, sign in to Teams with your Microsoft account.

For Mac:
Double-click the Teams .pkg file to start the installation process.
Follow the prompts in the installation wizard to install Teams on your computer.
Once the installation is complete, you can launch Teams from your Applications folder and sign in with your Microsoft account.

For Linux:
Open your terminal and navigate to the directory where the Teams installer package is saved.
Use the appropriate command to install the Teams package, depending on whether you're using a .deb or .rpm package.
Once the installation is complete, you can launch Teams from your applications menu and sign in with your Microsoft account.

✓ Step 02: **Configure Teams Settings**

After you've installed Microsoft Teams on your computer, you'll want to configure some basic settings to ensure that Teams is set up the way you want it.
Click on your profile picture in the top right corner of the Teams app to access the Settings menu.
From the Settings menu, you can customize settings such as notifications, theme, language, and more.
You can also adjust your Team's status to let your team members know if you're available, busy, or away.

✓ Step 03: **Start Collaborating with Your Team**

Once you've installed and configured Microsoft Teams, you can start collaborating with your team members. You can create channels to organize your conversations, initiate video calls or screen-sharing sessions, and share files and documents with your team.
To start a chat or call with a team member, simply click on their name in the Teams app and select the appropriate option. You can also start a chat or call with a group of team members by creating a new channel and inviting them to join.
In addition to chat and video calls, you can also collaborate on documents and files in Teams. You can upload documents and files to Teams channels, co-author documents in real-time with your team members, and provide feedback and comments on documents.