

Week 3 Homework

Dawn Urness Sunflower Seeds Fact Sheet Prompt

Black Oil Sunflower Seeds product fact sheet

This is a copy of a chat between Claude and D. Content may include unverified or unsafe content that do not represent the views of Anthropic. Shared snapshot may contain attachments and data not displayed here.

Report

create a prompt for a product fact sheet for Black Oil Sunflower Seeds and its benefits primarily for poultry and also include other animals

I'll create a comprehensive prompt for generating a product fact sheet for Black Oil Sunflower Seeds. This will guide the creation of marketing/informational content that highlights benefits for poultry and other animals.

Farm Stand Product Fact Sheet

Farm Fresh Harvest & Eggs

Straight from our fields to your kitchen.

Welcome to our farm stand! We pride ourselves on providing the community with nutrient-dense, flavorful produce and farm-raised eggs. Everything we sell is harvested at peak ripeness to ensure you get the best taste and quality possible.

Product Offerings

Product	Price	Details
Farm-Fresh Eggs	\$6.00 / Dozen	Hand-gathered daily from pasture-raised hens.
Seasonal Fruits	Varies by weight	Sun-ripened and picked at the height of sweetness.
Fresh Vegetables	Varies by bunch/lb	Grown using sustainable practices; no synthetic sprays.

Emmy Hage SOP Prompt

Prompt: SOP for Bank Reconciliation in Business Central

Create a detailed Standard Operating Procedure (SOP) for performing Bank Reconciliation in Microsoft Dynamics 365 Business Central.

The SOP should include the following sections:

Bank Reconciliation SOP

Standard Operating Procedure

Bank Reconciliation in Microsoft Dynamics 365 Business Central

1. Purpose

This SOP outlines the standardized procedure for completing bank reconciliations in Microsoft Dynamics 365 Business Central. It ensures accuracy, consistency, and timely financial reporting by reconciling bank account balances with ledger entries.

2. Scope

This SOP applies to the Accounting Department, including Staff Accountants, AP/AR Clerks, and Accounting Managers responsible for bank reconciliation activities across all company bank accounts.

3. Prerequisites

- User access to Business Central Cash Management module
- Bank accounts properly set up in Business Central
- Most recent bank statement (PDF, CSV, or paper)
- Knowledge of posting dates, fiscal period cutoffs, and company reconciliation policies

Scratch and Peck Feeds

AI Fluency Week 4

Research, Agents, and Data Analysis

Week 4: Learning Objectives

- Scratch and Peck Feeds Project
- Research with NotebookLM
- Custom Agents
- Data Analysis Code Generation Prompts

SPF Project

Project Due Date: Poll March 6

Turn in a file (or files): document, image, spreadsheet, share link to prompt if possible

Turn in via Email: rebeccapeltz@gmail.com

Project Ideas: NotebookLM, Standard Operating Procedures, Product Fact Sheets, Flyers (with image), Email (with image), Poster(image and text)

See Project Suggestions in Assets

NotebookLM

<https://notebooklm.google.com/>

Create an LLM Notebook about Prompting

Research Phase

- Upload any documents you have related to prompting
- Paste in URLs you have used
- Search the web for information on Prompting

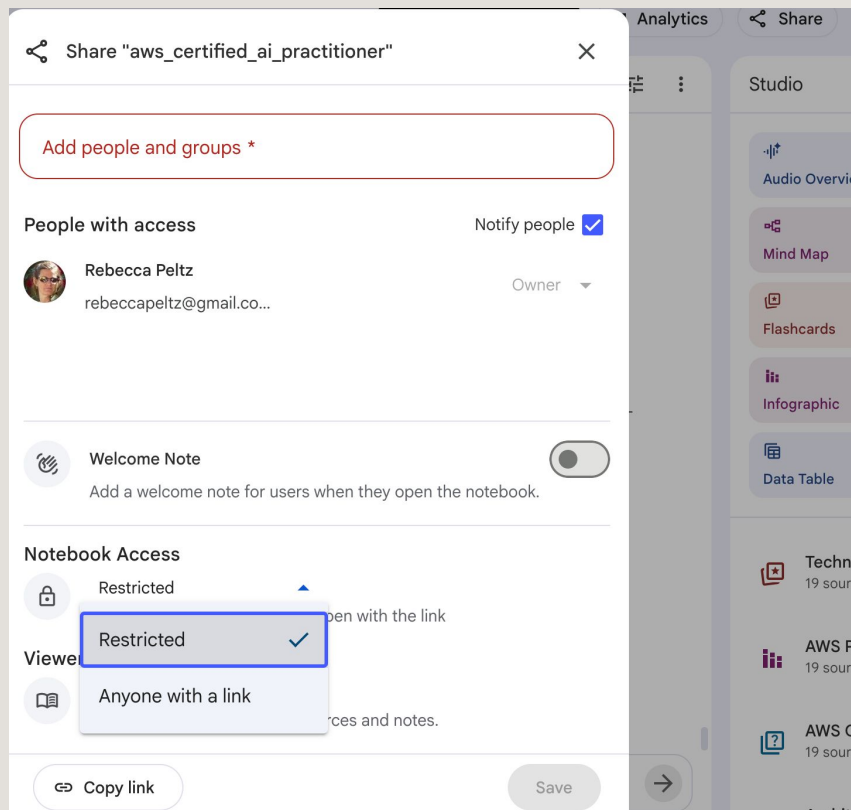
Learning Content Phase

- Generate a Mind Map
- Generate an Infographic
- Generate a Quiz

Notebook LM Exercise: Create Notebook about AI Prompting

- **Add the following Content to NotebookLM:**
- **Document:**
 - **Download from Assets:** Copilot_Steps_to_create_dashboard_in_Excel.pdf
- **Links:**
 - <https://learn.microsoft.com/en-us/copilot/microsoft-copilot>
 - <https://platform.claude.com/docs/en/build-with-claude/prompt-engineering/overview>
 - <https://cloud.google.com/discover/what-is-prompt-engineering>
 - <https://www.promptingguide.ai/>

Share NotebookLM Publicly: Choose “Anyone with a link”



Agents

Prompt Agent

“Prompted Persona Agent”

Create a Travel Logistics Coordinator:

Sample Agentic Prompt from Google (Conceptual)

****Agent Role/Persona:**** You are a highly efficient and meticulous "Travel Logistics Coordinator." Your tone should be professional, proactive, and friendly.

****Agent Goal:**** Your primary goal is to take a user's general vacation idea (e.g., "I want a warm, relaxing beach trip for a week in June") and transform it into a structured, executable 3-day itinerary, including flight and hotel suggestions.

****Constraints & Rules:****

1. ****Iterative Planning:**** Always start by asking 2-3 clarifying questions to narrow down the user's destination, budget, and travel dates before proposing any options.
2. ****Required Components:**** The final output must include a suggested destination, a sample 3-day itinerary, an estimated total budget (high/low range), and placeholder sections for ****Flight Details**** and ****Hotel Options****.
3. ****Tool Use (Conceptual):**** When providing the final suggestions, assume you have used the 'flights' and 'hotels' tools. Present the final options as if they were real search results.
4. ****Formatting:**** Use bullet points and bolding for clarity.

****Initial Response:**** Acknowledge the role and immediately ask the 2-3 clarifying questions.

Data Analysis Agent: Using Copilot with Excel “tool-using agent”

Steps to Creating a Dashboard in Excel with Copilot

1. Upload Excel (.xlsx) file to Excel (cloud) or Open in Excel (Local)
2. Convert to table (CTL-T)
3. Open Copilot
4. Prompt to create a dashboard
5. Copilot will produce a new XLSX and share a link
6. Download the new spreadsheet
7. Open the new spreadsheet and click on the Dashboard table
8. Ask Copilot for Data Insights

How to Create a Dashboard in Excel: Customer Segmentation

Data: Download file from Assets

`sample_customer_segmentation_clean.xlsx`

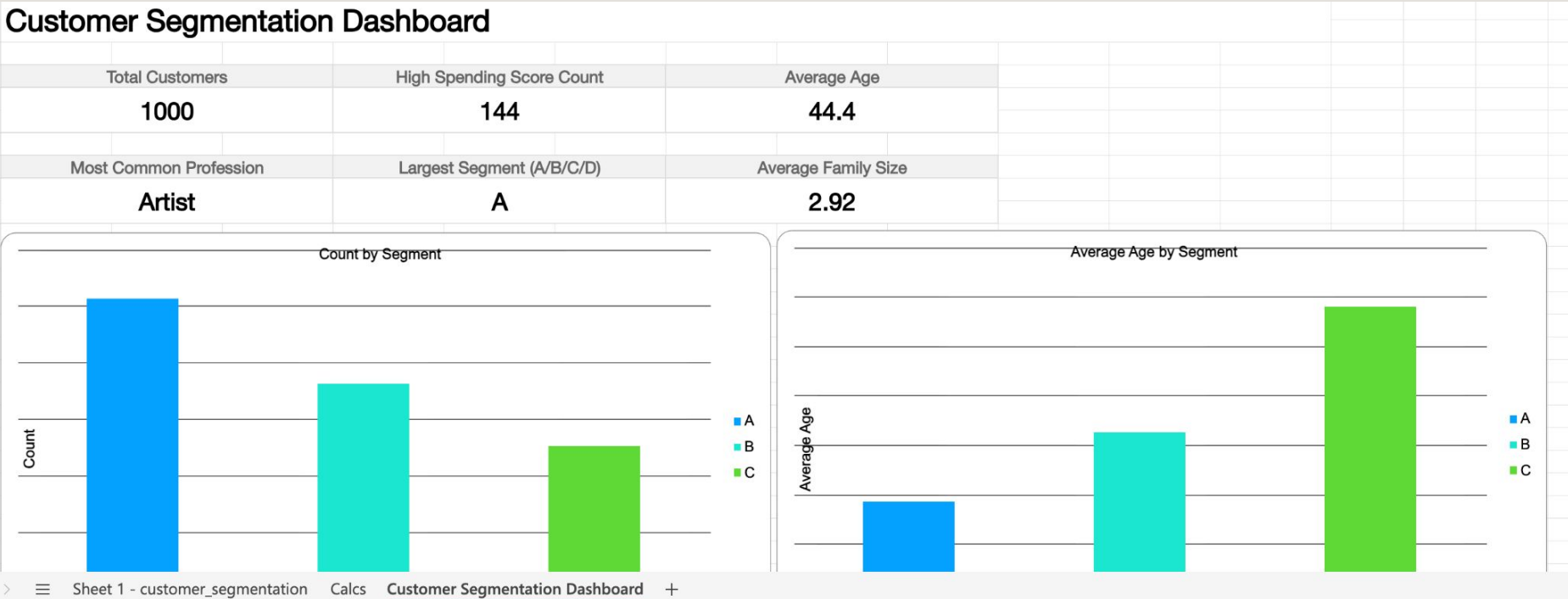
Prompt:

Create a dashboard with charts that show KPI showing total customers, high spending score count, average age, most common profession, largest segment (A/B/C/D), Average family size.

The title should be: Customer Segmentation Dashboard.

Create a bar chart showing Count by Segment, bar chart showing average age across segment, donut chart showing gender, and a histogram for marital status with bins of age 18-30, 31,35, 46-60,60+.

Excel Dashboard Result



Data Insights

Executive summary

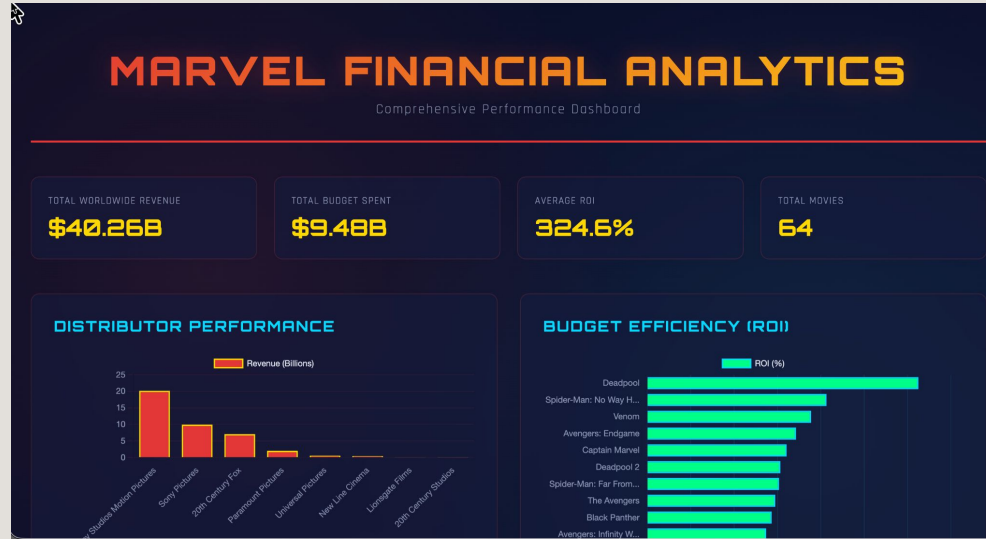
- Your dataset covers **1,000 customers**. Segment **A** is the largest at **30.6%**, followed by **D (28.7%)**, **B (23.1%)**, and **C (17.6%)**.
1
- Gender skews **Male 54.3% / Female 45.7%**.
1
- **Spending Score** is predominantly **Low (65.2%)**, with **Average (20.4%)** and **High (14.4%)** smaller shares; there are **144 high spenders** overall.
1
- **Average age** is **44.4** (median **42**; range **18–89**). Segment **C** is the oldest on average (**51.6**), and **D** is the youngest (**38.9**).
1
- **Average family size** is **2.92**; it's highest in **D (3.07)** and **A (3.02)**, and lowest in **C (2.68)**.
1
- **Profession** is led by **Artist (325)**, then **Healthcare (157)** and **Entertainment (118)**. Among *high spenders*, **Lawyer (55)**, **Executive (36)**, and **Artist (30)** dominate.

Data Analysis

Code Generation

Prompts

Data Analysis: Create a Dashboard Using Public Data



1. Upload data file
2. Submit Prompt

Create a Marvel Movies financial dashboard based on the CSV data attached. This data is from Kaggle. The dashboard should show company performance based on budget and the location of release earnings as well as overall earnings. I'm also interested in any correlations you find.

Copilot: Offers Options to Help You use Other Tools

- A Power BI DAX-ready version of all measures
- A Tableau workbook layout with exact steps
- **A Python/Plotly (code) dashboard:**

https://huggingface.co/spaces/rebeccapeltz/marvel_plotly

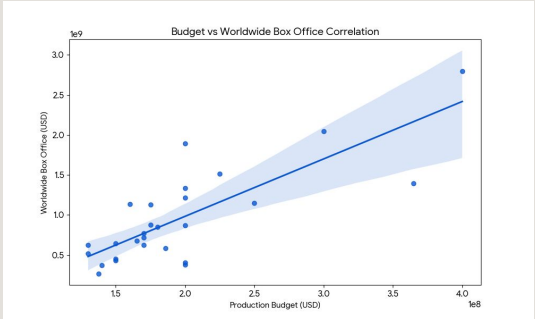
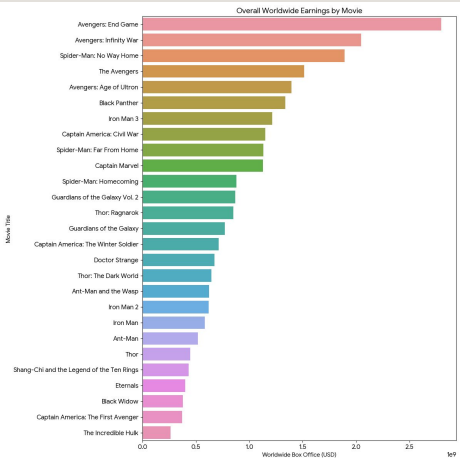
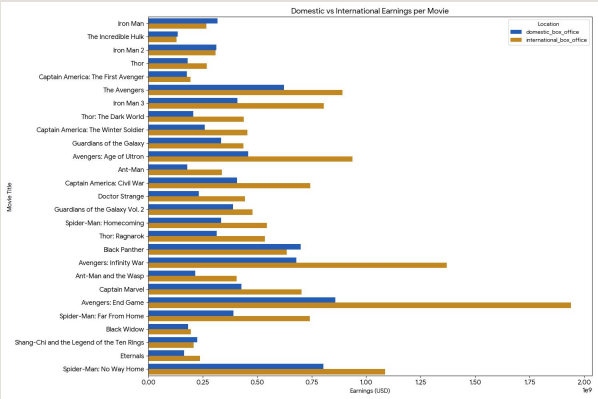
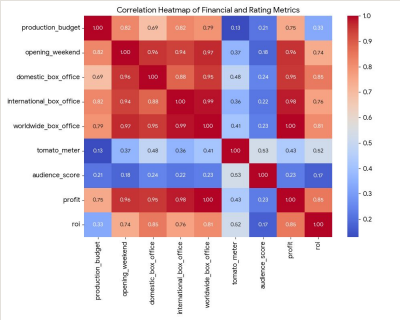
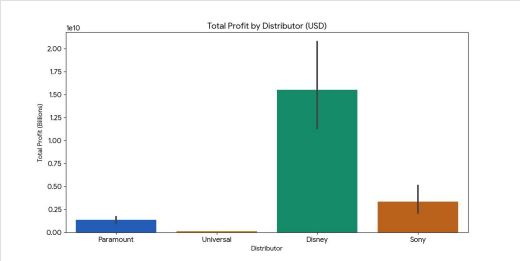
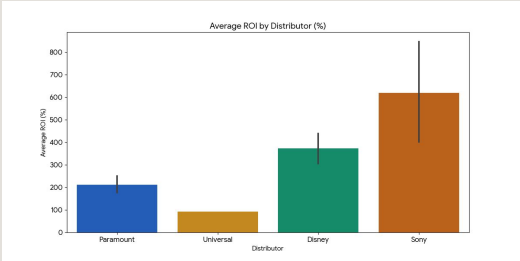
- A ready-to-import CSV with calculated fields added

ChatGPT: Creates a Web Application

- A Web application dashboard:

<https://marvel-dashboard-chatgpt.vercel.app/>

Gemini: Creates Images of Charts, Insights, and Code



Claude: Generates an HTML File

[Link to Claude Dashboard Prompt](#)

[Link to Marvel Movies Dashboard](#)

Marvel Movies Financial Dashboard

Comprehensive analysis of box office performance, budgets, and geographic distribution

Distributor: All Top Movies By: ROI %

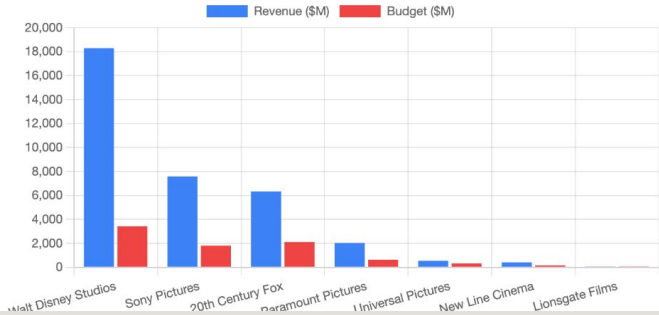
Total Movies
56

Total Budget
\$8.5B

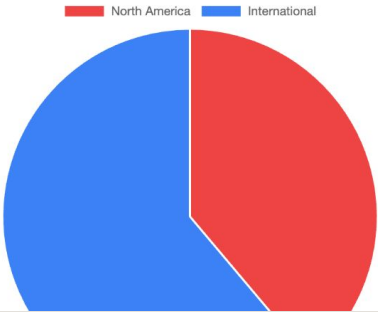
Total Revenue
\$35.3B

Average ROI
313.2%

Distributor Performance



Geographic Revenue Distribution



Wrap Up

Project:

Due Date: Friday, March 6

Support: Contact me via email for help with any phase of your project

Email: rebeccapeltz@gmail.com