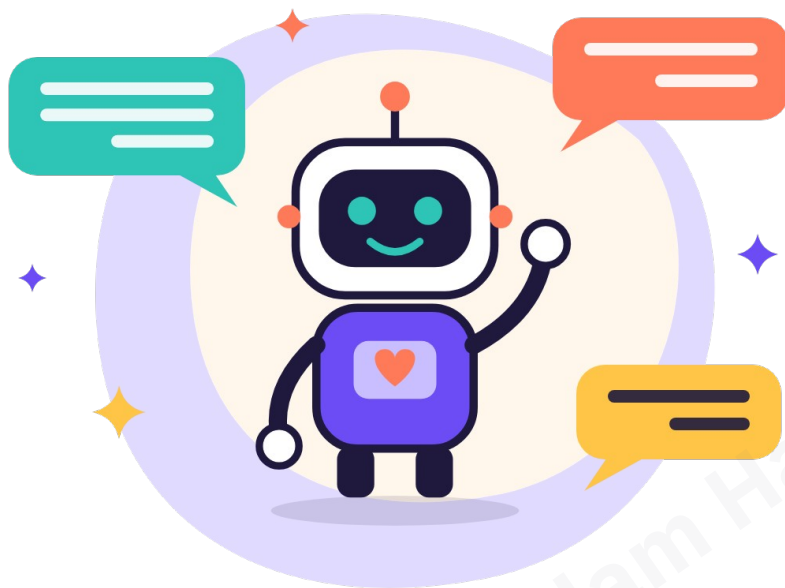




Introduction to AI

A course for absolute beginners: 20 daily lessons, 4 weeks, no experience needed

20 daily lessons · 4 weeks · about 30 minutes a day · about 13 hours in total

A course for beginners. It is not designed for people who already use AI often (they can take the challenge path in Appendix G).

Version 1.1, October 2026. AI tools change their screens and prices every few months. Every price in this course is approximate. Check the tool's own website before you buy anything.

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Created by Amram Abramovich · Olam HaChesed · olamhachesed.com

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Welcome!

You keep hearing "AI" on the news, at work or from the grandkids, and you're not quite sure what it actually is? This course is for you.

You don't need: a technical background, a powerful computer or any money. A smartphone or an ordinary computer with a web browser (the app you use to visit websites, such as Chrome, Safari or Edge) and an internet connection is enough.

What you do need: curiosity, about 30 minutes a day, and a willingness to try things and make mistakes. You can't "break" AI. You can always open a new chat and start over.

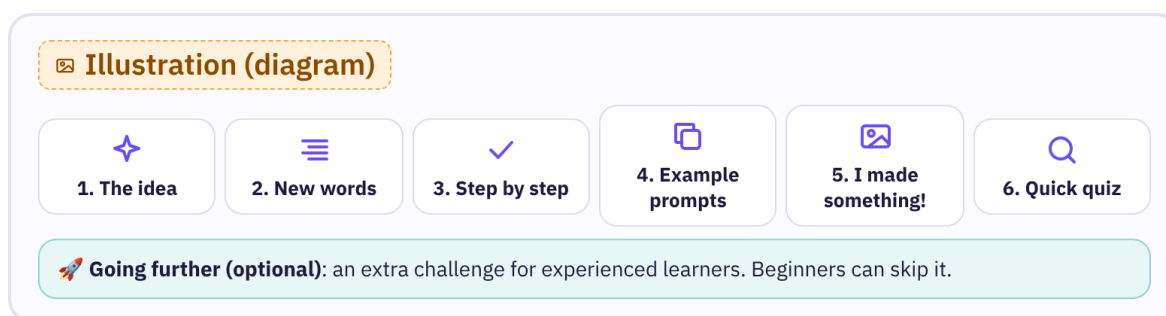
By the end of the course you'll be able to

- Explain in plain words what artificial intelligence is, and the difference between "AI" as a general idea and specific tools.
- Chat confidently with ChatGPT, Gemini, Claude and Grok, and pick the right tool for the job.
- Write good requests (prompts) with a simple four-part formula.
- Draft emails, summarize documents, plan meals, trips and events, and learn any new topic.
- Create pictures, invitations, songs, voice-overs and short videos with tools that run in your browser.
- Research a topic with sources, and check whether what the AI told you is true.
- Build a small web page with the AI's help, without knowing any code (Day 18; it's easier than it sounds).
- Spot hallucinations, fake content and scams, and protect your own and your family's privacy.

How the course works

- **20 daily lessons**, each **20 to 40 minutes** long (about half an hour on average).
- **Suggested pace: 4 weeks × 5 days a week** (for example Monday to Friday), with two days off.
- **Time:** about 30 minutes a day, **2.5 to 3 hours a week, about 11 hours** for all the lessons plus **about 2 hours** for the final project (many people happily take longer). There's no clock: going slower is fine.
- **At your own pace:** you can go faster (2 lessons a day, two weeks) or slower (3 lessons a week, about 7 weeks). You can't be "late" and you can't "miss" anything. A long lesson can be split over two days.
- **Every lesson ends with something real you made:** a greeting, a table, a picture, a song, a web page.
- **At the end of each week:** a short review quiz. **At the end of the course:** a final project and a certificate of completion that you fill in yourself.

The same structure every lesson



The six parts of every lesson, plus the optional "Going further" box

1. **The idea** (5–10 min): one concept, with an everyday example.
2. **New words**: 1–3 terms, each with a simple comparison.
3. **Step by step** (10–20 min): exact instructions, with an illustration of the screen.
4. **Example prompts**: ready-to-copy requests.
5. **"I made something!"**: the task that leaves you with a result.
6. **Quick quiz**: 3 questions. The answers are at the end of this document.

About the pictures: most steps show a **real screenshot** of the tool's website, taken in October 2026 without logging in, with a colored frame, an arrow and a number on the button to tap. Screens that need an account are shown as **illustrations** (clearly labeled), not as fake screenshots. Tools change their design often, so your screen may look a little different: look for the same words and icons.

Three ways to take this course

- **Brand new to all this?** Follow the lessons in order and skip every "Going further" box. That's the whole course.
- **Prefer a gentle pace, or larger print?** Print the large-print workbook, split long lessons over two days, and it's absolutely fine to ask a family member to sit with you the first time you open a new tool (Days 2, 8, 12, 17 and 18 have extra pictures).
- **Already use AI often? Take the fast track.** Do the Week 1 and Week 2 review quizzes first. If you score 4/4 on both, skim Days 1–10 (do only their "Going further" boxes) and start properly at Day 11. In every lesson, do the **"Going further"** box: together they make up the **challenge path**, collected in **Appendix G** with a goal and an output for each week, 4 bonus lessons and an advanced final project. Finish with the bonus part of the final project.

Course files

- **This document:** the syllabus and the full content of every lesson.
- **The workbook:** space to write, tick boxes and keep your results, with all the exercises and quizzes. Available in regular and **large print**.
- **The slide deck:** a visual summary of the course, handy for a kick-off session and for a review at the end of each week.
- **The interactive course site:** one file that opens in any browser and guides you step by step.

What to print (optional): the workbook (or only the pages of the current week), the "5 golden rules" fridge card and the button dictionary (both at the start of the workbook). You can also do everything on screen.

The tools in this course

We only use well-known tools that work **in a web browser or as a phone app**. Nothing to install, no powerful computer needed. Every one of them has a **free plan** or a free trial, which is enough for the whole course.

No need to remember this table. Each tool gets its own day, with full instructions. It's here just so you know what's coming.

Type	Main tools in the course	Where
Chat assistants	ChatGPT, Gemini, Claude, Grok	chatgpt.com · gemini.google.com · claude.ai · grok.com
Search with sources	Perplexity, search mode in the chat assistants	perplexity.ai
Research on your documents	Gemini Notebook	notebook.google.com
Pictures and design	Image creation inside ChatGPT / Gemini / Grok, Canva	inside the chat · canva.com
Music and voice	Suno, ElevenLabs, voice mode in the chat assistants	suno.com · elevenlabs.io
Video	Gemini (Veo), Grok Imagine, Runway	inside the chat · runwayml.com
"Code without code"	Canvas in ChatGPT and Gemini, Artifacts in Claude	inside the chat

About subscriptions: you don't have to pay anything to complete this course. If you later want one subscription, most chat assistants offer a paid plan at roughly **\$20 a month** (approximate, varies by country). There's a price table in Appendix E.

About languages: all the main tools understand and answer in dozens of languages. The prompts in this course are in English, but you can type in your own language, ask for the answer in another one, or switch the app's menus to your language in Settings. Quality is usually best in widely used languages, so double-check important text in smaller ones.

The syllabus at a glance

Week	Day	Lesson	What you'll make	Time
1. Getting to know AI	1	What is AI, anyway?	An "AI in my life" list and your first question	25 min
	2	Create an account and start talking	Your first personal greeting	30 min
	3	The art of asking: the 4-part formula	A "before and after" prompt	30 min
	4	How does a computer "learn"?	An "explain it to a 10-year-old" page on a topic you love	30 min
	5	AI makes mistakes, so we check	A "fact detective" table + weekly quiz	35 min
2. Your everyday assistant	6	Have a conversation, don't give orders	A weekly meal plan in a table	30 min
	7	Writing at home and at work	A tricky email, perfectly worded	30 min
	8	Snap, upload and ask	A document summary or an explained photo	35 min
	9	Learn anything with AI	A personal study plan + a quiz from the AI	30 min
	10	Four assistants, one task	A "my tool" comparison table + weekly quiz	40 min
3. Creative AI	11	AI that draws	Your first illustration	30 min
	12	Designing an invitation and a card	A designed event invitation	40 min
	13	Songs and voices	A personal song or voice-over	35 min
	14	Your first video	A short video from a picture, or a slideshow video	30 min
	15	Real or fake?	A "family safety	35 min

Week	Day	Lesson	What you'll make	Time
			card" + weekly quiz	
4. AI that gets work done	16	Search and research with sources	A short trip report with checked links	35 min
	17	A smart notebook for your documents	A Gemini Notebook notebook + an audio overview	35 min
	18	"Code without knowing code"	A small web page or game	35 min
	19	Agents, automation and words you'll hear	Your own custom assistant + your prompt library	30 min
	20	Final project and celebration	A "personal AI event kit" + certificate	40 min + about 2 hours

Before you start: 5 golden rules

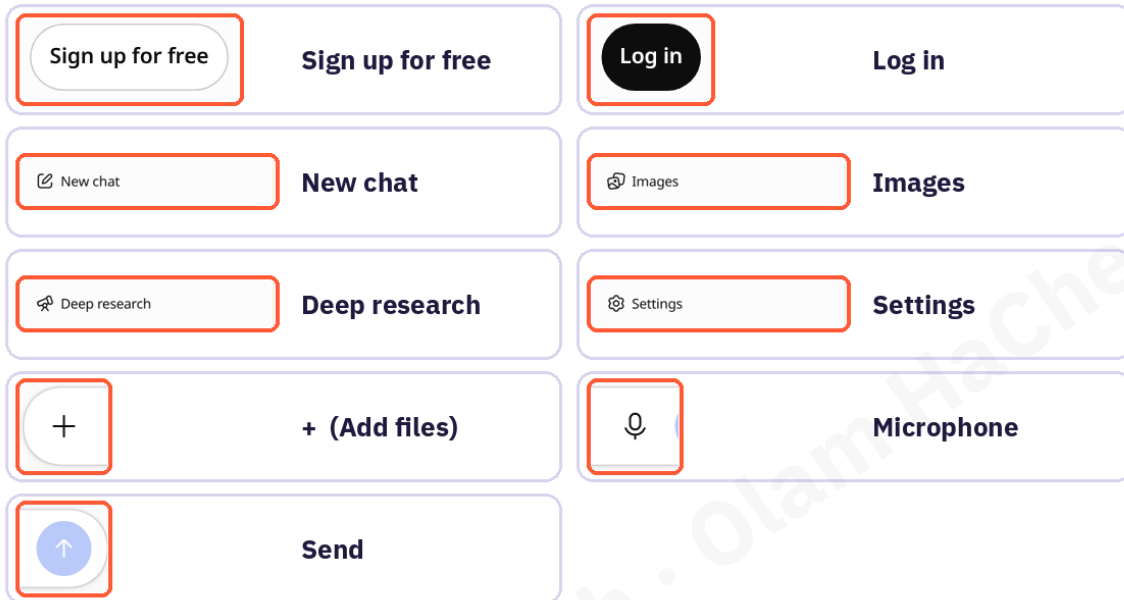
- 1. AI is an assistant, not an oracle.** It knows a lot, but it also makes mistakes and makes things up. Check every number, name, date and source, especially for health, money and legal matters. It's no substitute for a doctor, lawyer or financial adviser.
- 2. Privacy first.** Never type your ID or Social Security number, credit card number, passwords, personal medical details or other people's private information into a chat.
- 3. Have a conversation.** If the answer isn't good, don't give up: ask for "shorter", "simpler" or "give me 3 options".
- 4. Respect people.** Don't create pictures, voices or videos of real people without their permission, and keep content respectful.
- 5. Have fun.** There are no silly questions. AI never gets tired and never judges.

A printable fridge card with these rules is at the start of the workbook.

Button words: a mini dictionary

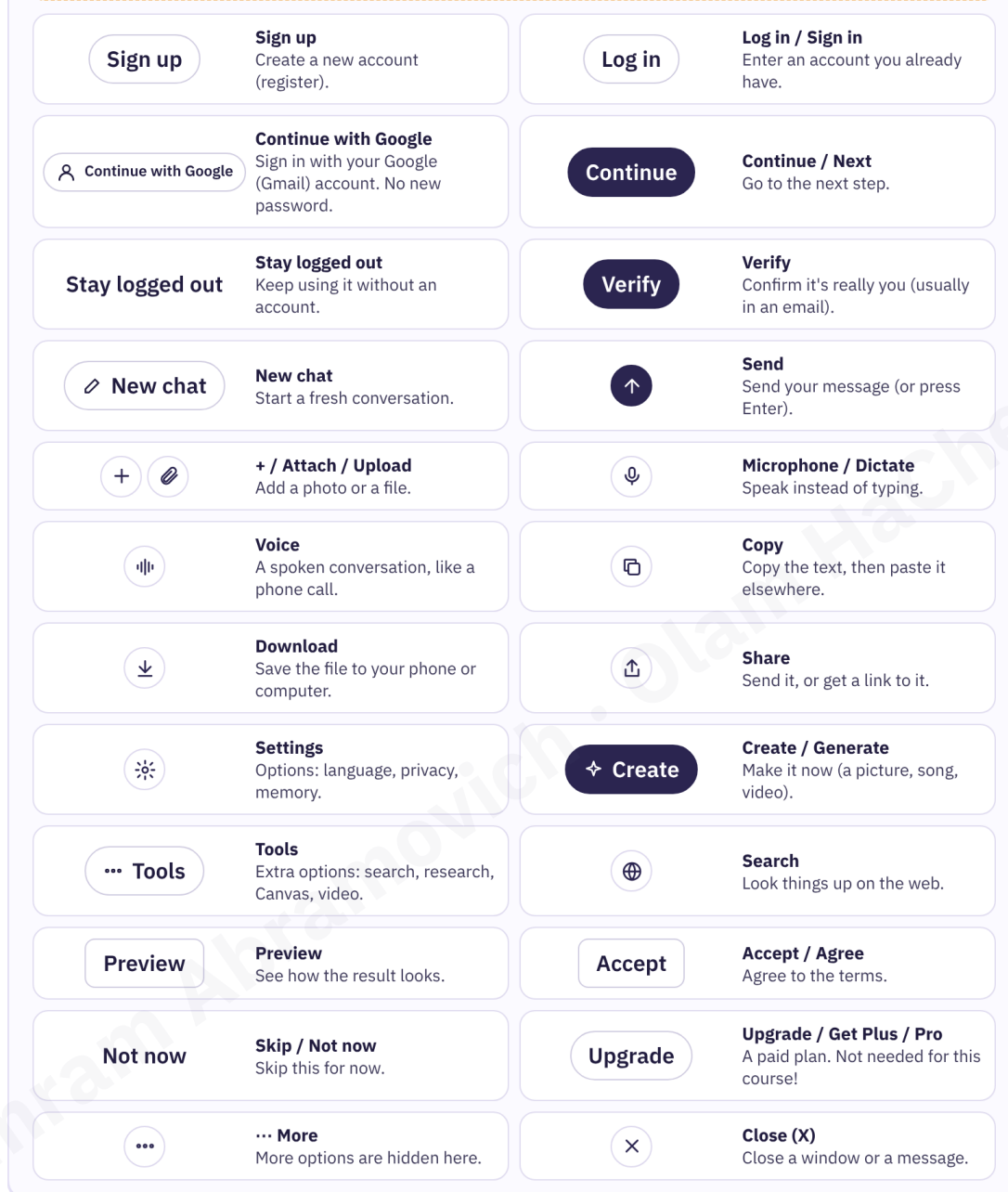
Most AI tools use the same short words on their buttons. If your screen shows a word you don't know, look it up here. (If your app is set to another language, you'll see a translation of the same words.)

Real buttons from chatgpt.com (logged out, October 2026)



Real buttons from chatgpt.com, cropped from real screenshots (logged out, October 2026)

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



The most common buttons and what they mean

On the button	What it means	When you'll meet it
Sign up	Create a new account	Day 2
Log in / Sign in	Enter an account you already have	Day 2
Continue with Google	Sign in with your Gmail account, no new password	Day 2
Stay logged out	Carry on without an account	Day 1
Verify	Confirm it's you (usually a button	Day 2

On the button	What it means	When you'll meet it
	in an email)	
Settings	Options: language, privacy, memory	Days 2, 10
New chat	Start a fresh conversation	Day 3
+ / Attach / Upload	Add a photo or a file	Day 8
Copy / Paste	Copy text, then put it somewhere else	Days 1, 6
Download	Save a file to your phone or computer	Days 11–14
Share	Send something, or get a link to it	Days 12, 18
Create / Generate	Make it now (a picture, song or video)	Days 11–14
Tools	More options: search, research, Canvas, video	Days 14, 16, 18
Preview	See how the result looks	Day 18
Custom	Choose your own settings (for example your own song style)	Days 10, 13
Deep research	A longer search that reads many sources and writes a report	Day 16
Studio	The "make something" area in Gemini Notebook	Day 17
Audio Overview	A podcast-style audio summary of your sources	Day 17
Gems / Projects / GPTs	Your own custom assistant, with standing instructions	Day 19
Upgrade / Get Plus / Pro	A paid plan, not needed for this course	anywhere
Not now / Skip	Skip this for now	anywhere

I'm stuck: what now?

Everyone gets stuck sometimes. It's never your fault, and you can't break anything. Find your problem below.

What happened	What to do
I can't find the button	The screen may look a little different from the picture. Look for the same word (see the button dictionary) or the same icon. Still nothing? Make the window bigger, scroll down, or tap ☰ or ⋮ (menus often hide there). Or ask the AI: "Where is the Upload button in ChatGPT?"
"You've reached your limit" (free usage ran out)	That's normal on free plans. Wait a few hours (it resets, usually the next day), or continue the same lesson in another assistant: Gemini, Claude, Grok or Copilot.
It's asking for a credit card	Stop. Nothing in this course needs payment. Close the window, or look for Not now, Skip or Continue with free. Never type card details to "unlock" a lesson.
The language changed (everything is in English or in another language)	Write to the AI: "Please answer in English" (or your language). To change the menus: Settings → General → Language.
My chat disappeared	Open the menu (☰, top left) and look at the list of previous chats; tap the one you want. If you weren't logged in, the chat isn't saved. Next time, sign in first (Day 2).

Two golden tips: 1) Take a screenshot of the problem and show it to the AI or to a friend: "What do I do here?". 2) Close the tab, open the site again and start a **New chat**. It solves more problems than you'd think.

For the family helper (one page)

If you're sitting next to someone who is taking this course, this page is for you.

What helps:

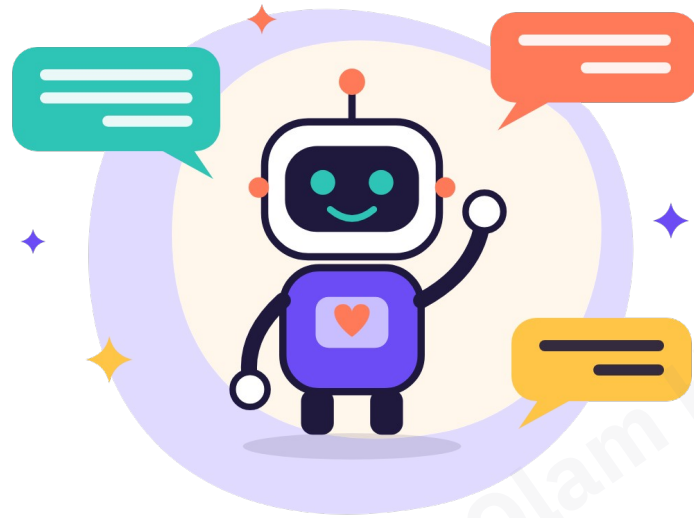
- **Let them hold the mouse or the phone.** Point at the screen and explain in words: "the button with the arrow, at the bottom right".
- **Let them make mistakes.** A mistake is how we learn, and nothing here can break. Wait a few seconds before helping.
- **Read the lesson steps together,** one step at a time. The pictures show where to tap.
- **Help with the hard moments only:** the email verification (Day 2), uploading a photo (Day 8), Canva (Day 12), Gemini Notebook (Day 17) and the web page (Day 18).
- **Praise what they made.** A greeting, a picture, a song: show real interest.

What doesn't help:

- Don't tap for them, and don't take the phone "for a second".
- Don't say "it's easy" or "I already told you".
- Don't create accounts or type passwords for them. They should know their own password (written on paper, kept at home).
- Don't rush: 20–40 minutes a day is plenty.

Safety: go over the 5 golden rules together, and agree on a **family code word** (Day 15) against fake-voice scams.

Week 1: Getting to know AI

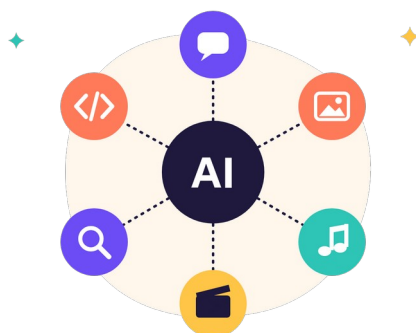


This week's goal: lose the fear, understand what AI is, and hold your first conversation with confidence.

Estimated time: about 2.5 hours (5 lessons of 25–35 minutes).

DAY 1

What is AI, anyway?



Time: about 25 minutes · **Goal:** understand the idea and see that it's already all around you ·
Tools: ChatGPT (you can even try it without an account)

1. The idea

Artificial intelligence (AI) is a computer doing things that used to need a human: understanding language, recognizing what's in a photo, writing, translating, drawing and even talking.

The most important thing to grasp on day one: **"AI" is a general word, like "vehicle"**. When someone says "vehicle", they could mean a car, a truck or a motorbike. AI is the same: there are different kinds, and each kind is good at something different.

Kind of AI	What it does	Example tools
AI that chats and writes	Answers questions, writes, summarizes, translates	ChatGPT, Gemini, Claude, Grok
AI that draws	Creates pictures and illustrations from a description in words	Image creation inside the chat assistants, Canva
AI that speaks and sings	Reads text aloud, creates songs	ElevenLabs, Suno
AI that films	Creates short videos	Veo (in Gemini), Runway
AI that searches and researches	Searches the web and answers with sources	Perplexity, "Deep Research" in the chat assistants
AI that writes code	Builds web pages and small apps	Canvas in ChatGPT, Artifacts in Claude

And ChatGPT? It's one particular **tool** of the "chat assistant" kind. Think of cars: Toyota, Ford and Kia are different **manufacturers** that all make cars. In the same way, ChatGPT (made by OpenAI), Gemini (by Google), Claude (by Anthropic) and Grok (by xAI) are chat assistants from four different companies. Same kind of AI, different makers.

AI is already in your life, even if you hadn't noticed: the maps app that works out the fastest route, autocomplete on your phone keyboard, unlocking your phone with your face, video

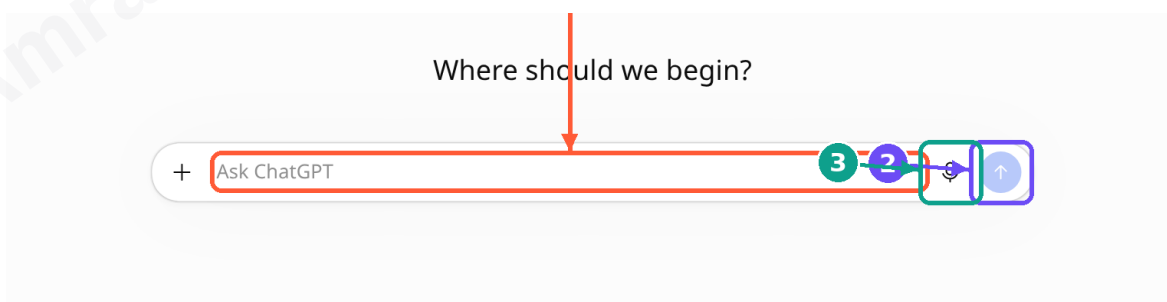
recommendations on YouTube, the spam filter in your email, and automatic translation on websites.

2. New words

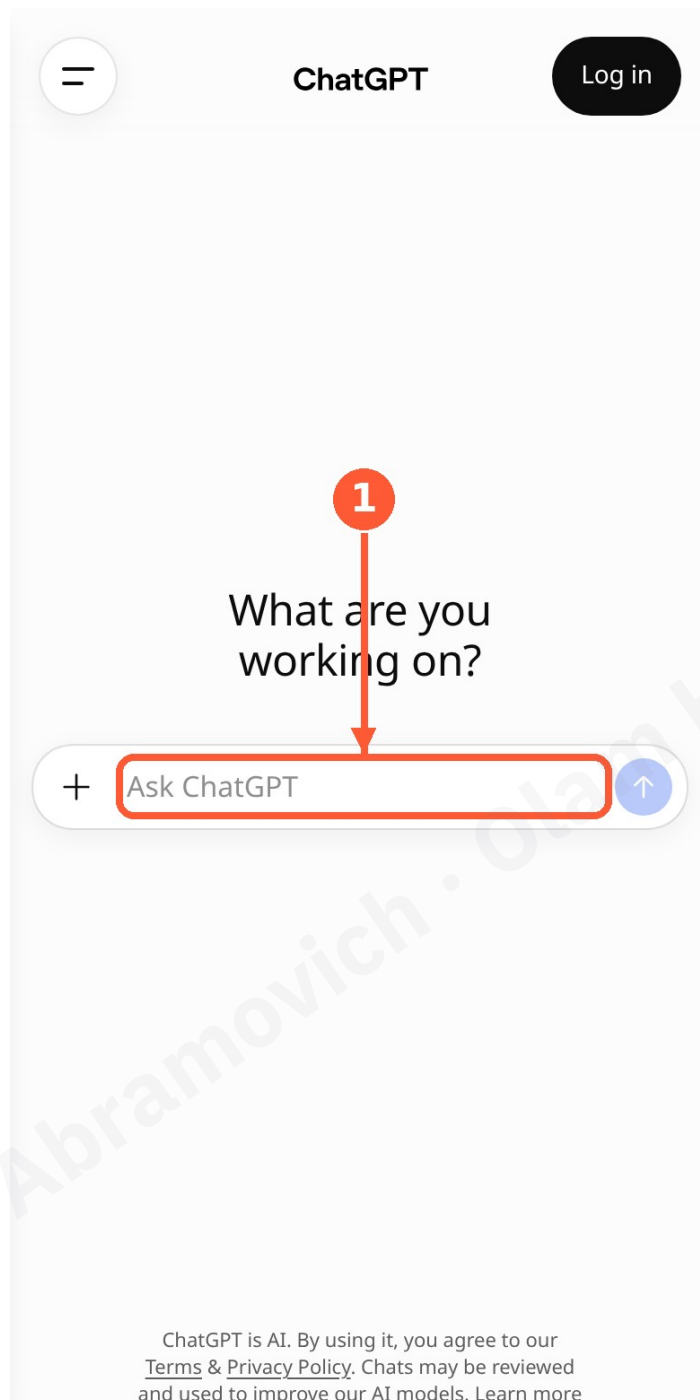
- **Artificial intelligence (AI):** a computer doing "human" tasks. *Like:* a clever assistant that learned from huge numbers of examples, but doesn't really "think" or "feel" the way a person does.
- **Chat assistant (chatbot):** a place where you type (or say) a request and the AI answers. *Like:* texting a helper who replies instantly.
- **Prompt:** the request you write to the AI. *Like:* ordering at a restaurant. The more specific you are, the closer the dish is to what you wanted.

3. Step by step: your first question, no sign-up needed

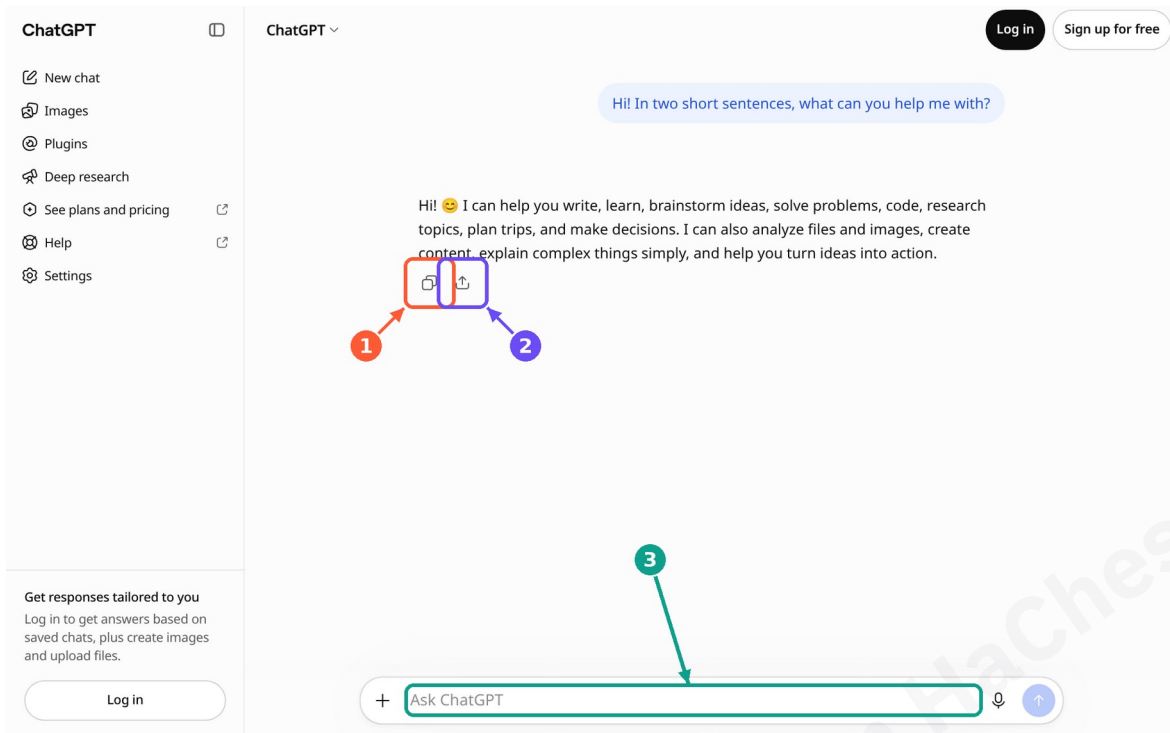
1. Open your **web browser**: the app you use to visit websites (Chrome, Safari or Edge, usually a round, colorful icon). Tap the **address bar** at the very top, type **chatgpt.com** and press Enter.
2. A window may invite you to sign up. You can tap **Stay logged out** (= carry on without an account) or the **X** to close it. If the site insists on an account, no problem: either try **copilot.microsoft.com**, which in many countries works without one, or do Day 2 first (about 10 minutes) and come back.
3. At the bottom of the screen there's a box that says something like **Ask anything** (= "ask me anything"). Tap it.
4. Type your first question (see the examples below) and press Enter or tap the **arrow**. Prefer not to type? Tap the **microphone** icon and just speak. Write the way you talk: "please" and "thank you" are optional, but they don't hurt.
5. Read the answer. Want more? Type another question in the same box.
6. **Copying a sentence into your workbook:** on a computer, select the text with the mouse and press Ctrl+C, or click the **Copy** icon under the answer. On a phone, press and hold the text, then tap **Copy**.



Real screenshot of chatgpt.com (logged out, October 2026): 1 type your question here · 2 send · 3 or speak instead of typing

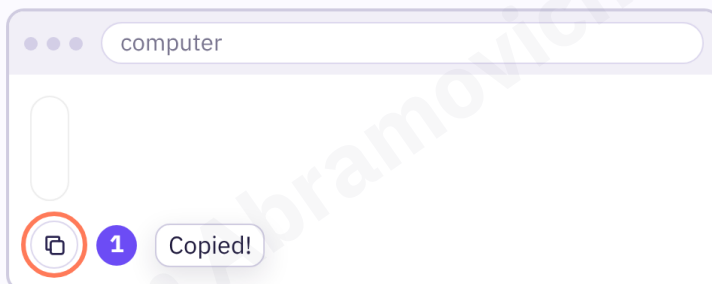


Real screenshot of chatgpt.com on a phone (logged out, October 2026): 1 type here · 3 Log in (not needed today)



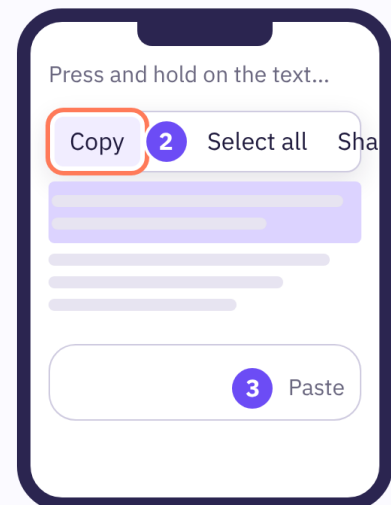
Real screenshot of chatgpt.com (logged out, October 2026): 1 Copy the answer · 2 Share · 3 type your next message

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



On a computer: under the answer, **1** click the **Copy** icon (two squares).

Where you want it: press and hold, **3** then **Paste**. On a computer: Ctrl+V (Mac: Cmd+V).



On a phone: press and hold the **2** text, then tap **Copy**. (**Select all** marks everything.)

Copying text on a computer and on a phone

4. Example prompts

Example prompts (copy them, change the details and try)

Hi! I'm just starting to learn about artificial intelligence. Explain in one simple sentence what you can do for me.

I love gardening. Give me 3 tips for growing basil in a pot on a windowsill, in plain language.

Where else is there AI on my phone that I might not know about? Give me 5 examples.

5. I made something!

Task: in your workbook, list **5 places where AI is already part of your life**. Then ask the chat one question about a hobby of yours, and copy the most interesting sentence from the answer into your workbook.

Result: an "AI in my life" list + your very first conversation with AI. Congratulations!

For experienced learners · beginners can skip this

Going further (optional): ask two different assistants (say ChatGPT and Gemini) exactly the same question and note one difference in their answers. Then try asking a question by voice.

6. Quick quiz

1. Which sentence uses the word "AI" most accurately?
 - A. AI means any computer, including a basic calculator
 - B. "AI" is the name of a program made by one company
 - C. Gemini is one AI tool, and an image generator is another kind of AI
2. Which of these is a prompt?
 - A. The arrow button next to the message box
 - B. "Suggest 3 short, funny names for my new puppy"
 - C. The answer the AI writes back to you
3. Which of these most likely uses AI?
 - A. Your email moving a scam message to the Spam folder by itself
 - B. A kitchen timer that rings after 10 minutes
 - C. A lamp that turns on when you flip the switch

DAY 2

Create an account and start talking

Time: about 30 minutes · **Goal:** open an account with at least one chat assistant and write your first greeting · **Tools:** ChatGPT, Gemini, Claude, Grok (choose one or two)

1. The idea

A free account lets you save your chats, come back to them, and use extra features (like uploading photos). All four big assistants offer a **free plan**, and you can use several at once. **You don't need a credit card** to sign up for the free plan. If a site asks for card details, it's usually a paid subscription and you can skip it.

Today we do **one** account, with the simplest path: **ChatGPT + "Continue with Google"**. If you have a Gmail address, there's no new password to invent and no email to confirm. Gemini is optional today, and Claude and Grok can wait until Day 10.

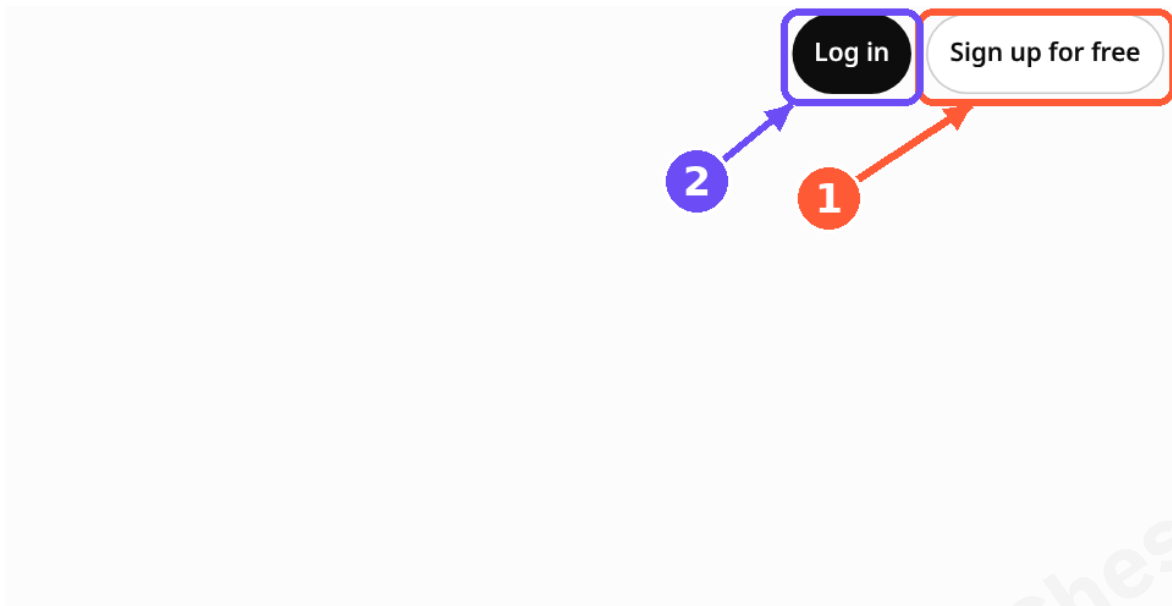
2. New words

- **Account:** your "membership card" with the company that runs the tool. It lets the tool remember your chats.
- **Free plan vs. subscription:** the free plan limits how much you can use it and which of the most powerful models you get. *Like:* a gym with limited free entry versus a monthly membership.
- **App vs. website:** the same tool, two "front doors". The website opens in your browser; the app is downloaded from the official app store.

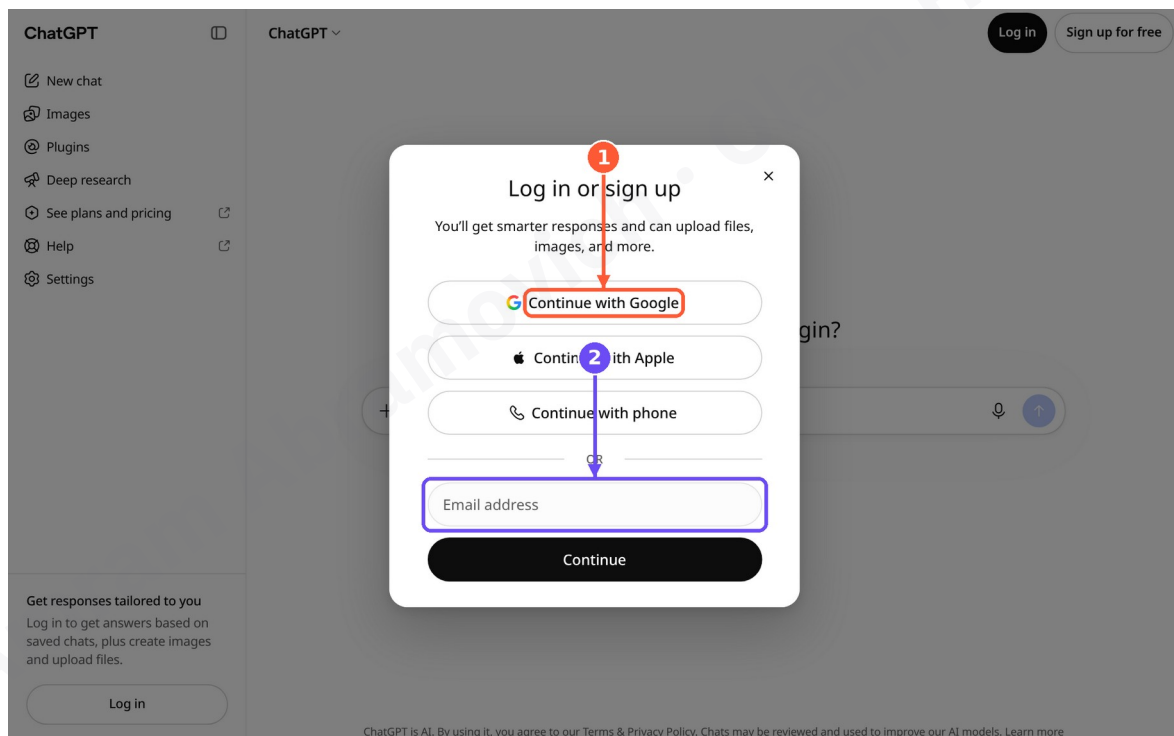
3. Step by step

The simple path: ChatGPT with your Google account

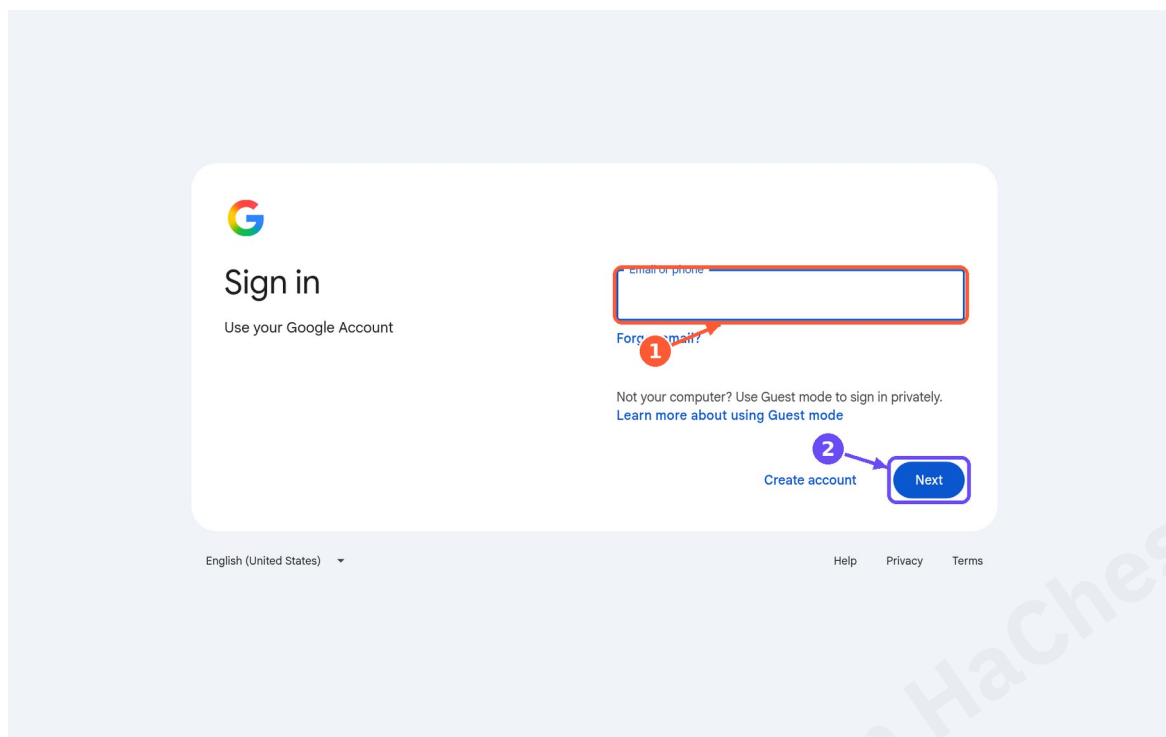
1. Go to **chatgpt.com** (or install the official "ChatGPT" app by OpenAI from your app store).
2. Tap **Sign up** (= create an account).
3. Tap **Continue with Google**, then tap your own Gmail address in the list. That's it: no new password to remember.
4. You may be asked for your name and date of birth. This is an **age check** (some tools have a minimum age; see Appendix C), so it's fine to fill it in. Tap **Continue**.
5. You're in. You'll see the **Ask anything** box from Day 1.



Real screenshot of chatgpt.com (logged out, October 2026): 1 Sign up for free (a new account) · 2 Log in (an account you already have)



Real screenshot of chatgpt.com (logged out, October 2026): 1 Continue with Google · 2 or type your email address

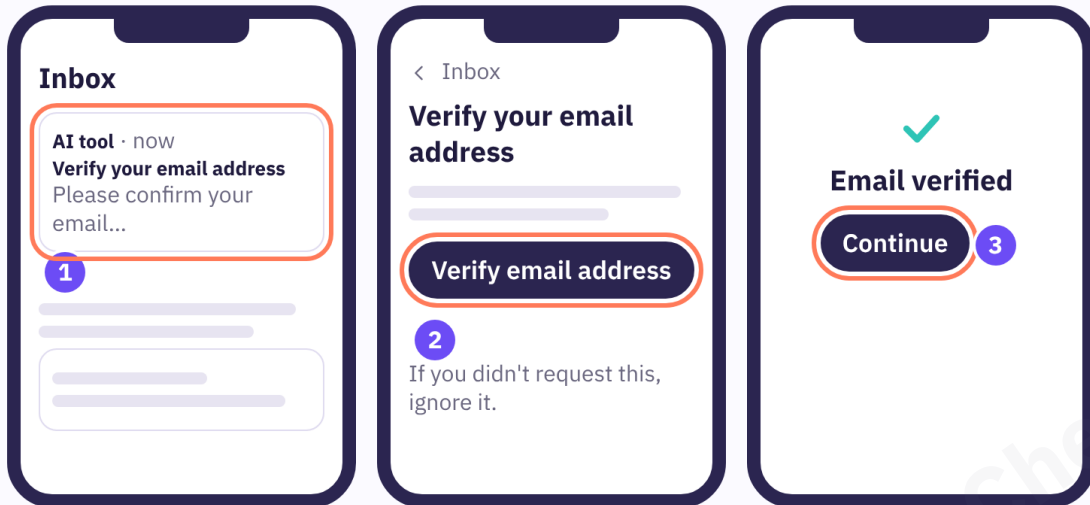


Real screenshot of accounts.google.com (logged out, October 2026): 1 your Gmail address · 2 Next

No Gmail? Sign up with any email address instead

1. In step 3, type your email address in the **Email address** box and tap **Continue**. Choose a new password and write it down somewhere safe (not in the chat).
2. Leave the tool for a moment and open your **email app**. Within a minute you'll get a message from the tool ("Verify your email"). Not there? Look in the **Spam** folder.
3. Open it and tap the big **Verify** button (= confirm). Then go back to the tool's tab or app and continue from step 4.

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



- 1 Open your email app. A new message from the tool arrives within a minute (check **Spam** too).
- 3 Done. Tap **Continue**, or go back to the tool's tab or app.

- 2 Open it and tap the big **Verify** button (= confirm).

Confirming your email address

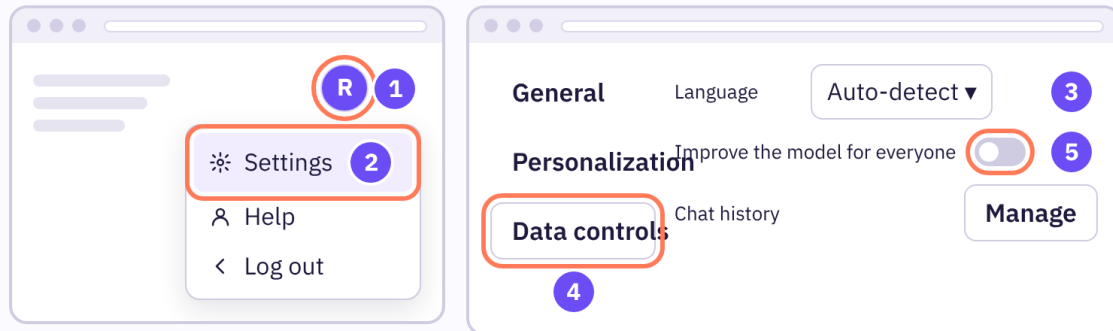
Gemini (optional today): if you use Gmail, go to **gemini.google.com** (on a phone: the Google Gemini app), tap **Sign in**, choose the same Google account and tap **Accept**. Done.

For Day 10 (you can skip this now): **Claude** (claude.ai) and **Grok** (grok.com) work the same way: **Sign up** → **Continue with Google** or email. Claude may ask for your phone number and send you a one-time code by text message. That's to block fake accounts; if you'd rather not, skip Claude: the course works with any assistant.

One setting worth checking today (under the circle with your initial → **Settings**):

- **Data controls** → **Improve the model for everyone**: switch it off if you'd rather your chats weren't used to train the AI.
- While you're there, notice **Language** (the language of the buttons) and where your previous chats are listed.

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



- 1 Tap the circle with your initial or photo (usually in a corner).
- 2 Choose **Settings** (gear icon).
- 3 **Language**: the language of the buttons. **Auto-detect** = automatic.
- 4 **Data controls** = what's done with your chats.
- 5 **Improve the model for everyone**: switch off if you don't want your chats used for training.

Finding Settings

Stuck? Screens change often. Look for the words in the "Button words" dictionary at the start of the course, or ask the AI itself: "Where do I find Settings in your app?"

4. Example prompts

Example prompts (copy them, change the details and try)

Write a short birthday message for a friend.

Write a warm 4-line birthday message for my sister Emma, who loves hiking and baking. Light-hearted, with a little humor.

Give me 3 different versions of the same message: one heartfelt, one funny and one very short.

5. I made something!

Task: pick a real person in your life with an occasion coming up (a birthday, a holiday, a success at work). Ask the AI for a personal message for them. Pick the version you like best, change a word or two so it sounds like "you", and **send it**.

Result: your first personal message written with AI help, sent to a real person.

For experienced learners · beginners can skip this

Going further (optional): install the official app on your phone and sign in with the same account (your chats appear on both). Then turn on two-step verification for your Google account, for extra security.

6. Quick quiz

1. You're signing up for the free plan and the site asks for your card details. What's the most likely explanation?
 - A. It's a standard security check on all websites
 - B. Every AI tool needs a card, even the free plan
 - C. You've landed on a paid plan: go back and choose the free option
2. You tapped "Continue with Google". What happens next?
 - A. Google pays for a subscription for you
 - B. You must first create a brand-new Gmail address
 - C. You choose your Google account and you're in, with no new password
3. During sign-up the tool asks for your date of birth. Why?
 - A. So it can guess your password
 - B. This is an age check: some tools have a minimum age
 - C. To decide which language to answer in

Caution: only download apps from the official store (App Store or Google Play), and check that the developer is the real company (OpenAI, Google, Anthropic, xAI). There are copycat apps.

DAY 3

The art of asking: the 4-part formula



Time: about 30 minutes · **Goal:** write a good prompt that gets a good result the first time · **Tools:** any chat assistant you like

1. The idea

AI can't read your mind. Ask it to "write a greeting" and you'll get something generic and dull. Tell it **who it's for, why and how**, and you'll get something that feels written just for you.

The simple formula: Role, Task, Context, Format

1. **Role:** who is the AI "playing"? "You are a patient teacher..." / "You are a home cook..."
2. **Task:** what exactly should it do? "Explain to me..." / "Write..." / "Organize..."
3. **Context:** what does it need to know? "I'm 60 and not technical..." / "The party is in the garden, with 30 guests..."
4. **Format:** what should the answer look like? "In 5 short bullet points" / "As a table" / "Under 100 words, in plain English"

Weak prompt	Strong prompt
Write a greeting	You're a professional card writer. Write a short, warm 4-line message for my grandson Leo's graduation. He loves soccer and science. Light-hearted, with a touch of humor.
Explain interest	Explain compound interest the way you'd explain it to a 10-year-old, with a worked example using real numbers. 8 lines maximum.
Organize my list	Here's my shopping list: ... Sort it by supermarket aisle, in a table with two columns: aisle and items.

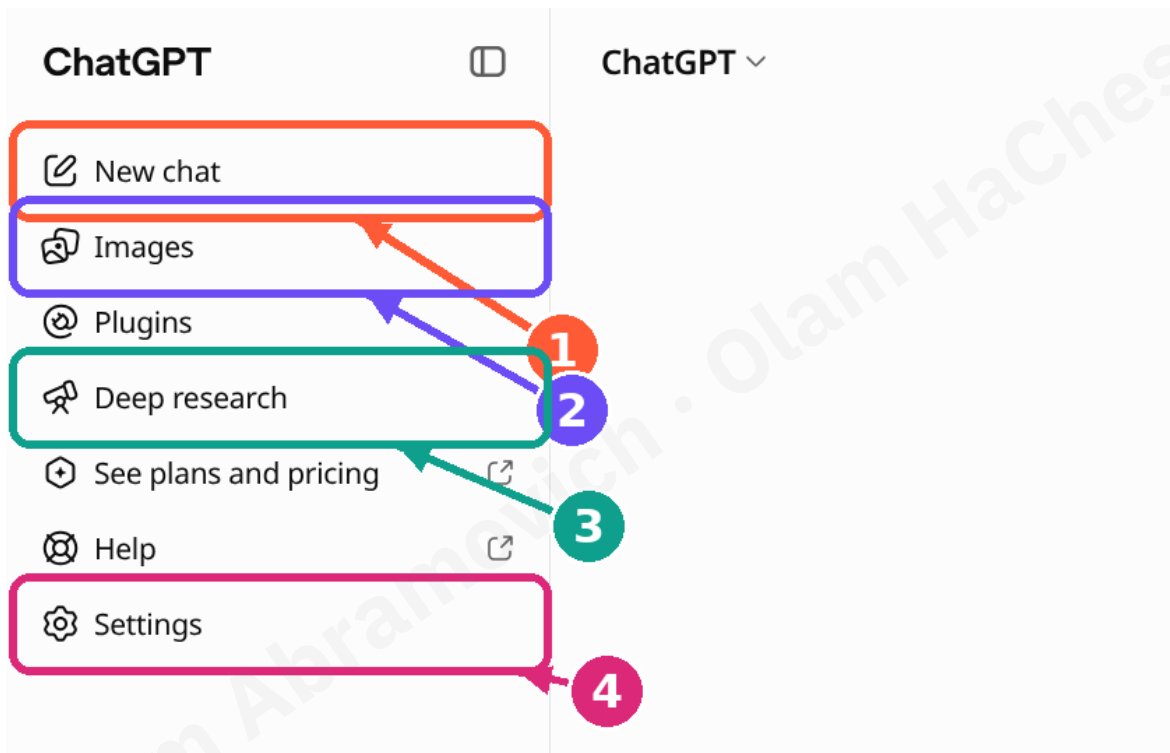
2. New words

- **Context:** all the extra information you give the AI. *Like:* telling a taxi driver not just "downtown", but the street and which entrance.
- **Format:** the shape of the answer: a list, a table, a letter, a poem, bullet points.

- **Iteration:** not settling for the first answer, but asking for adjustments. *Like:* at the hairdresser: "a little shorter at the sides, please".

3. Step by step

1. Open a new chat (the "New chat" button, usually with a pencil or plus icon).
2. Type a weak prompt: "Write a dinner invitation." Keep the answer: copy just its first 2–3 lines into your workbook (how to copy: Day 1, step 6).
3. Open **another new chat** and write a strong prompt for the same task, using all 4 parts.
4. Compare: what changed? What's better?
5. Improve it once: "shorter", "more formal" or "add a line about dessert".



Real screenshot of chatgpt.com (logged out, October 2026): 1 New chat · 2 Images · 3 Deep research · 4 Settings

Illustration (diagram)

Before: "Trip in Haifa" → a general, so-so answer
After: all four parts, as below → an answer that fits you

Role

You're a friendly travel guide.

Task

Plan a one-day trip in Haifa.

Context

2 adults, small budget, no car, we love views.

Format

A table with times, max 6 rows.

The 4-part formula in one example

4. Example prompts

Example prompts (copy them, change the details and try)

You're an experienced host. Write a short, friendly invitation to dinner at our place on Saturday for a couple who just moved into our street. Mention that the meal is vegetarian and that their kids are welcome. 5 lines maximum, warm tone.

Before you answer, ask me 3 questions that will help you write a short speech for my dad's 70th birthday.

Here's an example of a style I like: "Good morning, everyone! Today is a special day..." In this style, write a short message for our neighborhood group chat about the park clean-up on Saturday.

5. I made something!

Task: create a "before and after": the same task (an invitation, a greeting or a message) with a weak prompt and with a strong one. Copy both prompts and both answers into your workbook, and note what the AI did better thanks to each of the 4 parts.

Result: a "before and after" page + a personal prompt you can reuse.

For experienced learners · beginners can skip this

Going further (optional): paste one of your prompts and ask: "Improve this prompt using the 4-part formula, and explain each change." Then try giving an example of the style you want ("Here's a message I liked: ...").

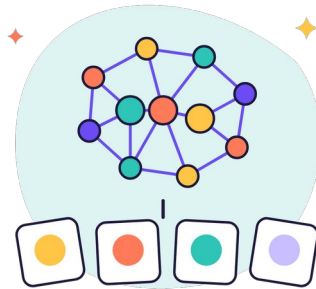
6. Quick quiz

1. "Plan a weekend in Rome for 2 adults on a small budget." Which two parts of the formula are missing?
 - A. Context and format
 - B. Role and format
 - C. Task and context
2. Which addition improves "Write a thank-you note" the most?
 - A. "...to my neighbor Sam, who watered my plants for two weeks. 3 warm lines."
 - B. "...and make it really good."
 - C. "...please, thank you very much!"
3. The answer is too formal for you. What's the best next message?
 - A. Open a new chat and paste exactly the same prompt
 - B. "Keep the content, but make it warmer and more casual."
 - C. "Wrong. Try again."

Golden tip: "Before you answer, ask me questions" is the single sentence that improves answers the most. Try it!

DAY 4

How does a computer "learn"?



Time: about 30 minutes · **Goal:** understand, with no math, how a chat assistant like ChatGPT works · **Tools:** any chat assistant you like

1. The idea

In the past, to make a computer do something, a programmer wrote **rules**: "if X happens, do Y". But how do you write rules for "what a cat looks like in a photo"? It's almost impossible.

So a different approach was invented: instead of rules, show the computer lots and lots of examples. Like a child who learns what a "dog" is after seeing many dogs, without anyone defining "four legs, a tail, barks". That's **machine learning**.

Chat assistants run on a **large language model**: software that has "read" an enormous amount of text (books, websites, articles) and learned one thing really well: to guess **the next word**. Guessing word after word produces sentences, paragraphs and complete answers. *It's like the autocomplete on your phone keyboard, only a million times more powerful.*

Two words you'll hear a lot: tokens and parameters.

- The model doesn't read whole words the way we do. It cuts text into small pieces called **tokens**: sometimes a whole word, sometimes part of a word ("play" + "ing"). It reads your question token by token, and writes its answer one token at a time. Tools often count how much you can use in tokens.
- Inside the model there are billions of tiny "tuning knobs" called **parameters**. During training, each knob was turned a little, again and again, until the model's guesses became good. The number of parameters is one rough measure of how big a model is.



Tokens, guessing the next piece, and parameters

The key takeaway: the model doesn't "know" things the way a person does, and it isn't "looking things up" in a library. It predicts what sounds most likely to be right. Usually it's right, but sometimes it confidently guesses something wrong (more on that tomorrow).

2. New words

- **Model (large language model, LLM):** the "brain" that exists at the end of training. A large language model learned from a huge amount of text to predict the next word. ChatGPT, Gemini, Claude and Grok are all built on models like this. *Like:* a recipe written after a thousand attempts in the kitchen.
- **Token:** a small piece of text (a word or part of a word) that the model reads and writes. *Like:* Lego bricks that sentences are built from.
- **Parameters:** billions of tiny settings inside the model, adjusted during training. *Like:* the knobs on a sound system, tuned until the music sounds right.

3. Step by step

1. Open a new chat and ask the AI to explain **itself**: "How do you work? Explain it as if I were 10."
2. Pick a topic you love (music, cooking, soccer, history, gardening).
3. Ask for an explanation of the topic **at three levels**: for a 10-year-old, for a curious adult, and for an expert.
4. **Token experiment:** ask "Split this sentence into tokens and show me the pieces: I love making apple pie." (The split is an estimate, and that's fine.)
5. Ask the AI to **test you**: "Ask me 3 questions about what you explained, one at a time, and tell me whether I got each one right."

4. Example prompts

Example prompts (copy them, change the details and try)

Explain how a chat assistant like ChatGPT works, the way you'd explain it to a 10-year-old. Use an example from the kitchen.

I love coffee. Explain where coffee comes from and how it's made, at three levels: for a 10-year-old, for a curious adult, and for a professional barista.

Ask me 3 questions about what you just explained, one at a time. Wait for my answer before asking the next one.

5. I made something!

Task: create an "explainer page" on a topic you love, at a 10-year-old's level, and answer the 3 questions the AI asks you. Bonus: send the explanation to a child or grandchild and ask whether it made sense.

Result: a personal explainer page + your first score on a quiz the AI made for you.

For experienced learners · beginners can skip this

Going further (optional): ask "Continue this sentence in 3 different likely ways, and tell me which you think is most likely: 'On Sunday morning I like to...'. That's next-token prediction in action. Then ask why longer chats "cost" more tokens. Bonus fact: after learning to guess, models get extra training from people who rate their answers (called RLHF, reinforcement learning from human feedback). That's why they sound polite and helpful.

6. Quick quiz

1. How did the language model learn to write sentences?
 - A. It searches the web every time you ask something
 - B. Engineers typed in all the grammar rules one by one
 - C. By practising guessing the next word across a huge amount of text
2. What is a "token"?
 - A. A small piece of text, often part of a word, that the model reads and writes
 - B. A coin you pay for each question
 - C. A password that unlocks the chat
3. Which description of "parameters" is correct?
 - A. The questions you type into the chat
 - B. Rules a programmer wrote by hand
 - C. Billions of tiny settings inside the model, adjusted during training

DAY 5

AI makes mistakes, so we check



Time: about 35 minutes (including the weekly quiz) · **Goal:** develop healthy skepticism and learn to fact-check · **Tools:** a chat assistant + Google (or another search engine)

1. The idea

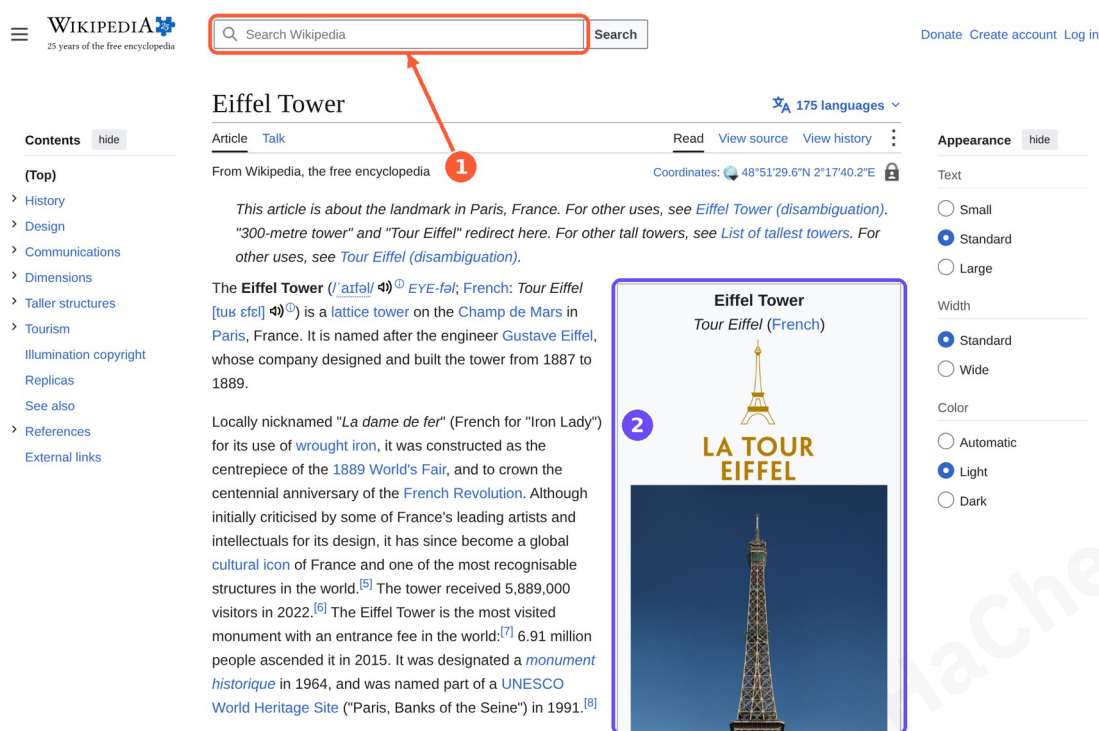
Yesterday we learned that a language model **predicts** the next word. That's why it sometimes invents, with total confidence, a fact, a number, a book or a quote that doesn't exist. This is called a **hallucination**. *Like:* a student in an oral exam who doesn't know the answer and replies confidently rather than stay silent.

Newer tools hallucinate less, but it still happens. On top of that, AI learned from text written by people, so it can also reflect their prejudices (**bias**).

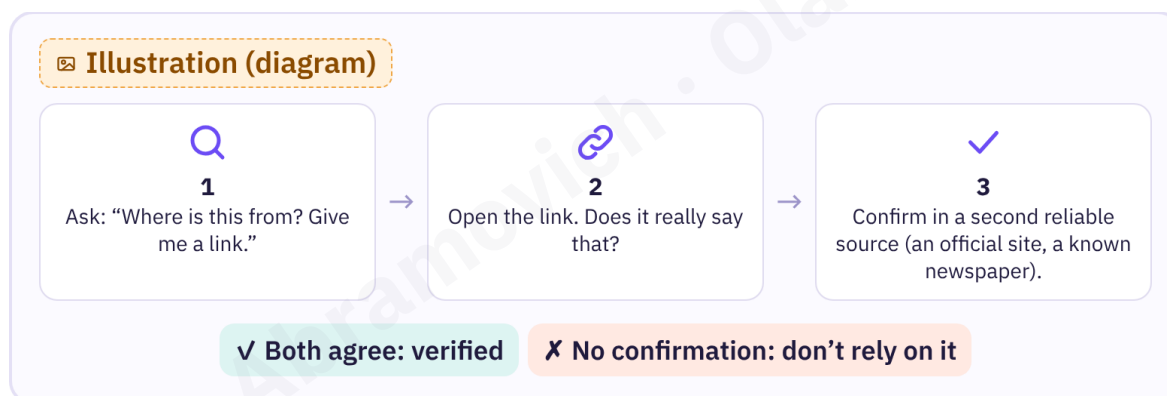
When must you check? Every number, date, name, quote and source, and above all: **health, money, legal matters and safety**. AI is an excellent starting point, not the final word.

How to check, in 3 steps:

1. **Ask for a source:** "Where does this information come from? Give me a link."
2. **Open the link** and check that it exists and really says that.
3. **Cross-check:** search on Google or an official website (a government agency, the company's own site, an encyclopedia).



Real screenshot of Wikipedia (logged out, October 2026): 1 the search box · 2 the facts box



Checking a fact in 3 steps

2. New words

- **Hallucination:** when the AI confidently makes up something that isn't true. *Like:* a student guessing with confidence.
- **Bias:** when the AI reflects prejudices from the text it learned from. *Like:* someone who grew up in one household and only knows "one right way".
- **Fact-checking:** verifying information against a reliable, independent source.

3. Step by step: the "deliberate hallucination" and "fact detective" exercises

1. **Deliberate hallucination:** ask the AI about something that doesn't exist, for example: "Tell me about the famous novel 'The Blue Garden of Jacob Hale', published in 1962." See whether it invents details or honestly says it doesn't know it. (Newer tools will sometimes admit they don't know. That's a good sign!)
2. **Fact detective:** ask the AI for "5 surprising facts" about your town or a topic you love.

3. Copy the 5 facts into the table in your workbook.
4. Check each fact on Google or a reliable website. Mark it: ✓ true / ✗ false / ? couldn't verify.
5. **No hallucination appeared?** Good news: the tools are improving. Try another way: "Quote me, word for word, the first sentence on page 47 of [a book you own]", then check the book itself.
6. If you find a mistake, tell the chat: "Fact 3 is wrong, according to [the source]." See how it responds.

4. Example prompts

Example prompts (copy them, change the details and try)

Give me 5 surprising facts about the city of Lisbon, and for each one give a source I can check.

If you're not sure about something, say "I'm not sure" instead of guessing. How tall is Mount Kilimanjaro?

Review your previous answer: is there anything in it that might be inaccurate?

5. I made something!

Task: fill in the "fact detective" table in your workbook (5 facts, a source, ✓/✗/?). Then write yourself one **personal rule** for checking information, for example: "Any number I pass on to someone else, I check in at least one source first."

Result: a fact-checking table + "my rule".

For experienced learners · beginners can skip this

Going further (optional): ask the AI to rate its own confidence in each of the 5 facts (high, medium, low), then check the "low" ones first. Were its ratings right?

6. Quick quiz

1. The AI gives you a quote "from a famous scientist", including a book title. What's the safest assumption?
 - A. It may be invented: find the book or a reliable source before using it
 - B. Quotes are the one thing AI never gets wrong
 - C. It includes a book title, so it must be real
2. Which request most needs checking before you act on the answer?
 - A. "Write a funny birthday poem"
 - B. "Give me 5 names for a book club"
 - C. "Can I take this painkiller with my blood-pressure medicine?"
3. The AI gave you a link. It opens, but doesn't mention the fact at all. What now?
 - A. Treat the fact as unchecked and look for another reliable source
 - B. The link works, so the fact is confirmed
 - C. Ask the AI again until it agrees with you

Week 1 quiz (review)

1. Which comparison is the most accurate?
 - A. ChatGPT is the inventor of AI
 - B. AI is like the word "vehicle"; ChatGPT and Gemini are like cars from different manufacturers
 - C. Gemini is simply a newer version of ChatGPT
 - D. AI is a brand of computer, like Apple
2. "You're a fitness coach. Build me a one-week walking plan. I'm 65 with sensitive knees. As a table." Which part is the context?
 - A. "Build me a one-week walking plan"
 - B. "You're a fitness coach"
 - C. "I'm 65 with sensitive knees"
 - D. "As a table"
3. Why might a chat assistant confidently state a wrong date?
 - A. Its free plan only allows correct answers in the morning
 - B. It's lying on purpose to test you
 - C. Dates are hidden for privacy reasons
 - D. It predicts likely-sounding words rather than looking the date up
4. You want help writing to your bank about a wrong charge. What do you paste into the chat?
 - A. Your online-banking password, so it can log in
 - B. Your full card number, so it can check the charge
 - C. A photo of your card, front and back
 - D. The situation, with [account number] in place of the real number

Well done! You've finished week 1. You already have an account, a first conversation, a message you sent, a winning prompt and a fact check. That's more than most people know.

Week 2: Your everyday assistant



This week's goal: turn the chat assistant into a real working tool: plan, write, understand documents and learn.

Estimated time: about 2.75 hours (5 lessons of 30–40 minutes).

DAY 6

Have a conversation, don't give orders



Time: about 30 minutes · **Goal:** learn to improve an answer step by step, and get a result as a table · **Tools:** any chat assistant you like

1. The idea

The secret of good users: **they don't write the perfect prompt, they have a conversation.** The first answer is a draft. Then you ask: "simpler", "no onions", "as a table", "swap Tuesday". The AI remembers what was said **in the same chat**, so you don't have to repeat everything.

Follow-up phrases worth remembering:

- "Shorter" / "More detailed"
- "In simpler language" / "More formal"
- "Give me 3 different options"
- "Put this in a table"
- "What's missing here?" / "What are the downsides?"
- "Keep everything, just change..."

2. New words

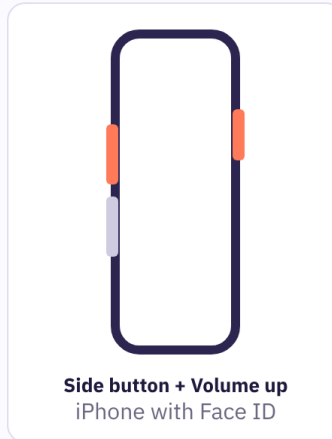
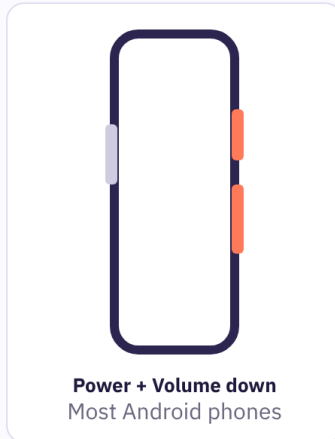
- **Context window:** how much text the AI can "keep in mind" in one chat. *Like:* a desk. When it fills up, the first pages fall off. In very long chats, it's worth starting a new chat with a summary.
- **New chat:** a "blank page". The AI doesn't remember your previous chats there (unless you've turned on "memory", see Day 10).

3. Step by step: a weekly meal plan

1. Write a list of what's in your fridge and cupboards (or make one up).
2. Ask for a 5-day dinner plan, **as a table**.
3. Improve it at least 3 times: for example "no cooking on Wednesday", "one dish the kids will love", "add prep time".
4. Finally: "Now make me a shopping list of what's missing, sorted by supermarket aisle."

5. Keep the table. On a computer: select it with the mouse, copy (Ctrl+C) and paste (Ctrl+V) into a document. On a phone, the simplest way is a **screenshot**: press two buttons together (see the picture), and it's saved in your photos. Or just copy the dishes into your workbook by hand.

 **Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.**



ON A COMPUTER

Select the table with the mouse, then

Ctrl + **C** = Copy

Ctrl + **V** = Paste

Mac: Cmd ⌘

- 1 Screenshot on a phone: press the two highlighted buttons together, briefly. The picture is saved in your Photos/Gallery.
- 2 On a computer it's easier to copy: select, Ctrl+C, then Ctrl+V in your document.

Saving a table: a screenshot on a phone, or copy and paste on a computer

4. Example prompts

Example prompts (copy them, change the details and try)

You're a practical home cook. In my fridge I have: eggs, tomatoes, cheese, potatoes, chicken, rice, zucchini and yogurt. Plan 5 dinners for a family of 4, each taking 40 minutes or less to make. As a table: day, dish, prep time, ingredients.

Swap Tuesday for something vegetarian, and Thursday for something that needs no cooking at all.

Now write a shopping list of only what's missing, sorted by supermarket aisle.

5. I made something!

Task: build a real weekly meal plan for your household, with at least 3 rounds of improvement, plus a shopping list.

Result: a meal-plan table + shopping list, ready to use this week.

For experienced learners · beginners can skip this

Going further (optional): ask for the plan "as CSV" (a plain-text table format), paste it into Google Sheets or Excel and see the columns appear. Then ask for a one-paragraph summary of the whole chat, to paste into a new chat later.

6. Quick quiz

1. The meal plan is great except Thursday. What's the best move?
 - A. Ask for a completely new plan
 - B. Start a new chat and describe your fridge all over again
 - C. In the same chat: "Keep everything, just make Thursday a no-cook meal"
2. In a very long chat, the AI starts forgetting your early instructions. Why, and what helps?
 - A. Your account is full: delete old photos
 - B. Its context window is full: start a new chat with a short summary
 - C. The AI is tired: wait an hour
3. You open a new chat (memory switched off). What does the AI know about yesterday's meal plan?
 - A. Everything, because it's the same account
 - B. Only the shopping list
 - C. Nothing: paste in the parts it needs

DAY 7

Writing at home and at work

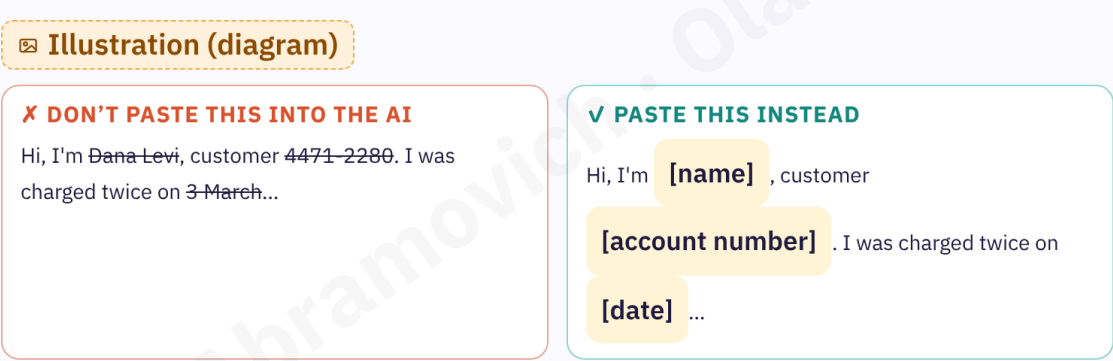
Time: about 30 minutes · **Goal:** draft emails and messages, polish text and translate · **Tools:** any chat assistant you like

1. The idea

Writing is one of the most useful things AI can do: an awkward email to your landlord, a complaint to your phone company, a reference letter, a message to the school parents' group, a post for a small business, a translation. AI is especially good at **tone**: it can turn an angry message into one that's polite but firm.

The key rule: you're the author. The AI writes a draft; you read it, fix it and decide. Before you send anything, check there are no wrong details and that it sounds like "you".

Privacy when writing: instead of real names, account numbers and addresses, write "[name]", "[account number]". Add the real details yourself after you copy the text.



✗ DON'T PASTE THIS INTO THE AI

Hi, I'm Dana Levi, customer 4471-2280. I was charged twice on 3 March...

✓ PASTE THIS INSTEAD

Hi, I'm [name], customer [account number]. I was charged twice on [date] ...

After copying the AI's draft, **you** replace the [brackets] with the real details, in your own email app.

Hiding personal details with [brackets]

2. New words

- **Tone:** the "color" of a piece of writing: formal, warm, humorous, firm.
- **Draft:** a first version to edit, not the final version.
- **Hiding personal details ("anonymizing"):** replacing names, numbers and addresses with [brackets] before sending text to an AI.

3. Step by step

1. Choose a real situation where you need to write something awkward or important.
2. Tell the AI in your own words (messy is fine) what happened and what you want.
3. Ask for an email with a specific tone and length.
4. Ask for two versions: "gentle" and "firm". Pick one.
5. Ask for a final check: "Is there anything here that could sound rude or unclear?"

6. Copy it, add the real details yourself, and send it (if you want to).

4. Example prompts

Example prompts (copy them, change the details and try)

I'm really annoyed: my internet provider charged me twice this month, and I've been waiting a week for a reply. Write an email to customer service: polite but firm, under 120 words. Instead of personal details, write [name], [account number], [amount].

Improve the following text without changing its meaning: fix any mistakes and make it clear and easy to read: "..."

Translate the following message to our holiday rental host into simple, polite Spanish: "..."

Give me 3 ideas for a short social media post for a small home-baking business ahead of the holiday season.

5. I made something!

Task: with the AI's help, draft a real email or message you've been putting off (a complaint, a request, a thank-you, an apology). Hide the personal details with [brackets], ask for two versions, and choose one.

Result: an email ready to send, written in under 10 minutes.

For experienced learners · beginners can skip this

Going further (optional): build a reusable "tone template" ("Write in my style: short sentences, warm, no exclamation marks") and save it in your prompt library. Then ask the AI to point out any sentence the reader might misunderstand.

6. Quick quiz

- The AI drafted your complaint with a wrong date, and you sent it. Who is responsible?
 - Nobody, because it was only a draft
 - The company that makes the AI
 - You: you're the author who sent it
- Which version hides personal details correctly?
 - "Hi, I'm D. Levi from 12 Oak Street, customer 4471-2280."
 - "Hi, I'm [name], customer [account number]. I was charged twice on [date]."
 - "Hi, I'm Dana Levi, customer 4471-2280. I was charged twice on 3 March."
- You ask for the same message, but "polite yet firm". Which part are you changing?
 - The format
 - The tone
 - The privacy

DAY 8

Snap, upload and ask

Time: about 35 minutes · **Goal:** upload a photo or document and ask for an explanation and a summary · **Tools:** ChatGPT / Gemini / Claude (all of them accept file uploads, with limits on the free plan)

1. The idea

Today's chat assistants don't just read text. They can also **see** pictures and **read** documents (PDF, Word, screenshots). You can photograph a product label, a printed notice, a menu in a foreign language, a plant in your garden or a chart, and ask: "What is this? What does it say? What do I need to do?"

Double caution: in this lesson you practise **only with the made-up sample letter** below. Never upload a real personal document (a letter from your bank or insurer, a bill, medical results, an ID card). The habit to keep: before any upload, **cover or crop out** names, ID numbers, account numbers and addresses. As for medical topics: you can ask it to "explain the terms", but decisions are made only with your doctor.

2. New words

- **Multimodal:** AI that understands several kinds of information: text, pictures, sound and video.
Like: a person who can read, see and hear.
- **Summary:** shortening a long text to its essentials. It's worth also asking "What do I need to do?" and "By when?".

3. Step by step

Important: practise only with the sample letter. Everything in it is made up: the company, the name and the numbers. It's also printed in your workbook (Day 8). Photograph the printed page, or photograph it on your computer screen with your phone. Never use a real letter, bill or medical document.

 **Sample letter for practice. The company, the name and every number are made up.**

Riverside Water Company

(a made-up company, for practice only)

To: Dana Sample, 12 Example Street, Sampletown

Customer no.: 000-123-456 **1**

Date: 1 October 2026

Subject: your water meter will be replaced

Dear Ms Sample,

We will replace the water meter at your home on **20 October 2026**, between 8:00 and 12:00. An adult must be at home to let our technician in. The work takes about 30 minutes, and the water will be off during that time.

If this date doesn't suit you, call us by **14 October** on 01234 000 000 to choose another date. There is no charge for the new meter.

Customer Service, Riverside Water Company

- 1** Practise hiding details: cover the made-up **name** and **customer number** (yellow) with a sticky note before you take the photo.

Sample letter for practice: the company, the name and every number are made up

Before you upload: practise hiding the details

- **Easiest:** before taking the photo, lay a sticky note or a piece of paper over the (made-up) name and customer number.
- **Already have the photo?** Open it in your phone's Photos/Gallery app, tap **Edit**, then **Crop**, and drag the edges of the frame so the details are left outside. Tap **Save** (or **Done**).

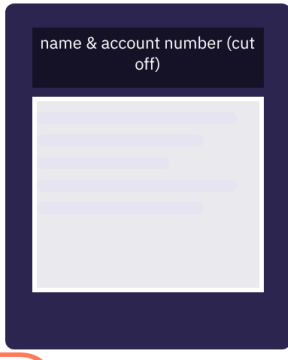
Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.

A



1

B



3

4

1 Easiest: before taking the photo, cover your name and numbers with a sticky note or a piece of paper.

3 Choose **Crop** and drag the frame's edges so the details are outside it.

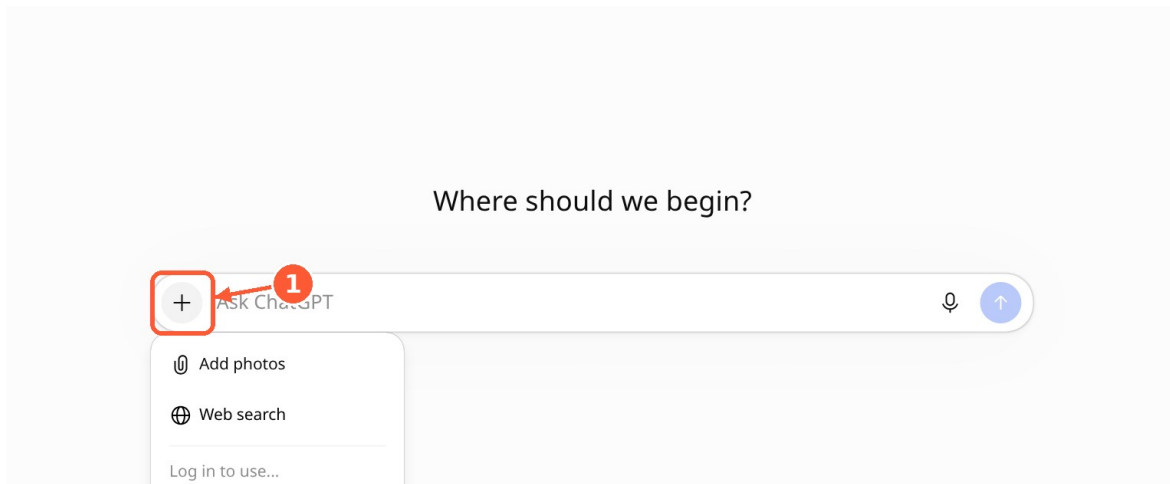
2 Already have the photo? Open it in your Photos/Gallery app and tap **Edit**.

4 Tap **Save** (or **Done**). Upload this cropped copy.

Hiding details: cover them, or crop them out

Uploading, step by step

- 1.** In the message box, find the **+** button (sometimes a **paperclip**). It's usually at the left end of the box.
- 2.** Tap it. A small menu opens: **Upload file** (a document), **Add photos** (from your gallery) or **Take photo** (take one now).
- 3.** Choose your file or photo. Wait until a **small picture of it** appears just above the message box: that means it's attached.
- 4.** Type your question, for example "What does this sample letter ask me to do, and by when?", and send.
- 5.** Keep asking about the same file in the same chat.



Real screenshot of chatgpt.com (logged out, October 2026): 1 the + button · 2 the menu that opens: Add photos & files

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.

Tap the **+** at the edge of the message box (sometimes a paperclip).

Wait until a small picture of the file **appears** above the box: it's attached.

Send.

A small menu: **Upload file** = a file · **Add photos** = from your gallery · **Take photo** = take one now.

Type your question.

Attaching a photo or a file

4. Example prompts

Example prompts (copy them, change the details and try)

(With a photo of the sample letter, after covering the made-up name and customer number) Explain in plain language what this letter says, what it's asking me to do, and by what date.

(With a PDF of a website's public terms of service) Summarize in 7 points what matters most for me as a customer. Flag anything that looks unusual or unfair.

(With a photo of a plant) What plant is this, and why are its leaves turning yellow? Give 3 possible causes and what to do about each.

(With a photo of a restaurant menu abroad) Translate this menu and recommend some meat-free dishes.

5. I made something!

Task: photograph the sample letter (from your workbook or your screen), cover the made-up name and customer number, upload it and get a 5-point summary + "what I need to do, and by when". Check for yourself that the summary matches the letter on at least two points. Want another try? Upload a photo of a product label, a plant or a restaurant menu, never a real personal document.

Result: a summary of the sample letter, and the habit of hiding details before every upload.

For experienced learners · beginners can skip this

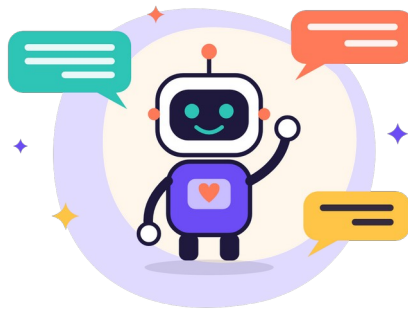
Going further (optional): upload two versions of a public document (say, an app's terms of service from last year and this year) and ask "What changed between them?". Or upload a screenshot of a chart and ask for its 3 main takeaways.

6. Quick quiz

1. Which task needs an assistant that also understands pictures (multimodal)?
 - A. Asking what's wrong with the plant in your photo
 - B. Asking for a poem about spring
 - C. Asking for a list of easy houseplants
2. You want to practise uploading a letter. What should you use?
 - A. Your latest bank statement
 - B. A letter from your doctor
 - C. The made-up sample letter, with the name and number covered
3. The AI explained some medical terms to you. What's the right way to use that?
 - A. To change your medicine dose yourself
 - B. To understand the terms and prepare questions for your doctor
 - C. To ignore the doctor if the AI disagrees

DAY 9

Learn anything with AI



Time: about 30 minutes · **Goal:** use AI as a patient private tutor, including by voice · **Tools:** a chat assistant + voice mode in the app

1. The idea

AI is the most patient private tutor in the world: you can ask the same question 10 times, ask for an example from something you love, and ask it to test you. It's great for learning a language, understanding the news, preparing for a job interview and helping with homework ("**explain, don't solve**").

Voice mode: in the ChatGPT, Gemini (Gemini Live), Claude and Grok apps you can tap a **sound-wave** or **microphone** icon and just talk, like a phone call. Great for practicing conversation in a new language, or for anyone who doesn't like typing.

2. New words

- **Voice mode:** a spoken conversation with the AI; it listens and answers out loud.
- **Reasoning model ("thinking" mode):** a mode where the AI "thinks" for a few seconds before answering. Slower, and more accurate on hard questions (math, planning, logic). Some tools have a "Think" button.

3. Step by step

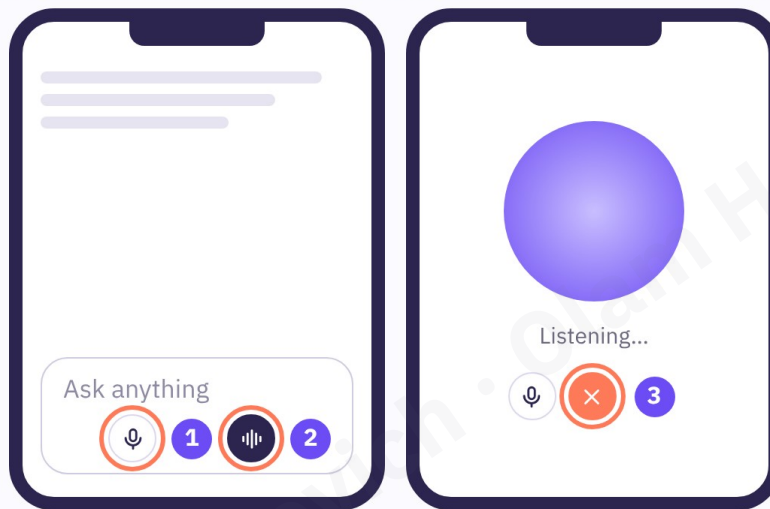
1. Choose a topic you've always wanted to understand, or a skill to learn (basic Italian for a trip, phone photography, budgeting, the history of your town).
2. Ask for a short study plan: 5 days, 10 minutes a day.
3. Do the first 10 minutes of "Day 1" of the plan right now (the rest can wait for tomorrow).
4. Ask for a short 5-question quiz, one question at a time.
5. **Voice bonus:** open the app on your phone, tap the voice icon, and say: "Let's practice ordering at a restaurant in Italian. Speak slowly and correct me gently."

Where should we begin?



Real screenshot of chatgpt.com (logged out, October 2026): 1 the microphone: dictate instead of typing · 2 the + button

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



- 1 Microphone** = dictation: you speak, it writes your words. Then you press Send.
- 2 Sound waves** = a voice conversation: you talk, it answers out loud.
- 3** To finish the conversation, tap the **X** (or **End**).

Dictation (microphone) and voice conversation (sound waves)

4. Example prompts

Example prompts (copy them, change the details and try)

I want to learn basic Italian for a trip abroad. Build me a 5-day plan, 10 minutes a day, for complete beginners. Each day: 10 words, 2 useful phrases and a small exercise.

You're a patient teacher. My granddaughter is 10 and doesn't understand fractions. Explain how I can explain them to her, using a pizza as the example. Don't solve her homework, just explain the method.

Quiz me: 5 multiple-choice questions on what we covered, one at a time. At the end, give me a score and explain each mistake.

Explain this news article as if I know nothing about the subject: (paste the text)

5. I made something!

Task: build a personal 5-day study plan, complete the first day, and take a 5-question quiz. Write your score in the workbook.

Result: a personal study plan + the first quiz you passed.

For experienced learners · beginners can skip this

Going further (optional): ask for 10 flashcards on today's topic and a reminder schedule (day 1, 3, 7) to review them. Or use voice mode for a 5-minute mock job interview.

6. Quick quiz

1. Your grandchild wants help with maths homework. Which request is best?
 - A. "Explain how to solve this kind of problem step by step, but don't give the answers"
 - B. "Write the answers so they look handwritten"
 - C. "Solve all 10 problems and show the answers"
2. When is it worth turning on a "thinking" (reasoning) mode?
 - A. Planning a 3-city trip with train times and a budget
 - B. Writing a two-line birthday message
 - C. Saying good morning
3. You don't like typing on your phone. What's the easiest alternative?
 - A. Install a bigger keyboard app
 - B. Ask a friend to type for you
 - C. Tap the microphone or sound-wave icon and speak

DAY 10

Four assistants, one task

Time: about 40 minutes (including the weekly quiz) · **Goal:** get to know the differences between the assistants and choose your "home tool" · **Tools:** ChatGPT, Gemini, Claude, Grok

1. The idea

Just as there are several good car manufacturers, there are several excellent chat assistants. They can all write, summarize and answer, and each one has its own "personality" and strengths. There's no "best", only "best for me".

Assistant	Company	Stand-out strengths	Free plan	Typical paid plan (approx.*)
ChatGPT	OpenAI	The most widely used all-rounder: writing, images, voice, deep research	Yes	about \$20/month
Gemini	Google	Works inside Gmail, Docs and Drive, long documents, video (Veo)	Yes, fairly generous	about \$20/month
Claude	Anthropic	High-quality, nuanced writing, long documents, code	Yes	about \$20/month
Grok	xAI	Up-to-date information from the web and X, images and video (Grok Imagine)	Yes	about \$30/month

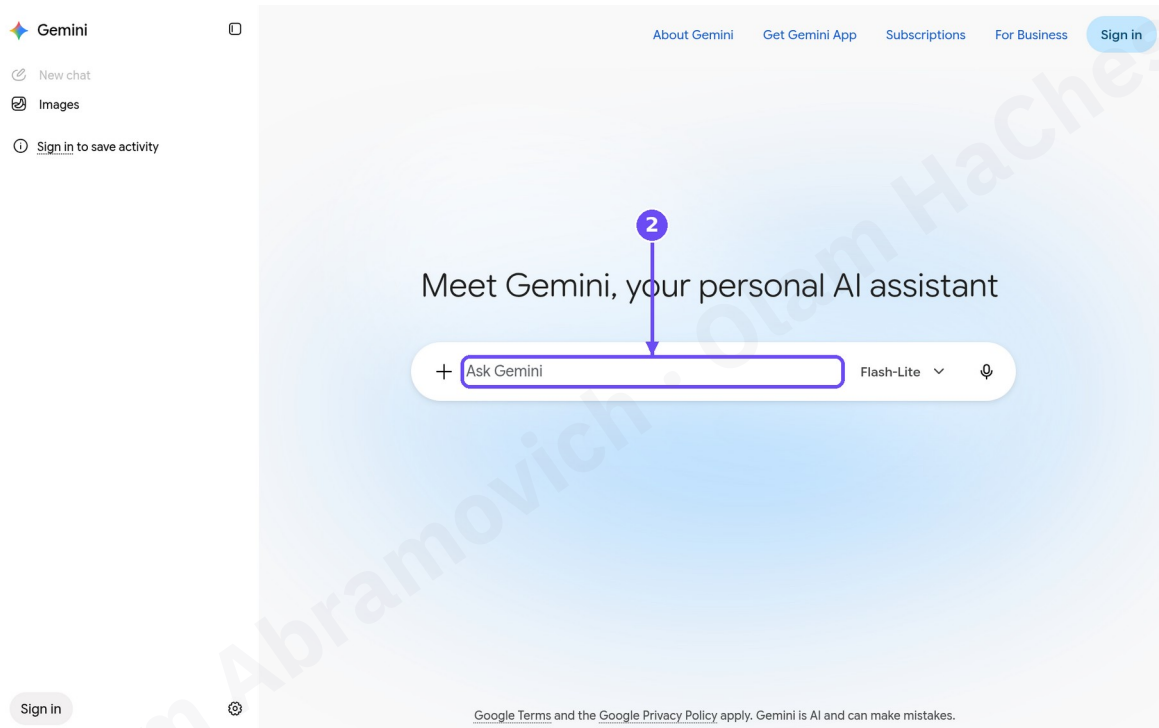
[Approximate, October 2026. Cheaper and more expensive plans exist too (see Appendix E). You don't need any of them for this course.*

2. New words

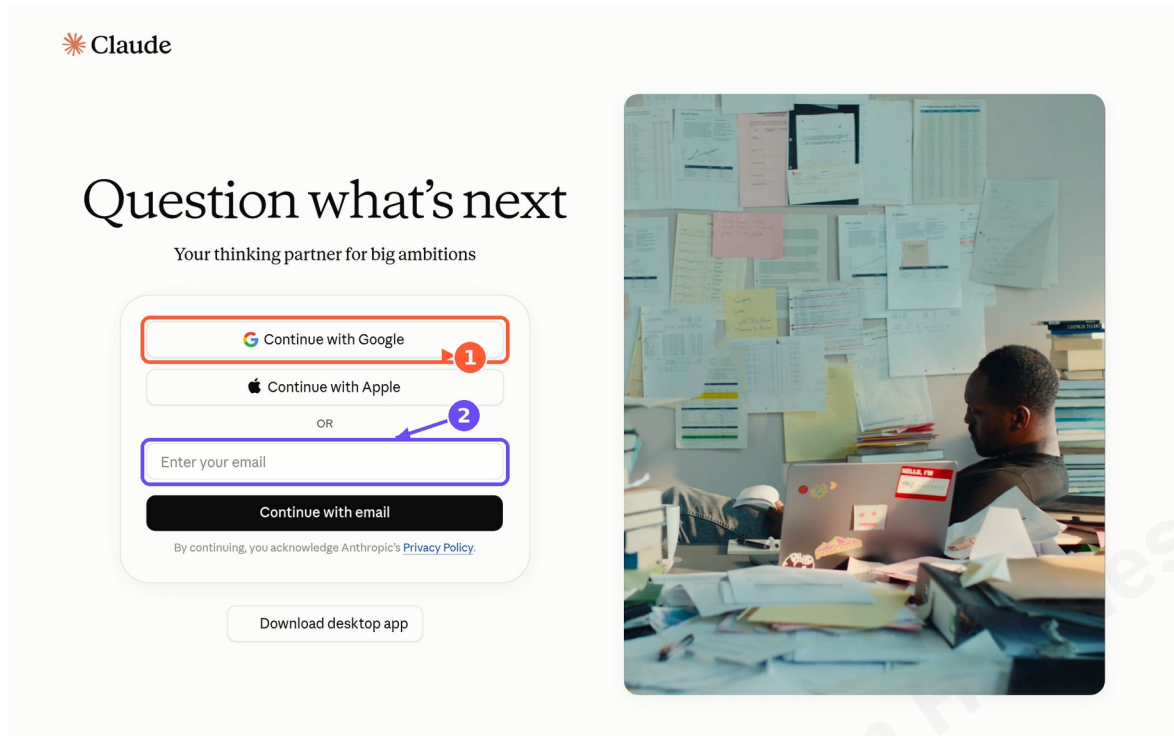
- **Memory:** a feature where the assistant keeps details about you between chats ("I'm vegetarian", "I have two kids"). You can see what's saved in Settings, and delete it.
- **Custom instructions (Personalization):** a standing setting, such as "Always answer in plain English, and keep it short."
- **Model version:** remember the "model" from Day 4? Each assistant offers a few versions of its model. Some tools let you choose between a faster one and a more powerful one.

3. Step by step: "the big test"

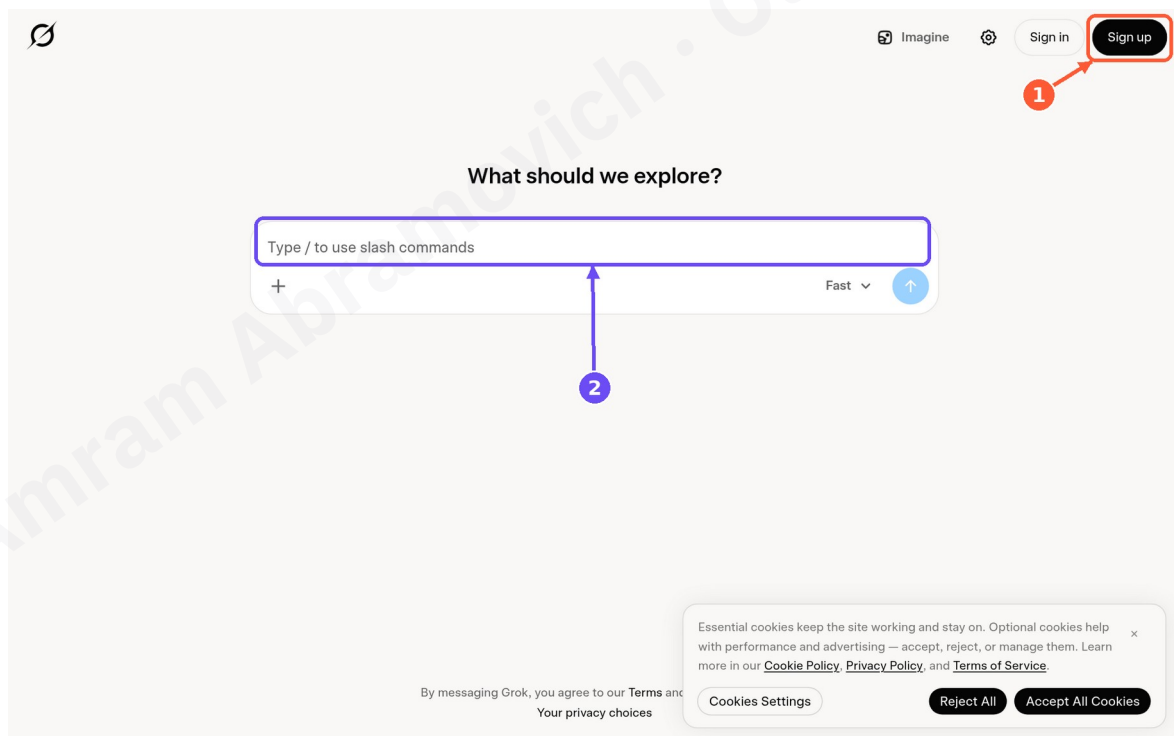
1. **On a computer:** open the assistants in separate browser tabs (at least three). **On a phone:** use one app at a time, and write each score down before moving on. If you haven't signed up for Claude or Grok yet, now's the time (Day 2, "For Day 10").
2. Paste **exactly the same prompt** into all of them (example below).
3. Compare them and fill in a score table in your workbook: clarity, language quality, accuracy, creativity, speed (1–5).
4. Choose a "home tool" for the coming weeks. (You can keep using all of them!)
5. In the tool you chose, open Settings and find "Memory" and "Custom instructions". Write one standing instruction.



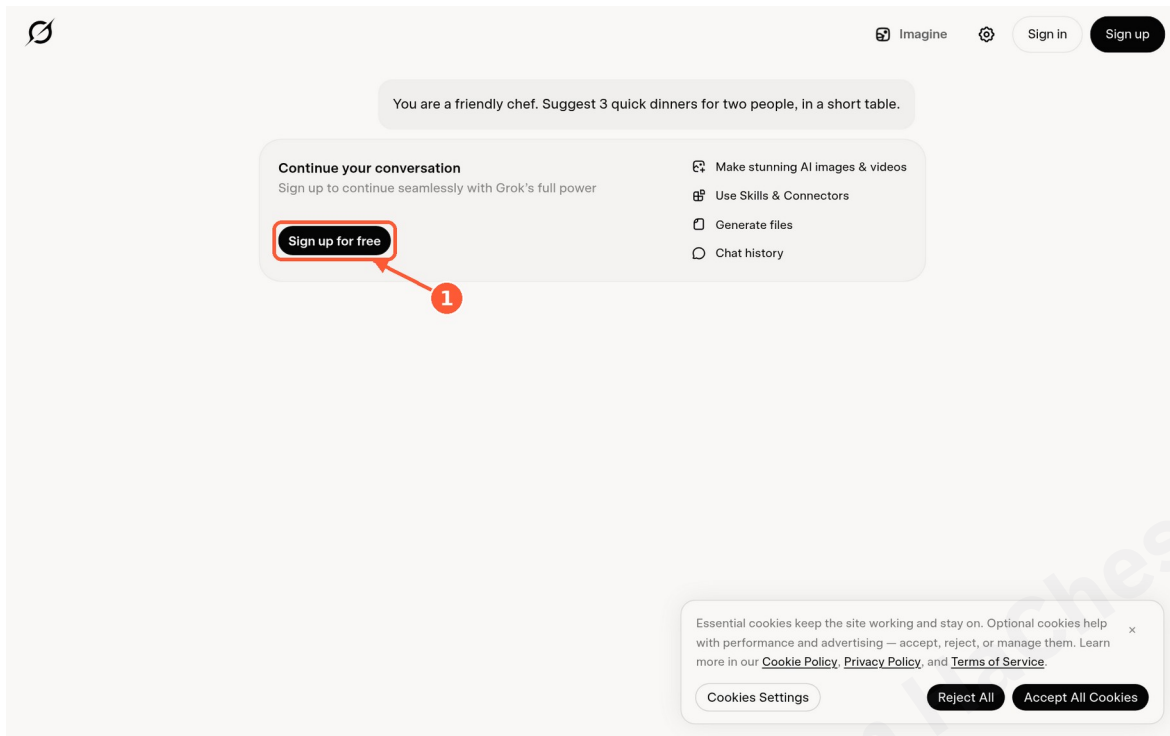
Real screenshot of gemini.google.com (logged out, October 2026): 2 type here (no account needed for a first try)



Real screenshot of *claude.ai* (logged out, October 2026): Claude needs an account: 1 Continue with Google · 2 or your email



Real screenshot of *grok.com* (logged out, October 2026): 1 Sign up · 2 type here



Real screenshot of grok.com (logged out, October 2026): after the first question Grok asks you to sign up: 1 Sign up for free

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.

Assistant 1 Assistant 2 Assistant 3 Assistant 4 1

Same prompt, pasted in every tab

ON A PHONE

App 1 → App 2 → App 3

2

one after another, scoring as you go

1 On a computer: one tab per assistant; paste exactly the same prompt in each.

2 On a phone: try one app, write its score in the workbook, then the next.

Comparing assistants on a computer or on a phone

4. Example prompts

Example prompts (copy them, change the details and try)

I'm planning a fun family day this Saturday with 2 kids aged 6 and 9, a budget of up to \$80, and no car. Give me 3 different ideas, each with a short schedule. As a table.

(Standing custom instruction) Always answer in plain English, in short sentences. If you're not sure, say so. At the end of every long answer, give a one-line summary.

5. I made something!

Task: run "the big test" with the same prompt in 3–4 assistants, fill in a score table, and choose your "home tool". Set one custom instruction in it.

Result: a personal comparison table + an assistant set up exactly to your taste.

For experienced learners · beginners can skip this

Going further (optional): give all the assistants one hard logic puzzle (for example a seating plan with 5 rules), first with "thinking" mode off and then on. Which got it right, and how long did it take?

6. Quick quiz

1. You use Gmail and Google Drive every day. Which assistant connects to them most naturally?
 - A. Grok
 - B. Gemini
 - C. Claude
2. You told the assistant "I'm vegetarian" and it remembers in a new chat. What is that, and can you remove it?
 - A. Memory: you can view and delete it in Settings
 - B. Custom instructions: they can never be deleted
 - C. The context window: it clears itself every day
3. On a phone, how do you compare assistants without juggling four tabs?
 - A. Try the same prompt in one app, then the next, scoring as you go
 - B. Open all four apps at the same moment
 - C. It can't be done on a phone

Week 2 quiz (review)

1. A letter from the council says you must "submit form B within 30 days". After uploading it (details hidden), which question helps most?
 - A. "Translate it into French"
 - B. "Write me a poem about the council"
 - C. "Is this a nice letter?"
 - D. "What exactly do I need to do, by what date, and what happens if I miss it?"
2. Which detail must NOT go into your email request?
 - A. The date of the double charge
 - B. Your card number: 4580 1234 ...
 - C. [name]
 - D. "Polite but firm"
3. A friend wants to practise Spanish conversation while cooking, hands free. What do you suggest?
 - A. Voice mode in the assistant's app
 - B. A custom instruction
 - C. Deep Research
 - D. An image generator
4. You want every answer short and in plain language, without asking each time. What do you set up?
 - A. A reasoning model
 - B. A new chat every time
 - C. A bigger context window
 - D. A custom instruction

Halfway there! You're already using AI for meal plans, emails, documents and learning. Now the creative part begins.

Week 3: Creative AI



This week's goal: create pictures, invitations, songs, voice-overs and videos, and learn to spot fakes.

Estimated time: about 2.75 hours (5 lessons of 30–35 minutes).

DAY 11

AI that draws



Time: about 30 minutes · **Goal:** create your first illustration from a description, and improve it · **Tools:** image creation inside ChatGPT, Gemini or Grok (Grok Imagine)

1. The idea

Image generators turn **words into pictures**. Type "a watercolor of a lakeside village at sunset", and a few seconds later an illustration appears that never existed before.

How does it work? Most image generators use a method called **diffusion**: they start from "noise" (like the static on an old TV) and clean it up step by step until a picture that matches the description appears. *Like a sculptor chipping away stone until the shape emerges.*

The easiest way to start: ask for a picture inside the chat you already use. In ChatGPT, Gemini and Grok, just type "Create an image of...". The free plans allow a limited number of images per day.

The image formula, 5 parts: subject · style · lighting and mood · background · shape (square, landscape, portrait)

Example: "A **watercolor** illustration of a **festive table set with fruit and candles**, **warm evening light**, a **blurred cozy home in the background**, **landscape format**."

Styles worth trying: watercolor, children's book illustration, oil on canvas, cute 3D, professional photo, minimalist, pencil sketch, mosaic.

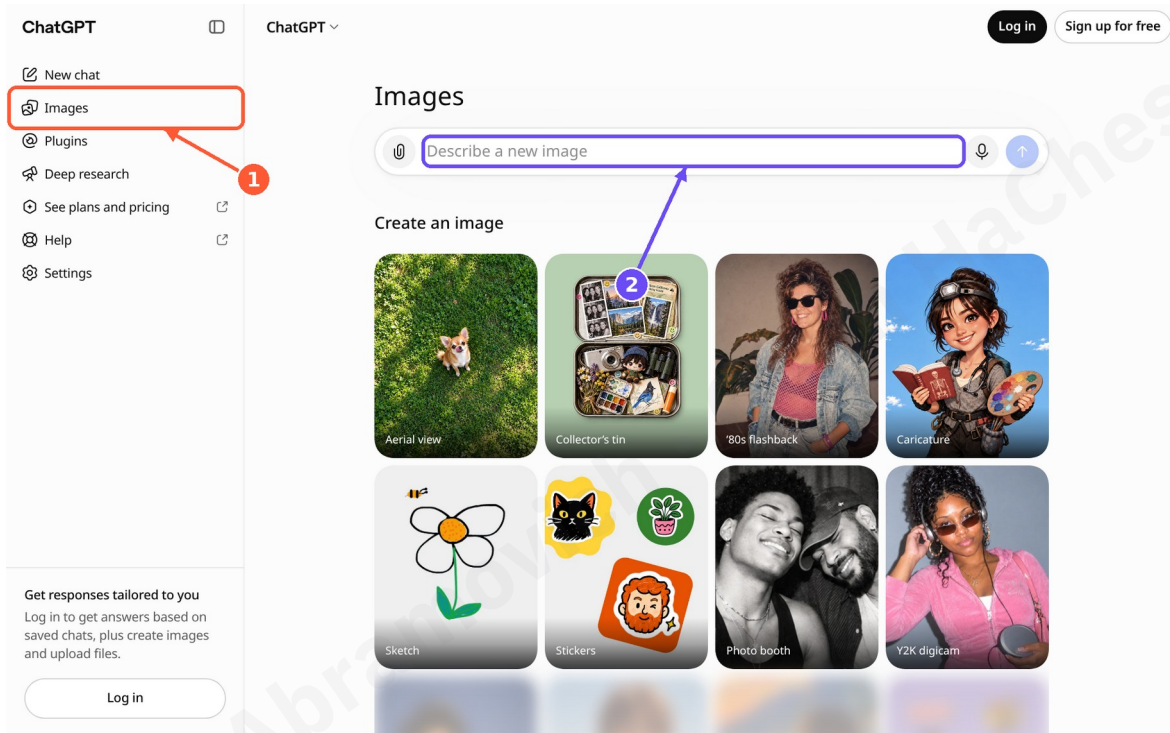
2. New words

- **Generative AI:** AI that creates something new (text, pictures, voice, video), rather than just sorting or recognizing. Everything this week is generative AI.
- **Image generator:** AI that creates a picture from a description. *Like:* an artist who understands your words and paints in seconds.
- **Aspect ratio:** the shape of the picture. Square (1:1) for social media, landscape (16:9) for computers, portrait (9:16) for stories and phones.

3. Step by step

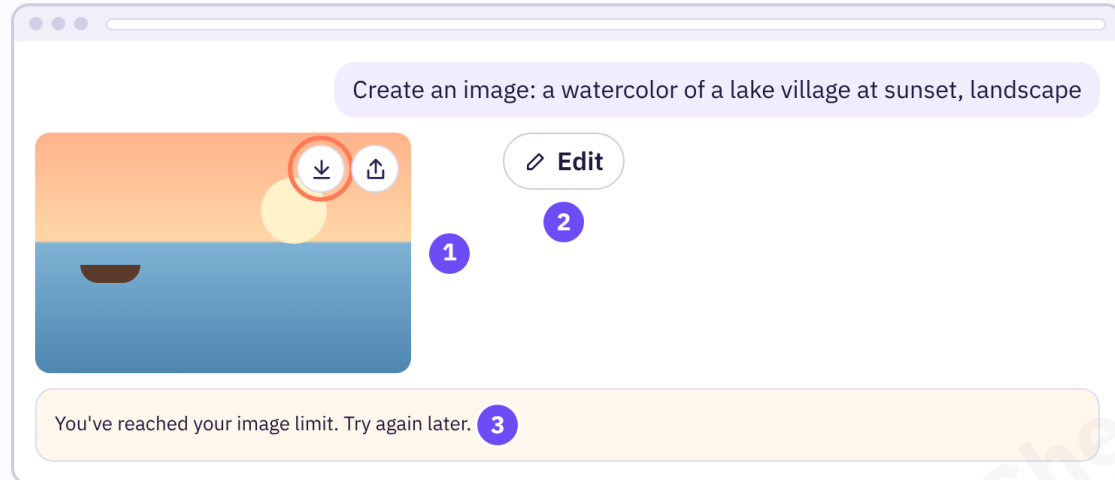
1. Open your chosen chat and type: **"Create an image of..."** using the 5-part formula.

2. Wait a few seconds to a minute.
3. Improve it in the conversation: "the same, but in the morning", "no people", "more colorful", "in a children's book style".
4. Like it? Click the picture and then the **Download** icon (a down arrow) to save it.
5. **Pictures ran out?** Free plans allow only a few pictures a day. If you see a message like "You've reached your limit", switch to another assistant (Gemini, Grok or ChatGPT), or carry on tomorrow.
6. Bonus: upload a photo you took (of your garden, say) and ask: "Turn this photo into a watercolor painting."



Real screenshot of chatgpt.com (logged out, October 2026): 1 Images in the menu · 2 describe the picture here

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



1 Like it? Tap the picture, then the **Download** arrow ↓ to save it.

2 **Edit** = ask for a change (or simply write the change in the chat).

3 **You've reached your limit** = the free pictures ran out for today. Try another assistant, or tomorrow.

Saving your picture, and what the "limit" message means

4. Example prompts

Example prompts (copy them, change the details and try)

Create an image: a watercolor illustration of a small lakeside village at sunset, fishing boats, a pink sky, a peaceful mood, landscape format.

Create an image: a cute children's book illustration of a little rabbit baking a cake in a country kitchen, soft colors, a light background, square.

Create an image: a professional photo of a breakfast table with fresh bread, cheeses, colorful vegetables and coffee, morning light from the window, viewed from above.

Change the picture: the same, but in a mosaic style.

5. I made something!

Task: create 3 pictures of three different subjects in three different styles, and save your favorite. Write the winning prompt in your workbook.

Result: your first original illustration, saved on your phone or computer.

For experienced learners · beginners can skip this

Going further (optional): keep the same character across 3 pictures ("the same little rabbit, now at the beach"), or ask to change only one part of a picture. You'll also meet "upscaling": enlarging and sharpening a picture with AI (see the glossary).

6. Quick quiz

1. In "a watercolor of a lighthouse at dawn, calm sea, square", which part is the style?
 - A. "a watercolor"
 - B. "square"
 - C. "a lighthouse"
2. Your free pictures ran out after 3 tries. What now?
 - A. Pay right away: there's no other way
 - B. Switch to another assistant, or try again tomorrow
 - C. Delete your account and sign up again
3. You need a picture for a phone "story". Which shape?
 - A. Portrait (9:16)
 - B. Landscape (16:9)
 - C. Square (1:1)

Respect and responsibility: don't create pictures of real people (neighbors, celebrities, children) without permission. Keep content respectful. Many tools block requests like these anyway.

DAY 12

Designing an invitation and a card

Time: about 40 minutes · **Goal:** combine text and a picture into a designed invitation or card ·

Tools: Canva (in the browser or app, with a free plan) + a chat assistant

1. The idea

A nice picture is a start. A good invitation also needs **clear text**: what, when, where. Image generators still sometimes garble text inside a picture, especially long text, names, dates and non-Latin scripts. So the safe approach is: **the AI creates the picture and the wording, and Canva puts them together** in a professional design.

Canva is a popular browser-based design tool with thousands of ready-made templates, support for many languages and fonts, and built-in AI features (such as image creation and writing help). The free plan is more than enough.

2. New words

- **Template:** a ready-made design where you just fill in your details. *Like:* a beautifully designed form.
- **Layers:** the picture, the text and the decorations lie on top of each other like transparent sheets. You don't need to manage them: just tap the thing you want to change.

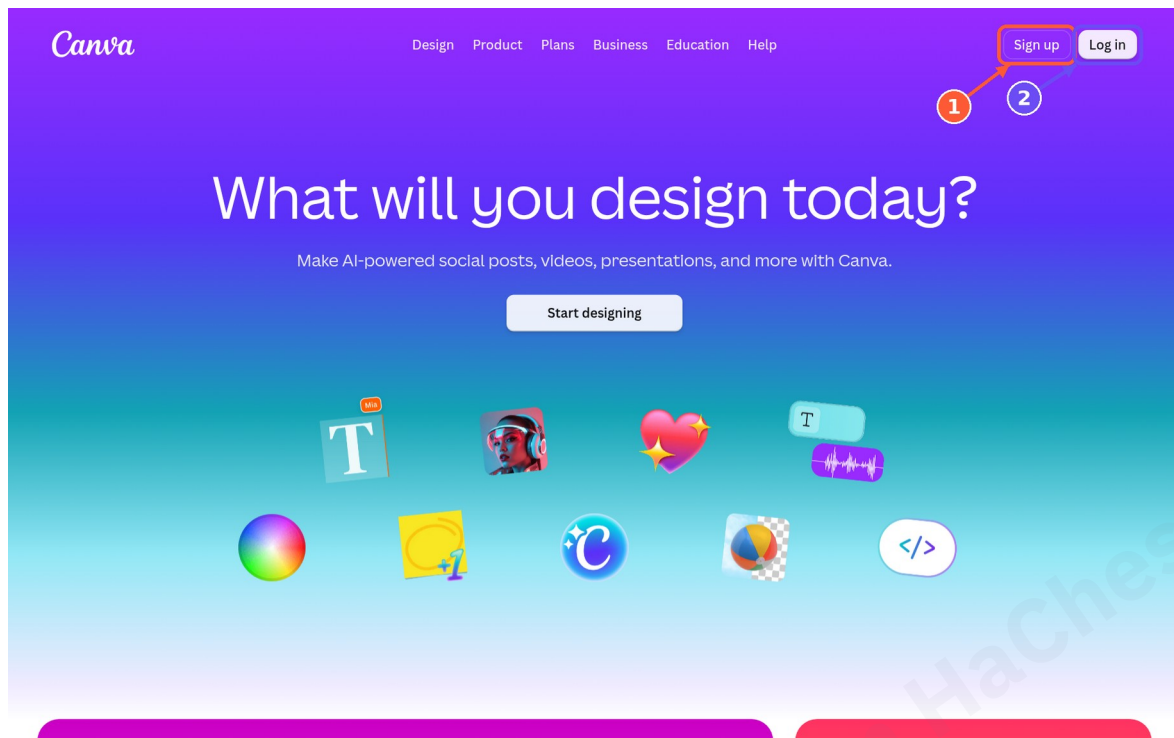
3. Step by step

Part 1: in the chat (10 minutes)

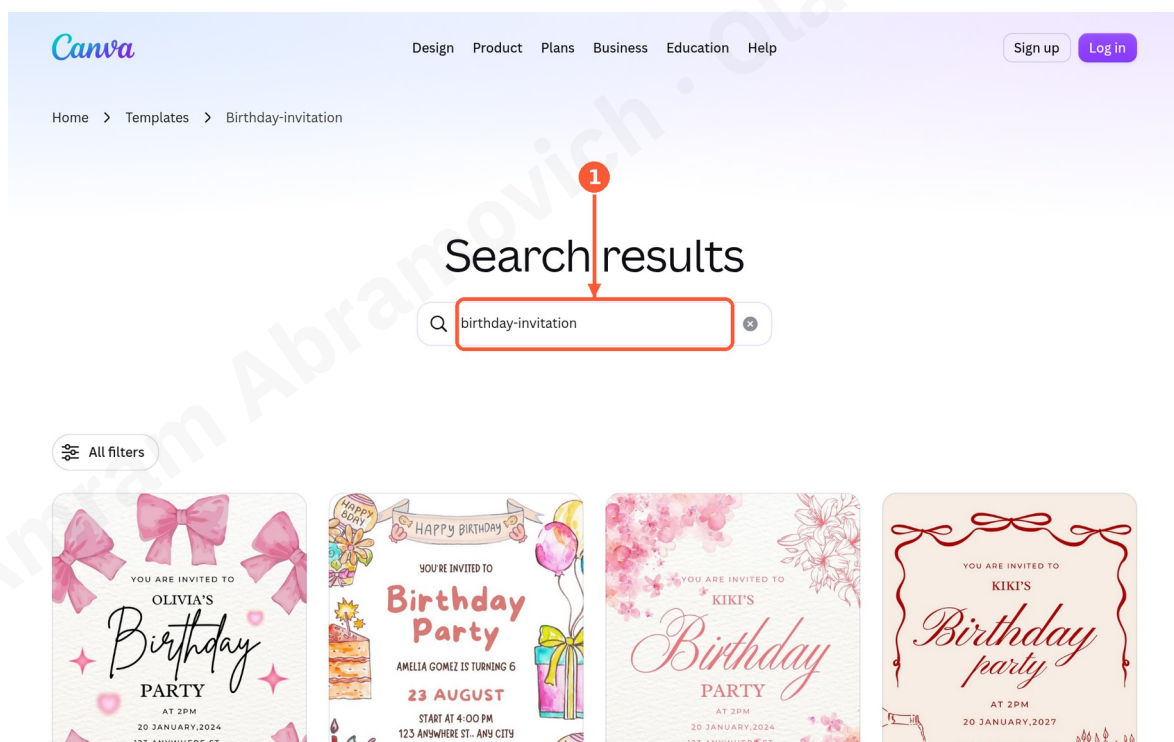
1. **Wording:** ask your chat assistant for invitation wording (see the prompt below) and pick a version.
2. **Picture:** ask for a matching background with no text in it ("...with no writing in the image"), and save it (**Download**, as on Day 11).

Part 2: in Canva (20 minutes)

3. Go to **canva.com**, tap **Sign up** and choose **Continue with Google** (as on Day 2).
4. In the search box at the top, type **Invitation** and press Enter. Tap a template you like: it opens, ready to edit.



Real screenshot of canva.com (logged out, October 2026): 1 Sign up · 2 Log in



Real screenshot of canva.com (logged out, October 2026): 1 the search box: type Invitation

5. **Add your picture:** in the menu on the left tap **Uploads** → **Upload files**, and choose your picture. Tap it to add it to the design, then drag its corners until it covers the background. (Hard to drag? Select the picture, open the **...** menu and look for **Set image as background**.)
6. **Change the words:** tap a text box, delete the sample words and type yours. To move the text to the left, center or right, select it and tap the **alignment** button (the icon with lines) in the top bar.
7. **Check:** are the names, the date, the day of the week and the time all correct?

8. **Save:** tap **Share** (top right) → **Download** → choose **PNG** (a picture, for WhatsApp or email) or **PDF** (for printing) → **Download**.

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.

Uploads (left) → **Upload files** → choose your picture. Tap it to add it, then drag it to fill the background.

Alignment button (lines ≡): tap until the text sits where you want.

Tap a text box, delete the sample words and type yours.

Share (top right) → **Download**.

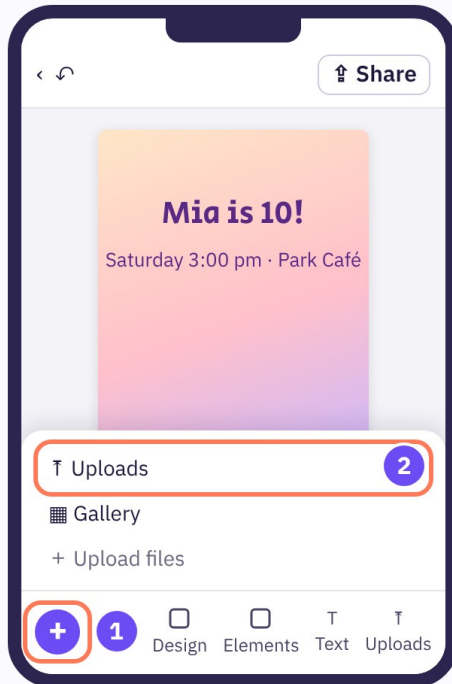
Choose PNG (a picture to send) or PDF (to print), then **Download**.

Editing the text and downloading

On a phone (the Canva app): the menu is at the **bottom** of the screen, not on the side. To add your picture: tap + → **Uploads** (or **Gallery**) → choose the picture. To make it the background: **press and hold** the picture → **Set as background** (or **Replace background**). To change words: tap the text twice. To save: tap the **Share/Download** arrow at the top → **Download**.

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.

A · ADD YOUR PICTURE



B · BACKGROUND AND WORDS



- 1 Tap **+** in the menu at the **bottom** of the screen.
- 2 Tap **Uploads** (or **Gallery**) and choose your picture.
- 3 **Press and hold** the picture → **Set as background** (or **Replace background**).
- 4 To change the words: tap the text **twice** and type.
- 5 To save: tap the **Share/Download** arrow at the top → **Download**.

The Canva phone app: the menu is at the bottom of the screen (illustration, not a real screenshot)

4. Example prompts

Example prompts (copy them, change the details and try)

Write short, cheerful wording for an invitation to my brother Daniel's 50th birthday party: Thursday, November 12, at 7:00 p.m., in Mom's backyard. Please RSVP by Sunday, November 8. A short headline + 4 lines. Give me 3 versions.

Create an image: a festive watercolor background with balloons, flowers and gold stripes, plenty of empty space in the middle for text, no writing at all, portrait format.

Write a short thank-you card (3 lines) for my son's kindergarten teacher at the end of the school year, in a warm, personal tone.

5. I made something!

Task: design an invitation or card for a real or imaginary event (a birthday, a holiday dinner, a class reunion, a business opening): wording from the AI + an illustration from the AI + design in Canva. Download it as a file.

Result: a designed invitation, ready to send.

For experienced learners · beginners can skip this

Going further (optional): use Canva's **Resize** to turn the invitation into a phone "story" version as well, or try Canva's own AI features (search for "Magic" in the left menu) to generate a decoration.

6. Quick quiz

1. Why add the invitation's words in Canva rather than inside the AI picture?
 - A. AI pictures can't be downloaded
 - B. Image generators can garble names, dates and letters
 - C. Canva pictures are always higher quality
2. Your invitation says "Thursday, November 12". What do you check before sending?
 - A. That the date really is a Thursday, and that the time and place are right
 - B. Only that the font looks nice
 - C. Nothing: the AI already checked it
3. The text on your design sits on the wrong side. Where do you fix it?
 - A. Select the text box, then the alignment button in the top toolbar
 - B. Make the picture again in the chat
 - C. Download it as PDF instead of PNG

DAY 13

Songs and voices



Time: about 35 minutes · **Goal:** create a personal song or voice-over, and understand the responsibility that comes with voices · **Tools:** Suno (songs), ElevenLabs (voice-overs), a chat assistant

1. The idea

AI can now **compose and sing** a whole song from a short description, and **read** text aloud in a natural voice, in many languages. It's wonderful for a musical greeting, a birthday song, a bedtime story for the kids or a video soundtrack.

- **Suno** (suno.com): describe what the song is about and its style, and you get a song with a tune and vocals. There's a free plan with a limited number of songs per day. Paid plans start at about \$10 a month (approximate). Note: **the free plan usually doesn't allow commercial use** of your songs, so check the terms.
- **ElevenLabs** (elevenlabs.io): paste in text, pick a voice, and get a voice-over. The free plan has a small monthly allowance (about 10,000 credits, approximate), and paid plans start at about \$6 a month (approximate).

Red line: voice cloning (creating a voice that sounds like a specific person) only for your own voice, or for someone who has given explicit consent. In many places this is the law, and everywhere it's basic respect.

2. New words

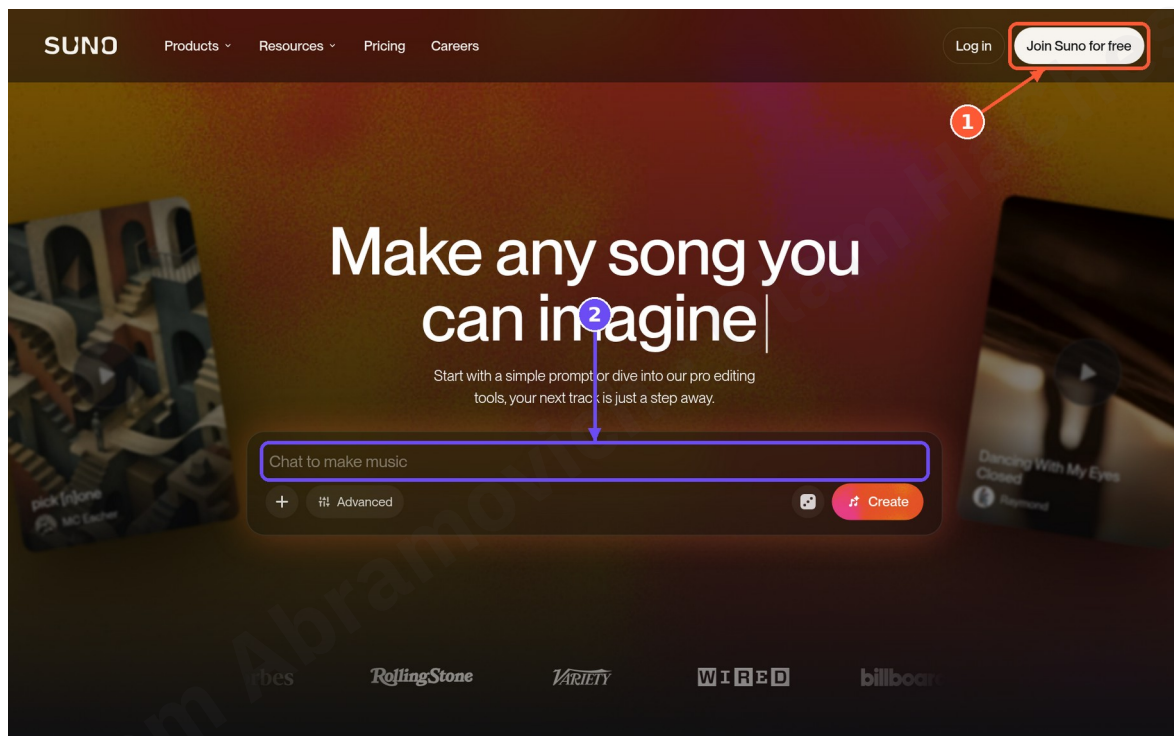
- **Text-to-speech:** turning text into spoken audio.
- **Voice cloning:** creating an artificial voice that sounds like a real person. Only with consent!
- **Usage rights:** what you're allowed to do with what you create. It differs between tools and between free and paid plans.

3. Step by step: a personal song in Suno

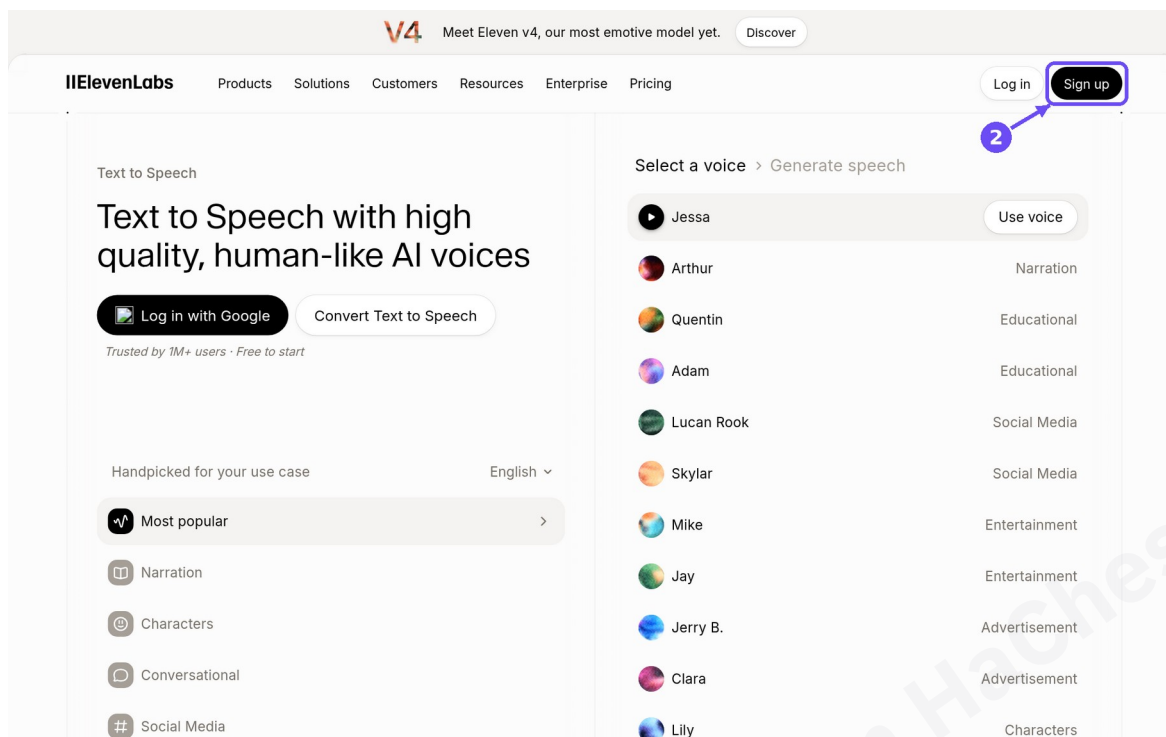
1. **Lyrics:** ask your chat assistant for lyrics to a short song (2 verses and a chorus) about a person or moment you love.
2. Go to **suno.com** and sign up (**Continue with Google** or email).

3. Tap **Create** (= make a new song).
4. **The easy way (Simple):** type a short description, for example "a cheerful birthday song for Noah, who's turning 8 and loves horses".
5. **Your own words (Custom):** tap **Custom**, paste your words into **Lyrics** (= the words of the song), and describe the style in **Style of music**, for example "happy acoustic pop, children's song". Not sure how to describe a style? Ask your chat assistant: "Describe a warm, gentle song style in 5 English words for a music generator."
6. Tap **Create** and wait about a minute. You usually get 2 versions. Tap ▶ to listen, then ... → **Download** to save the one you like.

Language note: songs work best in widely spoken languages. If a name or word sounds odd, try spelling it the way it sounds, or simply generate again.

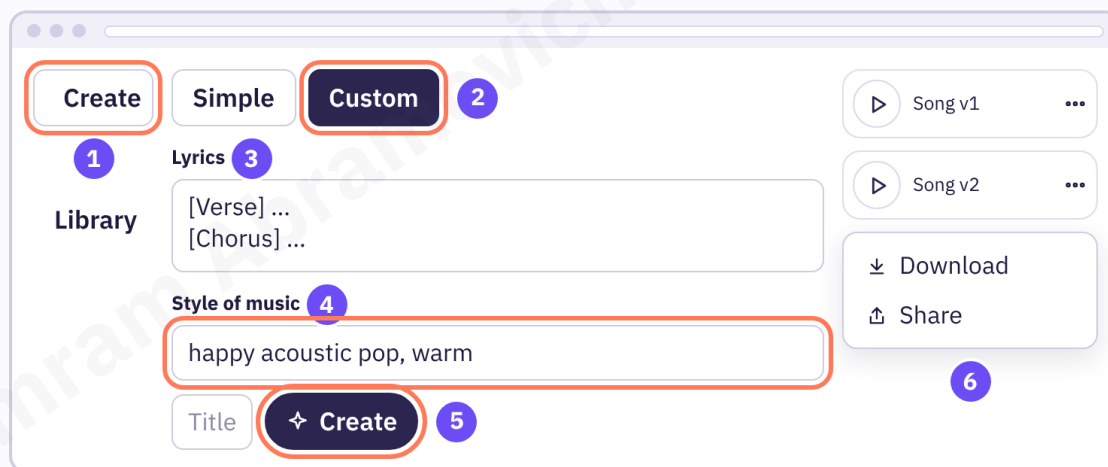


Real screenshot of suno.com (logged out, October 2026): 1 Join Suno for free (sign up) · 2 describe your song here



Real screenshot of elevenlabs.io (logged out, October 2026): 2 Sign up (needed to create a voice-over)

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



Create = make a new song.

1

Lyrics = the words of the song.

3

Paste the lyrics from your chat assistant.

5

Create and wait about a minute. Usually you get 2 versions.

Simple = just describe the song.

2

Custom = your own lyrics and style.

Style of music: write in English,

4

e.g. **happy acoustic pop**. (The chat assistant can translate your idea.)

6

▶ to listen; ... (More) → **Download** to save.

A music generator: the words you'll see

Option B: a voice-over in ElevenLabs

1. Go to **elevenlabs.io**, sign up, and choose **Text to Speech** (= text read aloud).
2. Paste in a short text (a greeting, a children's story).
3. Choose a voice: tap  next to a few voices to hear a sample, and pick one that sounds natural in your language (voices marked "multilingual" handle many languages).
4. Tap **Generate**, listen, and **Download**.

4. Example prompts

Example prompts (copy them, change the details and try)

Write lyrics for a short, happy song (2 verses and a chorus) for Grandma Rose's 80th birthday. She loves growing roses and baking cookies for her grandkids. Simple rhymes that are easy to sing.

(In Suno) A cheerful song for Grandma Rose, who's turning 80 and loves roses and cookies, warm acoustic style

Write a 150-word bedtime story for a 5-year-old about a little turtle who learns not to be afraid of the dark. Simple language, a soothing ending. (Then paste it into ElevenLabs for a voice-over)

5. I made something!

Task: create a **personal song** in Suno or a **voice-over** in ElevenLabs for someone you love, and play it to them (or keep it as a surprise for your final project).

Result: your first original audio file.

For experienced learners · beginners can skip this

Going further (optional): add structure tags to your lyrics, like [Verse], [Chorus] and [Bridge], and see how the song follows them. Or create the same voice-over with two different voices and compare.

6. Quick quiz

1. A friend wants a song "in the voice of" a famous singer for a party. What's right?
 - A. Not without that person's explicit consent: use one of the tool's own voices
 - B. It's fine if you mention the singer's name
 - C. It's fine if it's only for a party
2. In a music generator, what does "Custom" mode let you do?
 - A. Clone your own voice
 - B. Make a video clip
 - C. Paste your own lyrics and describe the style yourself
3. You made a song on a free plan and want to use it in an ad for your shop. What first?
 - A. Nothing: anything you make is yours
 - B. Check the tool's terms: free plans often don't allow commercial use
 - C. Add your shop's name to the lyrics

DAY 14

Your first video



Time: about 30 minutes · **Goal:** turn a description or a picture into a short video · **Tools:** Gemini (Vevo), Grok Imagine, Runway

1. The idea

The most "magical" thing AI does today: **video from a description in words**, or "animating" a picture you already have (flowers swaying in the wind, clouds drifting, waves). The clips are short, usually **4 to 10 seconds**.

Good to know: video is the **most expensive** area of AI. Free plans give you very few attempts, sometimes none at all. So every attempt is precious: plan your prompt in advance.

Tool	Where	What to know (approximate, subject to change)
Vevo (Google)	Inside Gemini, via the "Video" button	Mainly available on Google AI plans; AI Pro includes limited use
Grok Imagine (xAI)	Inside Grok, on the website and in the app	Creates pictures and short videos; how much is free varies
Runway	runwayml.com	Free accounts get a small one-time batch of credits; paid plans from about \$12–15/month

The video formula: what you see · what moves and how · camera movement · mood and style

Example: "A sunflower field at sunset, **the sunflowers swaying in the wind, the camera slowly moving closer**, a warm mood, cinematic style."

2. New words

- **Text-to-video:** creating a video from a description in words.
- **Image-to-video:** "animating" an existing picture.
- **Credits:** the "points" you spend on each creation. When they run out, you wait for them to renew or buy more.

3. Step by step

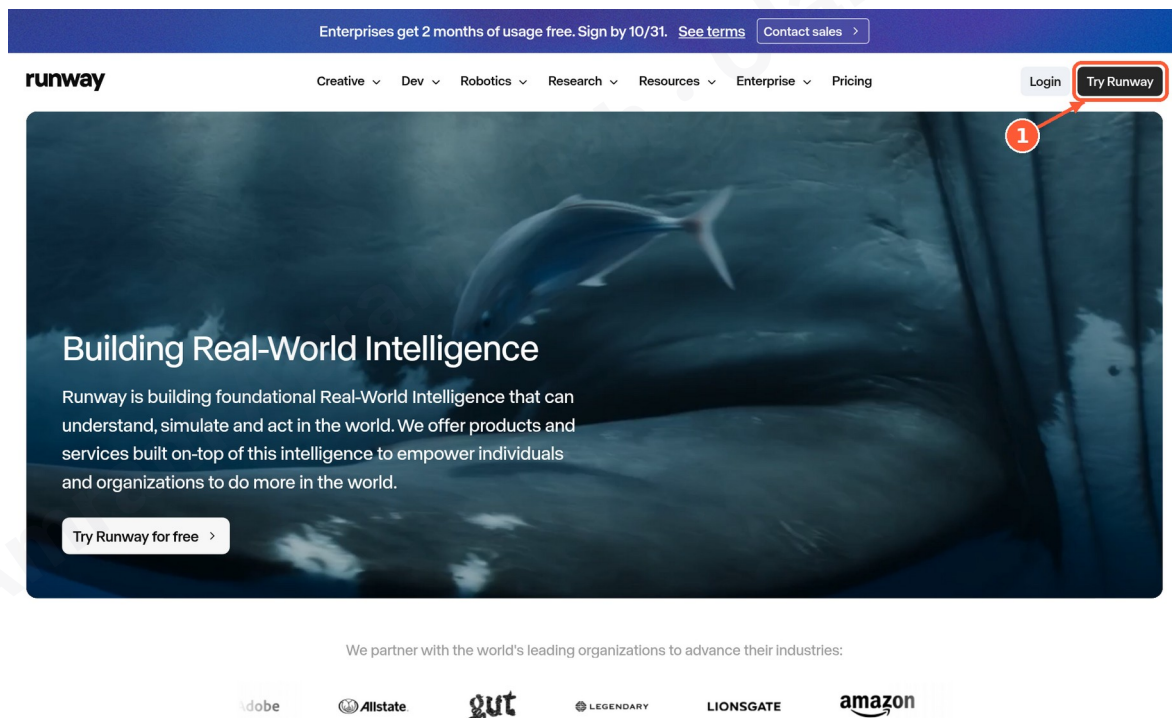
There are two equally good paths today. Choose one.

Path A: an AI video

1. **Plan it with your chat assistant:** "Help me write a prompt for an 8-second video about..." and get 3 suggestions.
2. Choose one tool from the table and sign in.
3. In Gemini: tap **Video** next to the message box (sometimes under **Tools** or **+**), if your account has it. In Grok: choose **Imagine**. In Runway: choose **Generate Video**.
4. The easy way: attach the illustration you made on Day 11 (with **+**) and describe what should move in it.
5. Wait (up to a few minutes), watch, and **Download**.

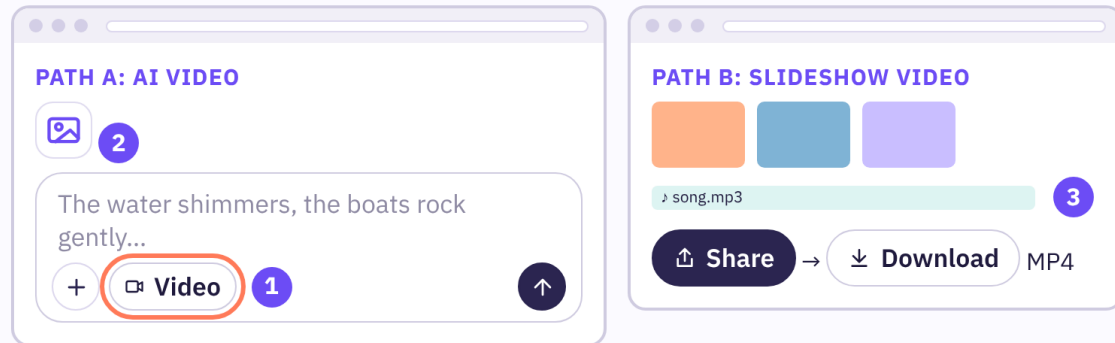
Path B: a slideshow video (no AI credits needed)

1. In Canva, search for **Video** and choose a slideshow template.
2. Add 3 pictures you created (**Uploads**), and your song from Day 13 if you have one.
3. **Share** → **Download** → **MP4** (a video file you can send).



Real screenshot of runwayml.com (logged out, October 2026): 1 Try Runway (sign up; a few free credits)

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



- Path A: next to the message box
1 look for **Video** (sometimes inside **Tools** or +).
 Path B (just as good): a slideshow
3 from your pictures plus your song, downloaded as MP4.
- Optional: attach your Day 11
2 picture with + and describe what should move.

Two paths: an AI video or a slideshow video

4. Example prompts

Example prompts (copy them, change the details and try)

Help me write a prompt for an 8-second AI video: a beach at sunrise, gentle waves, birds flying, no people. Give me 3 short versions.

A sunflower field at sunset, the sunflowers swaying in the wind, the camera slowly moving closer, golden light, cinematic style

(With your illustration from Day 11) Animate this picture: the lake water shimmers, the boats rock gently, the clouds drift slowly

5. I made something!

Task: create one short video: an AI video (Path A) or a slideshow video from your own pictures and song (Path B). Both count in full.

Result: your very first video.

For experienced learners · beginners can skip this

Going further (optional): write a 3-shot "storyboard" with your chat assistant (wide shot, close-up, ending), create each shot and join them in Canva. Try adding a camera instruction like "slow pan to the left".

6. Quick quiz

1. Free video attempts are scarce. What's the smartest first step?
 - A. Plan and polish the prompt with your chat assistant
 - B. Always choose the longest length
 - C. Try 10 quick, vague prompts
2. "Animate my lake picture: the water shimmers, the boats rock gently." What kind of task is this?
 - A. Text-to-speech
 - B. Image-to-video
 - C. Reverse image search
3. There are no video credits left in any tool. What's an equally good option?
 - A. Give up on the video
 - B. Borrow someone else's account
 - C. A slideshow video in Canva with your pictures and your song

DAY 15

Real or fake?



Time: about 35 minutes (including the weekly quiz) · **Goal:** spot fakes and scams, and protect your family · **Tools:** reverse image search (Google Lens), a chat assistant

1. The idea

This week you saw how easy it is to create a picture, a voice and a video. **Scammers can do exactly the same.** A **deepfake** is a fake picture, voice or video of a real person.

The most common scam: a call or voice message "from your son", "from your granddaughter" or "from your boss": "I'm in trouble, send money now, don't tell anyone." The voice sounds completely real.

3 rules that protect you:

1. **A family code word:** a secret word you agree on in advance with your family (face to face, not by message). If you get an urgent request, ask for it.
2. **Call back:** hang up, and call the number you already know yourself.
3. **Don't rush:** time pressure ("Right now! It's a secret!") is a warning sign. Scammers hate waiting.

How to spot suspicious content online:

- **Who posted it, and where?** Is it a trustworthy account? Do other serious sources report the same story?
- **Reverse image search:** in Google Lens (images.google.com, the camera icon), upload the picture and see where else it has appeared.
- **Odd details:** hands and fingers, warped text in the background, shadows and lighting that don't make sense, skin that's "too perfect". **But:** these signs disappear as the tools improve. So the important check is the source, not your eyes.
- **"Made with AI" labels:** some platforms and tools label AI content. The lack of a label doesn't prove something is real.

Ethics and rights: say when something was made with AI (in assignments, publications and business). Don't create content of real people without permission. For commercial use, read the tool's terms of use. And most tools are meant for ages 18 and over, or require parental consent.

2. New words

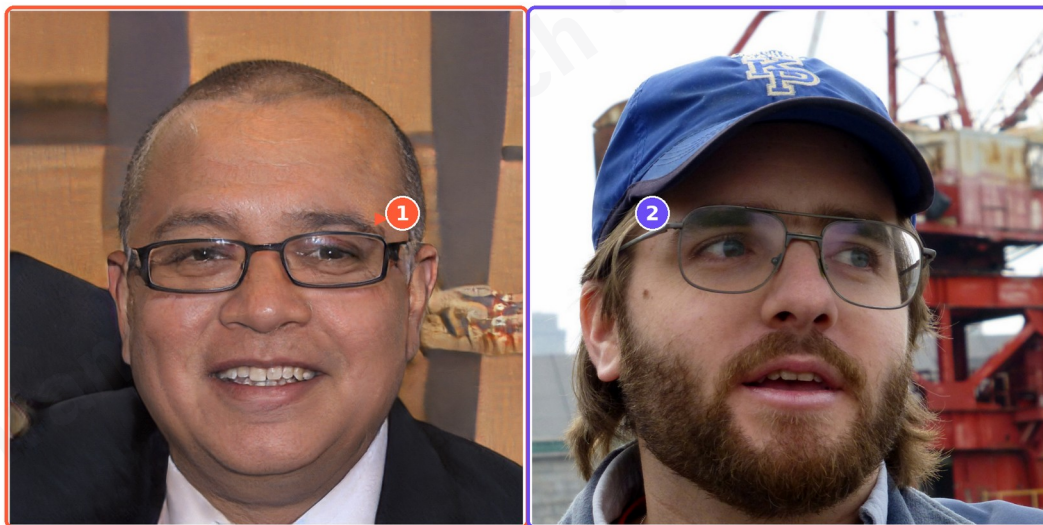
- **Deepfake:** a fake of a real person in a picture, voice or video.
- **Social engineering:** a scam that plays on emotions: fear, urgency, love.
- **Reverse image search:** a search where you upload a picture and find out where else it appears online.

3. Step by step

1. **"Real or AI?" game:** go to **whichfaceisreal.com** (a project by researchers at the University of Washington): you see two faces and guess which one is real. Play 6 rounds. Or ask someone in the family to show you 6 pictures.
2. **Reverse search:** take a picture you received on WhatsApp or social media and look it up. **On a phone:** press and hold the picture and choose to search with Google Lens (on an iPhone, use the Google app's camera icon). **On a computer:** go to images.google.com and click the camera icon.



Click on the person who is real.



Real screenshot of whichfaceisreal.com (logged out, October 2026): 1 and 2: tap the face you think is real



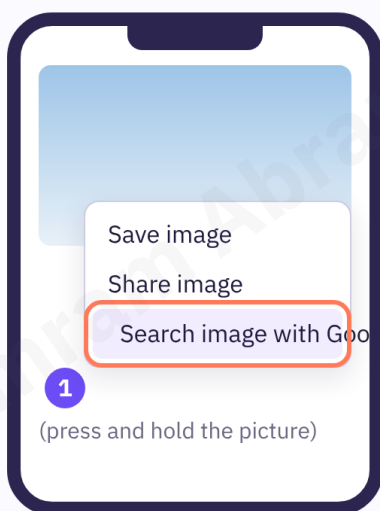
ישראל

הגדרות תנאים פרטיות

מידע כללי פרסום עסקים כיצד פועל החיפוש

Real screenshot of images.google.com (logged out, October 2026): 2 the search box (the camera icon next to it searches by picture)

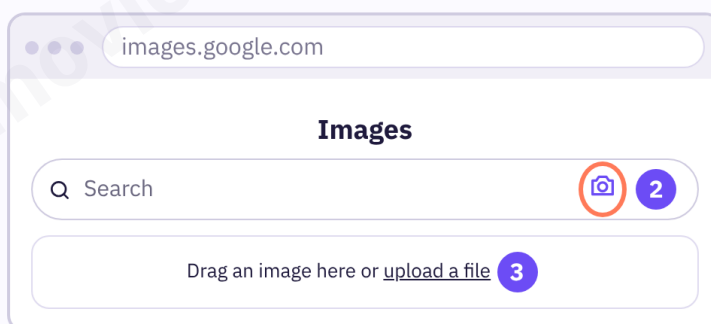
Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



On a phone (Android, or the Google app on iPhone): press and hold the picture → search with Google Lens.

Upload a file: pick the picture.

3 You'll see where else it appears online, and since when.



On a computer: at images.google.com, click the camera icon (search by image).

Reverse image search on a phone and on a computer

3. **Safety card:** with the AI's help, write a "family safety card" (prompt below), and print it or send it to your family.
4. **Code word:** agree on a code word with your family, **in person or by voice**. Don't write it in your workbook or in a chat!

4. Example prompts

Example prompts (copy them, change the details and try)

Write a short, clear, one-page "family safety card" for grandparents: how to recognize a "grandchild in trouble" phone scam with a fake voice, and what to do, in 6 simple points. Large font, short sentences.

I received this message: "[paste the text of the message here, without personal details]". Does it show signs of a scam? What should I do?

Give me 5 signs that a picture was made with AI, and also tell me why I shouldn't rely on them alone.

5. I made something!

Task: create a "family safety card", send it to at least one family member, and agree (out loud!) on a family code word.

Result: a safety card + a better-protected family.

For experienced learners · beginners can skip this

Going further (optional): look for "Content Credentials" (a small "cr" label some sites and tools add to show how a picture was made), and write a 3-line "what we do when someone calls asking for money" script for your family.

6. Quick quiz

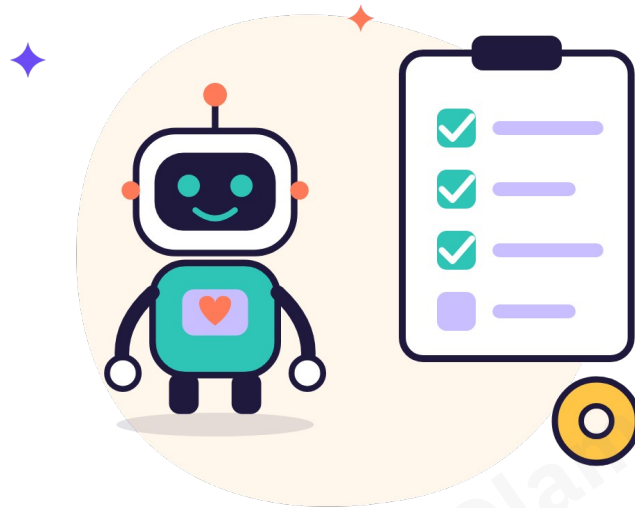
1. A voice message from "your grandson" asks for money urgently, and secretly. What's the first step?
 - A. Hang up, call him back on the number you know, and ask for the code word
 - B. Reply asking for his bank details
 - C. Send a small amount, just to be safe
2. A shocking photo is going round a group chat. What's the most reliable check?
 - A. Look for the original source and do a reverse image search
 - B. Zoom in and count the fingers
 - C. See how many people shared it
3. Where do you keep the family code word?
 - A. Pinned in the family group chat
 - B. Agreed face to face, and kept only in your memory
 - C. In the notes app on your phone

Week 3 quiz (review)

1. Which prompt uses the whole 5-part image formula?
 - A. "Children's-book style, soft morning light"
 - B. "A teddy-bear picnic, children's-book style, soft morning light, meadow background, square"
 - C. "Meadow background, square, no text"
 - D. "A teddy-bear picnic, square"
2. Which tool would you use for a sung birthday song?
 - A. Canva
 - B. ElevenLabs
 - C. Google Lens
 - D. Suno
3. Why do free plans give so few video attempts?
 - A. Because videos need a real camera
 - B. Video takes far more computing power than text or pictures
 - C. To stop people making long films
 - D. Because video tools are still untested
4. A photo has perfect hands and no odd details. What does that tell you?
 - A. It's definitely AI
 - B. It's definitely real
 - C. Not much: good fakes no longer show obvious signs, so check the source
 - D. It was made in Canva

Wow! In one week you created an illustration, an invitation, a song and a video, and learned to protect your family. One week left, and it's the "smartest" one.

Week 4: AI that gets work done



This week's goal: research with sources, work with your own documents, build something "without code", meet AI agents, and present a final project.

Estimated time: about 2.75 hours of lessons + about 2 hours for the final project.

A word before you start: this week brings several new tools. Go slowly. Any lesson can be split over two days, the pictures show you where to tap, and it's perfectly fine to ask someone to sit with you the first time.

DAY 16

Search and research with sources



Time: about 35 minutes · **Goal:** get answers with links, and produce a small research report ·

Tools: Perplexity, search mode and Deep Research in ChatGPT / Gemini / Grok

1. The idea

When AI answers "from memory", it may be wrong or out of date. When it **searches the web first and then answers**, it gives you an answer with **links to its sources**, so you can check. *Like an open-book exam: less guessing, more accuracy.*

- **Perplexity** (perplexity.ai): an "answer engine". You ask, and get a short answer with numbered sources you can click. There's a free plan.
- **Search inside the chat assistants:** ChatGPT, Gemini, Claude and Grok can all search the web. Sometimes it switches on automatically, and sometimes you click a "Search" (globe) icon.
- **Deep Research:** the AI reads dozens of sources by itself over a few minutes and writes **an organized report with links**. Free plans allow a limited number of reports.

Still check! Even with sources, AI can quote something incorrectly. Open at least 2–3 links and make sure they say what the answer claims.

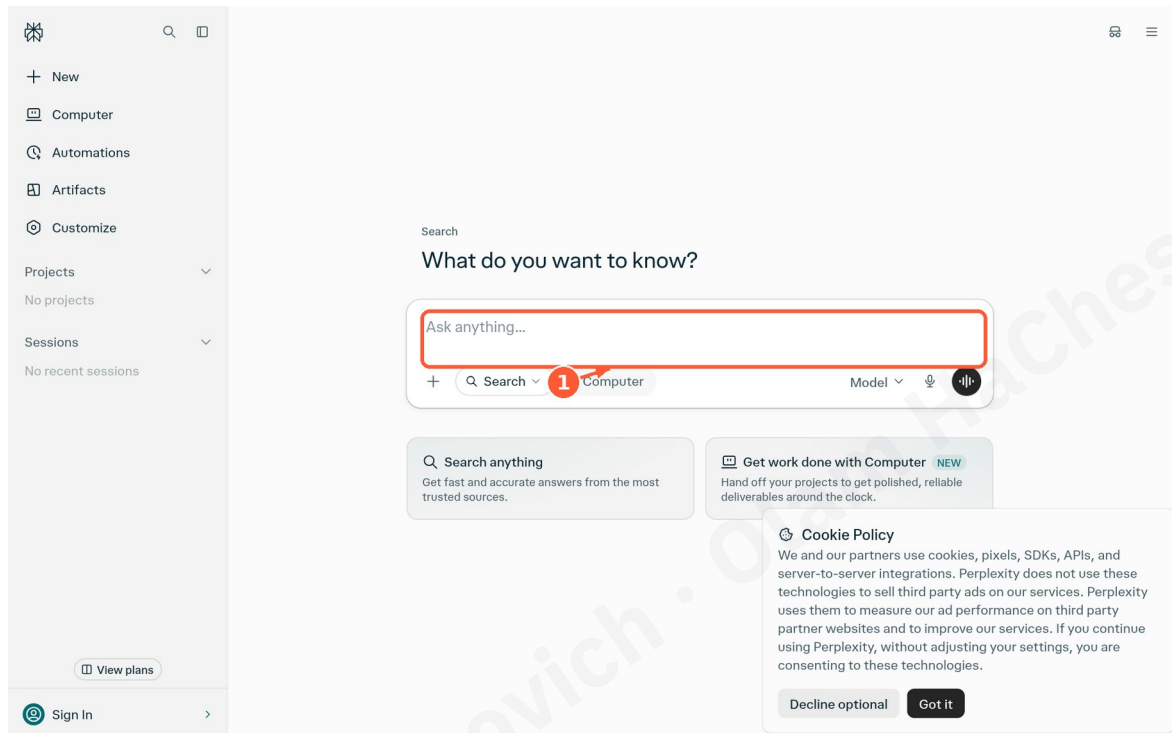
2. New words

- **RAG (just so you know the word):** short for "retrieval-augmented generation", the method where the AI first looks up information (on the web or in your documents) and only then answers. *Like:* an open-book exam.
- **Deep Research:** a "research assistant" that reads many sources and writes a report.
- **Citation / source:** the link the information came from. Small numbers in brackets, like [1], are links.

3. Step by step: a trip report

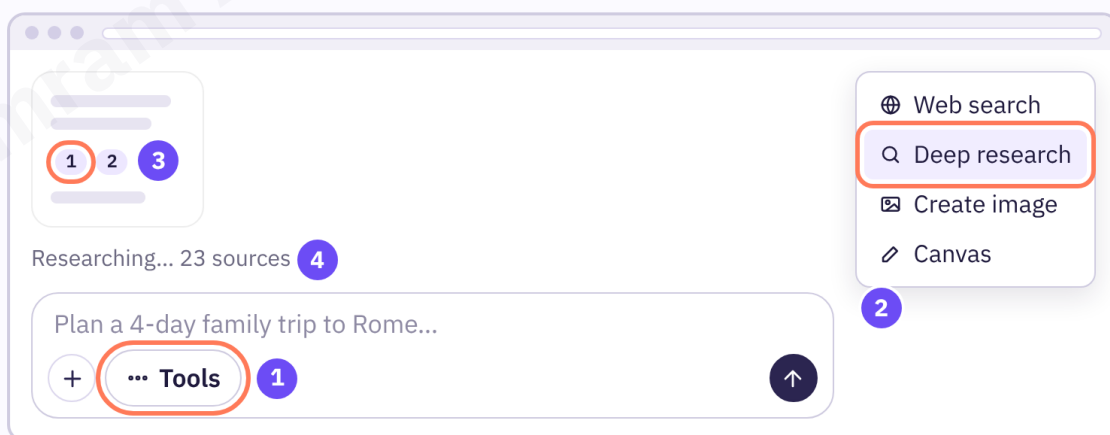
1. Choose a trip destination (near home or abroad).
2. **Quick question in Perplexity:** "What's the average weather in [destination] in [month]?" and click the source numbers.

- 3. Deep Research:** in ChatGPT or Gemini, tap **+** or **Tools** next to the message box and choose **Deep research**. Then type a detailed request (below).
- 4.** The AI may ask clarifying questions. Answer them. Then wait a few minutes (you can close it and come back).
- 5.** Read the report, and open 3 links to check. Mark them in your workbook: ✓ verified / X not verified.



Real screenshot of perplexity.ai (logged out, October 2026): 1 type your research question here

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



Next to the message box: **Tools** (or **+**).

Deep research = a long research report. **Web search** = a quick search.

Numbers like [1] [2] are links to sources: tap to open and check.

A deep report takes a few minutes; you may close it and come back.

Choosing Deep research, and the numbered sources

4. Example prompts

Example prompts (copy them, change the details and try)

What are the opening hours and approximate ticket price for Kew Gardens in London? Give official sources.

(Deep Research) Prepare a short report on a 4-day family vacation in Rome in spring: 2 adults and 2 kids, no car, a mid-range budget, vegetarian food. Include: a recommended area to stay, 8 kid-friendly attractions with opening hours, public transportation, and approximate prices. For every claim, a link to the source. At the end, a summary table.

Compare 3 popular mid-priced washing machines on energy use, noise and reliability. A table with sources.

5. I made something!

Task: produce a small research report on a trip destination (or a product you're thinking of buying), and check 3 of its links.

Result: a personal research report with checked sources.

For experienced learners · beginners can skip this

Going further (optional): ask the report to include a final section, "Where do the sources disagree?", and check one disagreement yourself. Compare the same question in Perplexity and in a chat assistant's search mode.

6. Quick quiz

1. What's the main advantage of an answer with numbered sources?
 - A. It's always shorter
 - B. You can click and check where each claim came from
 - C. It's guaranteed to be correct
2. When is Deep Research worth it rather than a quick search?
 - A. Planning a 4-day family trip with many details to compare
 - B. Checking today's date
 - C. Asking for another word for "happy"
3. Source [2] doesn't say what the answer claims. What does that mean?
 - A. The website must be broken
 - B. Sources don't matter when there are several
 - C. The AI may have misquoted: treat that claim as unchecked

DAY 17

A smart notebook for your documents

Time: about 35 minutes · **Goal:** ask questions about your own documents and get a summary "podcast" · **Tools:** Gemini Notebook (by Google, free with a Google account)

1. The idea

Gemini Notebook is a "smart notebook": you add sources (PDF files, documents, website links, YouTube videos), and it answers **only from your sources**, pointing to the exact place. It's excellent for studying, work, understanding a contract, family recipes or any collection of documents.

Gemini Notebook was called **NotebookLM** until July 2026. Same tool, new name; some screens and online tutorials still show the old name.

The favorite feature: **Audio Overview**. With one click, Gemini Notebook creates a short "podcast" in which two voices discuss your material. You can choose from many languages (check the language setting; the options change over time).

2. New words

- **Source:** a document or link you've added to the notebook.
- **Grounding:** an answer based only on the material you provided. It's still worth checking, but hallucinations are rarer.

3. Step by step

Words on the screen: **Create new / New notebook** = a new notebook · **Add source** = add material · **Studio** = the panel where you make things from your sources · **Audio Overview** = a spoken summary, like a podcast.

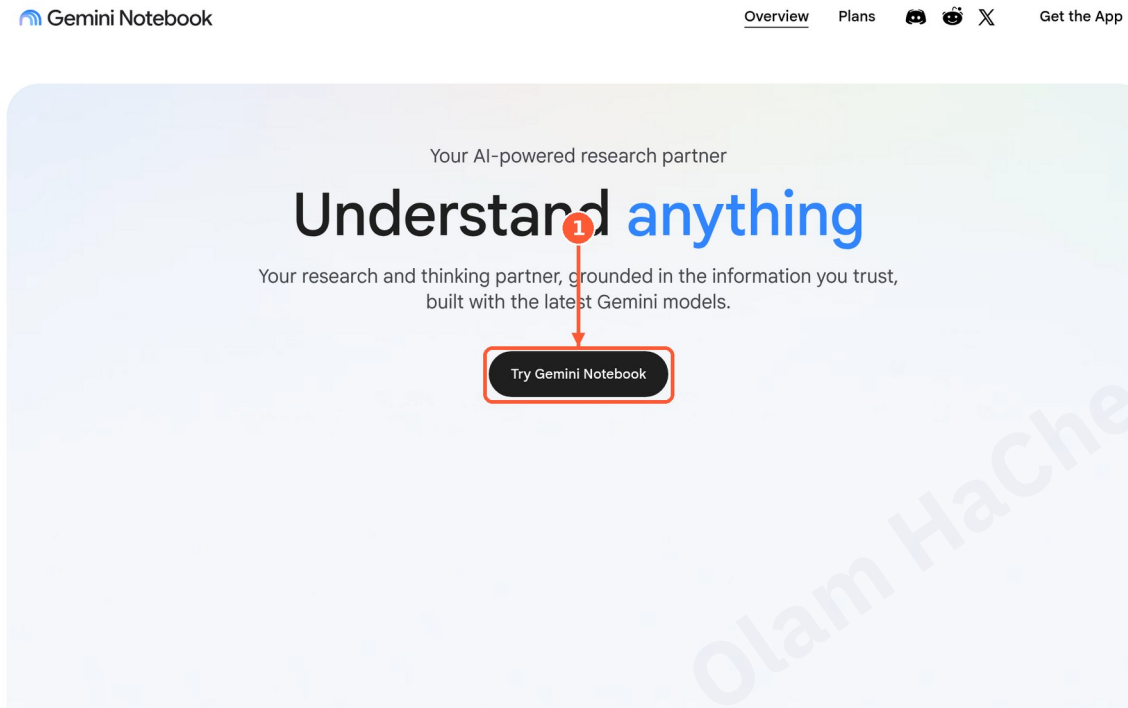
Don't have a document handy? Use a web page instead: open a Wikipedia article on a topic you love, copy its address from the address bar, and add it as a **Website** source.

Copying a link on a phone: in the browser, tap the **address bar** once (at the top, or at the bottom in Safari). The address turns blue (selected); tap **Copy**. Or tap the **Share** button → **Copy link**. In the Wikipedia app: **Share** → **Copy link**. Then, in Gemini Notebook, choose **Website**, press and hold inside the box → **Paste**.

No document and no link? Upload this course's own PDF file (intro-ai-course-en.pdf) as a source. It works perfectly for practice.

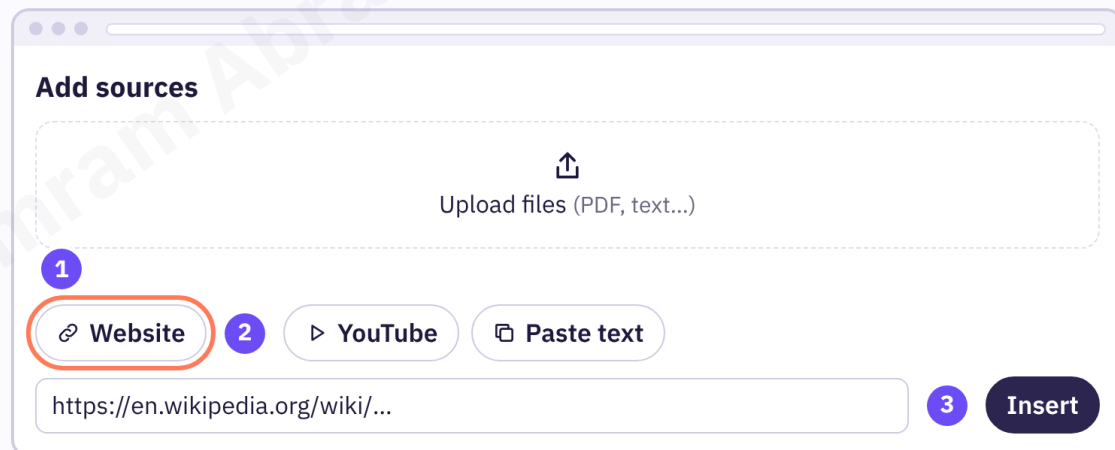
1. Go to **notebook.google.com** and sign in with your Google account (**Continue with Google**, as always).
2. Tap **Create new** (or **New notebook**).

3. A window called **Add sources** opens. Choose one: **Upload files** (a PDF or document), **Website** (paste a link) or **YouTube** (paste a video link). Add 1–3 sources, with no sensitive personal information.



Real screenshot of notebook.google.com (logged out, October 2026): 1 the button that opens Gemini Notebook (then sign in with Google)

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



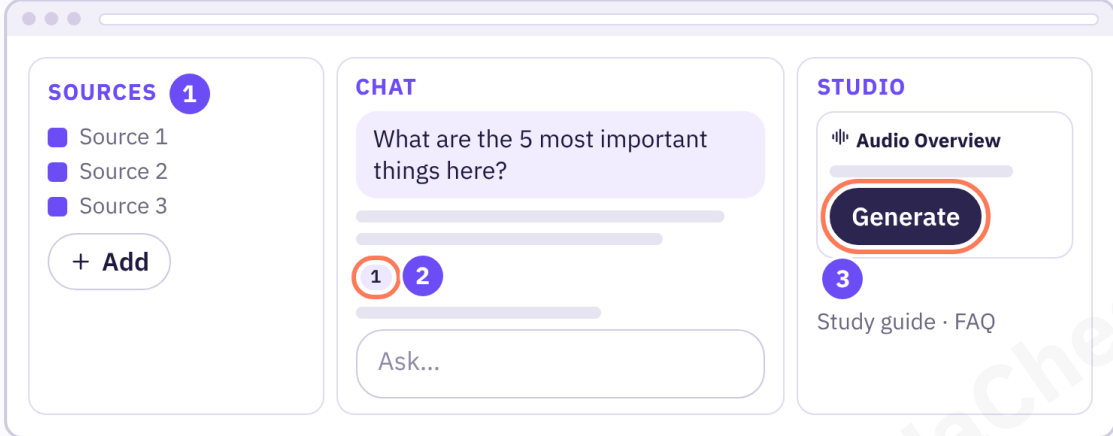
- 1 **Upload files:** a PDF or document from your computer or phone.
- 2 No document? Choose **Website** (a web link) or **YouTube**.
- 3 Paste the address (e.g. a Wikipedia page you love) and tap **Insert**.

Adding a source: a file, a website or a YouTube video

4. In the chat in the middle, ask: "What are the 5 most important things here?" Tap the small numbers to see where each sentence came from.

5. In the **Studio** panel, tap **Audio Overview** → **Generate**. It takes a few minutes; you can do something else meanwhile. Then press  and listen.

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



SOURCES 1

- Source 1
- Source 2
- Source 3

+ Add

CHAT

What are the 5 most important things here?

1 2

Ask...

STUDIO

Audio Overview

Generate

3

Study guide · FAQ

Sources = your materials. **Add** to add more.

Ask in the middle. The small numbers show exactly where each sentence came from.

Studio → **Audio Overview** → **Generate**: a short spoken "podcast" about your sources.

The notebook: sources, chat and Studio

4. Example prompts

Example prompts (copy them, change the details and try)

What are the 5 most important things in these documents? For each point, say which source it comes from.

According to the manual, how do I clean the air conditioner filter? Step by step.

Prepare 10 questions to check my understanding of the material, with answers.

What do these documents **not** say? Which questions are left open?

5. I made something!

Task: create a Gemini Notebook notebook on a topic you're interested in, with 2–3 sources, ask 3 questions, and generate an Audio Overview.

Result: a personal smart notebook + a "podcast" about your topic.

For experienced learners · beginners can skip this

Going further (optional): add two sources that disagree (say, two reviews of the same product) and ask "Where do these sources differ?". Then ask Studio for a study guide or a mind map.

6. Quick quiz

1. You add your washing-machine manual to Gemini Notebook and ask about the filter. Where does the answer come from?
 - A. From the manual you added, with a pointer to the exact place
 - B. From the AI's general knowledge
 - C. From the manufacturer's website
2. What is an "Audio Overview"?
 - A. A recording of your voice reading the document
 - B. Background music for your notes
 - C. A short podcast-style conversation about your sources
3. Which source is NOT a good idea to add?
 - A. A Wikipedia page about birds
 - B. The manual for your oven
 - C. A scan of your passport and your medical file

DAY 18

"Code without knowing code"



Time: about 35 minutes · **Goal:** build a small web page or game, just by asking in plain English ·
Tools: Canvas in ChatGPT or Gemini, Artifacts in Claude

1. The idea

Code is the computer's language of instructions. It used to be something only programmers could write. Today you can ask the AI in plain words: "Build me a birthday card page with a button that sets off fireworks", and it writes the code **and shows you the result** right away in a window next to the chat.

- **ChatGPT** and **Gemini:** **Canvas** mode, a workspace where you see the code and a Preview.
- **Claude:** **Artifacts**, a window that shows a web page or game built in the chat.

This isn't "becoming a programmer", but it opens a door: a page for an event, a quiz game for the grandkids or a small budget calculator. You will not need to read or write any code today.

What happens behind the scenes? The AI writes a page of instructions (code) and your browser follows them, the way a cook follows a recipe. **If something breaks** (a button does nothing, the text is in the wrong place), you don't fix the code yourself: describe what you see in plain words, for example "The button doesn't do anything when I click it. Please fix it.", and ask the AI to fix it. You can repeat this as many times as you need.

2. New words

- **Code:** written instructions the computer carries out. *Like:* a detailed recipe the computer follows exactly.
- **Preview:** showing the result without seeing the code.

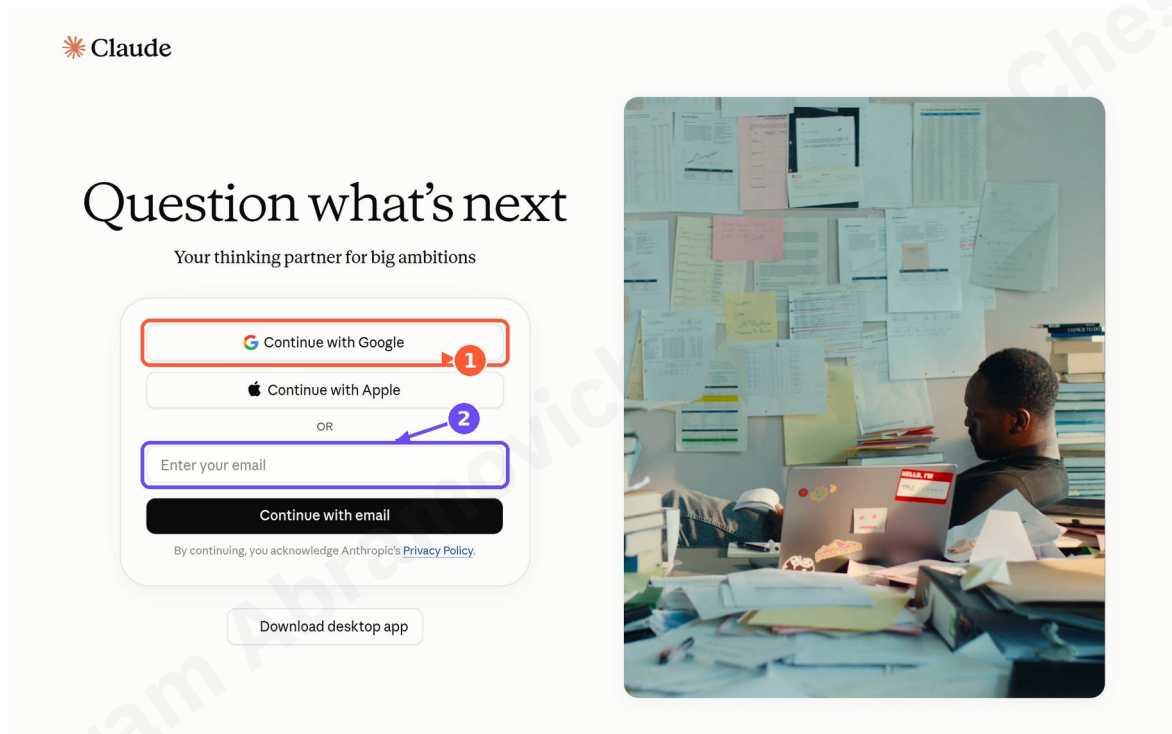
3. Step by step

The easiest path for beginners: **Claude** (claude.ai). There's no button to find: you just ask, and the page appears in a window by itself.

1. Open **Claude** (or ChatGPT / Gemini: there, tap **+** or **Tools** and choose **Canvas** first).
2. Copy one of the example requests below, paste it into the message box and send it.

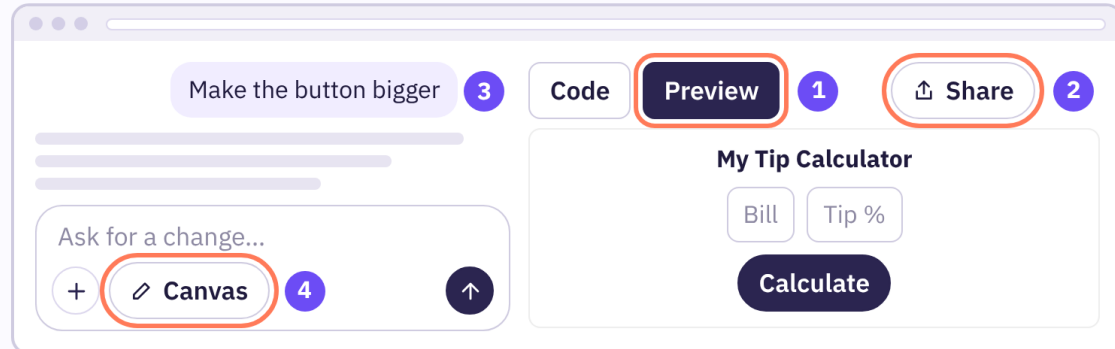
3. A window opens next to the chat. Tap **Preview** (= see the result) to see and try your page. You don't need to look at the **Code** tab.
4. Ask for changes in plain words: "happier colors", "add a question", "make the button bigger". Each time, look at **Preview** again.
5. **Save and share:** tap **Share** or **Publish** to get a link you can send. No such button? Take a screenshot (Day 6) and send that.

Caution: Publish makes a public link. Anyone who has the link can open your page, including people you never sent it to, if it gets forwarded. So put nothing private on the page: no full names with an address, no phone numbers, no photos of children. First names are enough. Changed your mind? In the same place you can usually turn the link off again (**Unpublish** or **Delete link**). A screenshot stays private: only the people you send it to see it.



Real screenshot of *claude.ai* (logged out, October 2026): 1 Continue with Google (Claude needs an account)

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.



Preview = see and try the page.

Share / Publish = get a link to

1 (**Code** = the instructions; you don't need to read them.)

2 send.

Want a change? Just ask in plain

3 words.

In ChatGPT and Gemini, choose

4 **Canvas** (under + or **Tools**). In Claude the window opens by itself.

Preview, Share, and asking for changes

4. Example prompts

Example prompts (copy them, change the details and try)

Build me a single web page for Mia's 10th birthday greeting. A colorful background, a big headline, a short message, and a "Click me!" button that sets off confetti on the screen.

Build a small quiz game about animals for 8-year-olds: 5 multiple-choice questions, a score at the end, and encouragement after every answer. Colorful design and big buttons.

5. I made something!

Task: build a small web page or game (a greeting, a quiz, an interactive invitation), improve it at least twice, and share a link or a screenshot with someone. (A published link is public: nothing private on the page.)

Result: your first "software", without writing a single line of code.

For experienced learners · beginners can skip this

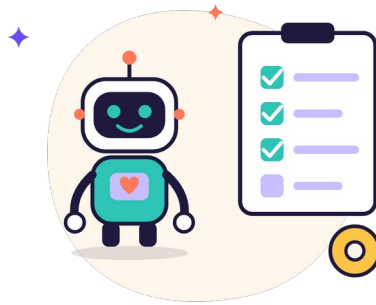
Going further (optional): ask for a **spreadsheet formula**: "In Google Sheets I have dates in column A and amounts in column B. Write a formula that adds up October's total, and explain where to paste it." Then ask the AI to explain the code of your page in 5 plain lines.

6. Quick quiz

1. In Canvas or Artifacts, what is the "Preview" tab for?
 - A. Publishing the page to everyone online
 - B. Reading the code line by line
 - C. Seeing and trying the finished page without reading any code
2. The button on your page is too small. What do you do?
 - A. Learn a programming language first
 - B. Start a new chat from scratch
 - C. Ask in plain words: "Make the button bigger"
3. You want people to open your page on their phones. What do you use?
 - A. Share or Publish, to get a link
 - B. A screenshot of the code
 - C. Copy-paste the code into a text message

DAY 19

Agents, automation and words you'll hear



Time: about 30 minutes · **Goal:** understand what an agent is and how it differs from a chat, set up your own custom assistant, and get to know some terms you'll hear · **Tools:** custom assistants in ChatGPT / Gemini / Claude

1. The idea

Until now, the AI **answered**. An **agent** is an AI that **also takes steps** by itself: it searches, compares, fills in a table, and sometimes even clicks buttons on a website. *The difference between an adviser who tells you what to do and a personal assistant who also does it.*

Examples that already exist in the well-known tools (features and availability vary by tool and plan):

- **Scheduled tasks:** "Every Sunday morning, send me a dinner idea." Available in some assistants and plans (often not on free plans yet).
- **Custom assistants:** "GPTs" in ChatGPT, "Gems" in Gemini, "Projects" in ChatGPT and Claude: you set up instructions once, and come back to them.
- **Agent mode:** ChatGPT and other tools have a mode where the AI browses the web and carries out a multi-step task. Usually on a paid plan.

Safety rule for agents: an agent does **not** get your passwords, card details or permission to send things in your name, unless you approve every step. Start with tasks that carry no risk (information, ideas, reminders).

Illustration (diagram)**CHAT ASSISTANT: ANSWERS**

You ask → It suggests 3 hotels → You book them yourself

AGENT: ANSWERS AND TAKES STEPS

You ask → It searches → opens sites → fills in the form →
 🖐️ asks you to approve → done

Safety rule: you approve every step that involves money, sending, or deleting. Start with no-risk tasks (searching, comparing).

A chat assistant answers; an agent also takes steps

2. New words

- **Agent:** AI that takes steps by itself, not just answers.
- **Automation:** something that happens by itself, according to a rule or a schedule.
- **Custom assistant (Gem / Project):** an assistant with standing instructions for a specific purpose.

3. Step by step

1. **Your own custom assistant:** find the custom-assistant section in your home tool: **Gems** in Gemini (in the side menu), **GPTs** or **Projects** in ChatGPT, **Projects** in Claude. Tap to create a new one.
2. Give it a **Name**, paste **Instructions** (example below), and tap **Save** (or **Create**).
3. Try it: open it and ask for this week's dinners. Next time, just pick it from the list.

Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.

Find the custom-assistant section.

Name: give it a name.

1 Its name differs: **GPTs** (ChatGPT), **Gems** (Gemini), **Projects** (Claude).

2

3 **Instructions:** who it is and how it should answer.

4

Save (sometimes **Create**). Next time, just pick it from the list.

Setting up a custom assistant

- 4. Prompt library:** in your workbook, collect your 10 best prompts from the course. This is your "toolbox".
- 5. Optional: a scheduled task.** If your assistant offers it, type "Every Sunday at 8:00 a.m., send me 3 dinner ideas". If it isn't available on your plan, simply save the request in your prompt library.

4. Example prompts

Example prompts (copy them, change the details and try)

(Instructions for a Gem or a "My Chef" project) You're a practical home cook. Our family: 2 adults and 3 kids, one of them vegetarian. We like simple Mediterranean food. Every recipe takes 40 minutes or less and comes with a shopping list. Always answer in plain English.

Every Sunday at 8:00 a.m., send me 3 dinner ideas for the week, based on my preferences.

Every evening at 8:00 p.m., send me one new word in Spanish with an example sentence and its translation.

Words you'll hear (just so you know them)

You don't need to use these in the course, but it's good to know what they mean:

- **Open source vs. closed:** an "open" model (such as Llama, Mistral or Qwen) is published for anyone to download and run. A "closed" model (ChatGPT, Gemini, Claude) is only available through the company. *Like:* a recipe published in a cookbook versus a dish you can only get at the restaurant.

- **Local vs. cloud:** "local" runs on the user's own computer: more private, but it needs a powerful computer and technical know-how. "Cloud" runs on the company's servers and is easy to use from any device. **This course only uses the cloud.**
- **Reasoning ("thinking") model:** see Day 9.

AI and our world (5 minutes to reflect)

- **Work:** AI changes tasks more than it replaces entire jobs. People who know how to ask, check and improve save time. Which of your tasks could you "delegate" to AI, and which must stay with you?
- **Bias and fairness:** AI learns from text written by people, so it can reflect their prejudices. When an answer is about people (job candidates, neighbors, groups), think twice.
- **Responsibility:** the decision and its consequences are always yours, not the AI's.
- **Think and share:** write one sentence in your workbook: "My most important use of AI will be..., and the thing I won't hand over to AI is...".

5. I made something!

Task: create one custom assistant (a GPT, Gem or Project) for a purpose in your life, and collect your 10 best prompts in your workbook. A scheduled task is a bonus, if your plan offers one.

Result: your own personal assistant + a prompt library.

For experienced learners · beginners can skip this

Going further (optional): three more words for the curious. **API:** a "socket" that lets software connect to an AI model (that's how many apps "use ChatGPT" behind the scenes). **Fine-tuning:** extra training of a model on specific examples so it specializes. **ComfyUI:** advanced software people install on a powerful computer to build image and video "workflows" from connected boxes; not needed here, just a word you may hear. Challenge: if your plan has an agent mode, give it a no-risk task ("compare 3 museums' opening hours") and watch each step it takes.

6. Quick quiz

1. What's the key difference between a chat assistant and an agent?
 - A. An agent only works without the internet
 - B. An agent is a human customer-service rep
 - C. An agent can also take steps for you, like searching and filling in forms
2. An agent wants your card details to book a hotel. What's the safest approach?
 - A. Give it everything so it works faster
 - B. Approve each step yourself, and start with no-risk tasks
 - C. Give it your password instead of your card
3. What's the difference between "local" and "cloud" AI?
 - A. Local runs on your own computer (a powerful one); cloud runs on the company's servers
 - B. Local only speaks your local language
 - C. Cloud only works on phones

DAY 20

Final project and celebration



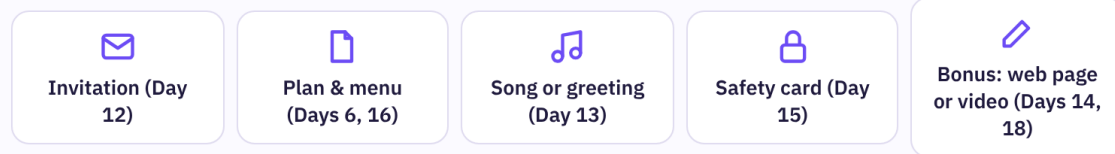
Time: about 40 minutes of lesson + about 2 hours for the project (you can spread it over several days) · **Goal:** bring everything you've learned together in one useful project · **Tools:** everything you've learned

1. The idea

Time to put it all together: a **"personal AI event kit"**. Choose a real event that's coming up (or an imaginary one): a birthday, a holiday dinner, a graduation party, a family reunion, a small business launch, a trip. Then build a complete kit for it with AI.

2. What's in the kit (5 required parts + a bonus)

#	Part	Learned on day	Suggested tool
1	Planning: schedule, to-do list and budget, as a table	6, 10	Chat assistant
2	A designed invitation with an original illustration	11, 12	Chat + Canva
3	A written greeting or speech	3, 7	Chat assistant
4	A personal song or voice-over	13	Suno / ElevenLabs
5	Checks and safety: fact-check + privacy + AI disclosure	5, 15	The checklist below
Bonus	A web page for the event, a short video, or research (venue, suppliers)	14, 16, 18	Canvas / Veo / Deep Research

 Illustration (diagram)
My event kit*The parts of your event kit*

3. Step by step

- 1. Choose (5 min):** pick an event and write in your workbook: what, when, where, for whom.
- 2. Plan (10 min):** ask the AI to help you plan the kit (prompt below).
- 3. Create (about 1.5 hours; many people take longer, and that's fine. Split it over several days):** build the 5 parts one after another. Tick ✓ in your workbook.
- 4. Check (15 min):** go through the checklist.
- 5. Present (10 min):** show it to at least one person. Tell them what surprised you most.
- 6. Celebrate:** fill in the certificate of completion at the back of your workbook. You've earned it!

4. Example prompts

Example prompts (copy them, change the details and try)

I'm planning a 70th birthday party for my mom on Thursday, May 20, 2027, at home, for 25 guests, with a mid-range budget. Help me build an "event kit": 1) a schedule and tasks in a table, week by week until the event; 2) invitation wording; 3) a short, moving 2-minute speech; 4) lyrics for a short song; 5) a pre-event checklist. Start by asking me questions that will help you.

Go through all the materials for the event (I'll paste them here) and check for: mistakes, inconsistent dates or names, and anything I might have forgotten.

5. Checklist before you share

- ☐ Every date, time, address and price has been checked against the source.
- ☐ The materials contain no ID numbers, card numbers or sensitive information.
- ☐ There are no pictures or voices of real people without their permission.
- ☐ The content is respectful and suitable for the whole audience.
- ☐ I read everything myself and edited it so it sounds "like me".
- ☐ Where appropriate, I mentioned that some of the materials were made with AI.

6. I made something!

Task: complete the 5 parts of the kit, go through the checklist, and present it to at least one person.

Result: a complete event kit, built entirely by you, with AI's help.

7. Final quiz (10 questions)

1. The AI summarized your apartment lease. What's the best next step?
 - A. Sign the lease based on the summary
 - B. Send the summary to the landlord as your reply
 - C. Check the key points against the original, especially dates and money
 - D. Ask the AI to sign it for you
2. Which prompt uses all four parts of the formula?
 - A. "In 5 short points, please."
 - B. "You're a patient teacher. Explain compound interest to me. I'm 70 and not technical. In 5 short points."
 - C. "Explain compound interest."
 - D. "You're a teacher. Explain compound interest."
3. The AI recommends a book, with author and year, but you can't find it anywhere. Most likely?
 - A. Your search engine is broken
 - B. The AI is advertising it
 - C. A hallucination: the AI invented it
 - D. The book is secret
4. Which of these is safe to paste into a chat?
 - A. A verification code you just got by text message
 - B. Your online-banking password
 - C. A list of ingredients for a recipe
 - D. Your ID number together with your name
5. Which tool fits "answer only from the 3 PDFs I uploaded"?
 - A. Suno
 - B. Canva
 - C. Google Lens
 - D. Gemini Notebook
6. An email from "your bank" asks you to click a link urgently or your account will close. What do you do?
 - A. Don't click: contact the bank through its official app or phone number
 - B. Forward it to friends, then click
 - C. Reply with your details
 - D. Click quickly before it closes
7. What's the difference between a chat assistant and an agent when booking a hotel?
 - A. An agent is a person who answers the phone
 - B. A chat is free and an agent is the paid version of the same thing
 - C. A chat suggests hotels; an agent could also search and fill in the booking, with your approval
 - D. There's no difference
8. The image generator wrote "Brithday" on your picture. What's the best fix?
 - A. Ask for a bigger font in the picture
 - B. Make the picture with no text, and add the words in Canva
 - C. Switch the picture to black and white

D. Send it anyway

9. You want to use AI for a health question. What's the right approach?

- A. Use it to understand terms and prepare questions, and decide with your doctor
- B. Follow its advice instead of the doctor's
- C. Never use AI for anything
- D. Keep asking until it agrees with you

10. An answer comes with 3 sources. What matters most?

- A. Copy it without reading
- B. Trust it because it has links
- C. Count the sources
- D. Open some of them and check they say what's claimed

Congratulations, you've finished the course! Twenty days ago you'd only heard the word "AI". Today you chat, write, design, compose, research and build, and you know how to do it safely.

Appendices

Appendix A: Glossary

Term	Plain-language meaning	Everyday comparison
Artificial intelligence (AI)	A computer doing tasks that used to need a human	A clever assistant that learned from huge numbers of examples
Generative AI	AI that creates new content: text, pictures, voice, video	A painter, writer and musician in one app
Chat assistant (chatbot)	A tool you talk with, in writing or by voice	Texting a helper who replies instantly
Prompt	The request you write to the AI	Ordering at a restaurant
The 4-part formula	Role, task, context, format	A recipe for a good request
Context	The extra information you give the AI	A full address for a taxi driver
Machine learning (ML)	The computer learns patterns from examples, not from rules	A child learning what a "dog" is
Training	The process where the model learns from examples	Years at school
Model	The "brain" that results from training	A recipe after a thousand attempts
Large language model (LLM)	A model that learned from a huge amount of text and predicts the next word	Autocomplete, a million times more powerful
Parameters (Day 4)	Billions of tiny "tuning knobs" inside the model, set during training	The dials on a sound system
Token (Day 4)	A small piece of text (a word or part of a word) that the model reads and writes	The Lego bricks of text
Context window	How much text the AI can keep in mind in one chat	A desk that fills up
Memory	Details about you saved between chats (you can delete them)	A friend who remembers you're vegetarian
Custom instructions	A standing setting for how the	"My coffee: no sugar"

Term	Plain-language meaning	Everyday comparison
	assistant answers	
Hallucination	AI confidently making up information that isn't true	A student guessing with confidence
Bias	AI reflecting prejudices from its data	Someone who only knows "one way"
Multimodal	AI that understands text, pictures, sound and video	A person who reads, sees and hears
Reasoning ("thinking") model	AI that thinks for a moment before answering, more accurate	Counting to ten before you reply
Voice mode	A spoken conversation with the AI	A phone call
Image generator	AI that creates a picture from a description	A fast artist who understands your words
Diffusion	A method that turns "noise" into a picture step by step	A sculptor chipping away stone
Upscaling (going further)	Enlarging and sharpening a picture without pixelation	A magnifying glass that also sharpens
Aspect ratio	The shape of the picture: square, landscape, portrait	A picture frame
Text-to-video	Creating a video from a description	A film director who understands your words
Credits	"Points" you spend on each creation	A punch card at the gym
Text-to-speech	Turning text into spoken audio	A narrator
Voice cloning	An artificial voice that sounds like a specific person. Only with consent!	A perfect impersonation
Deepfake	A fake of a real person in a picture, voice or video	A digital mask
Social engineering	A scam that plays on emotions and urgency	"Send it now, it's a secret!"
Reverse image search	Finding where a picture came from online	Asking "where did this come from?"
RAG (retrieval-augmented generation)	The AI looks up information first, then answers	An open-book exam

Term	Plain-language meaning	Everyday comparison
Deep Research	AI that reads dozens of sources and writes a report	A research assistant working for a few minutes
Grounding	An answer based only on the material you provided	"Answer only from this book"
Code	Written instructions the computer carries out	A precise recipe
Canvas / Artifacts	A window in the chat that shows code and the result	A workbench next to the conversation
Agent	AI that also takes steps, not just answers	A personal assistant who also gets things done
Automation / scheduled task	An action that happens by itself on a schedule	An alarm clock
API	A "socket" that lets software connect to a model	A power outlet
Fine-tuning	Extra training so a model specializes	A doctor training as a specialist
Open source vs. closed	Open: published and downloadable; closed: only through the company	A cookbook recipe vs. a restaurant dish
Local vs. cloud	Local: on the user's computer (needs a powerful machine); cloud: at the company	A home kitchen vs. a restaurant
ComfyUI	Advanced software installed on a powerful computer to create images and video using "nodes". For advanced users only, not needed in this course	A Lego Technic set for professionals
Free plan / subscription	Limited free use vs. broader use for a monthly fee	Free entry vs. a membership

Appendix B: Ready-to-use prompt library

Fill-in template: the 4-part formula

Example prompt

You are [role]. [Task: what exactly to do]. [Context: who it's for, what matters, any limits]. [Format: length, list or table, tone].

Writing and communication

Example prompts (copy them, change the details and try)

Write a [greeting/message/email] to [who], for [what occasion]. They love [details]. Tone: [warm/formal/funny]. Up to [number] lines. Give me 3 versions.

Improve the following text: fix any mistakes and make it clear, without changing its meaning: "..."

Turn this angry message into one that's polite but firm: "..."

Planning and home

Example prompts (copy them, change the details and try)

I have [ingredients]. Plan meals for [number] days for [number] people, [minutes] prep time maximum, as a table. Then a shopping list sorted by aisle.

Plan a [trip/fun day/event] for [who], budget [amount], [constraints]. 3 options in a table.

Understanding and learning

Example prompts (copy them, change the details and try)

Explain [topic] to me as if I were 10, with an example from [something I love].

Quiz me: 5 questions on [topic], one at a time, then a score and an explanation.

(With a file) Summarize in 5 points, and tell me what I need to do and by when.

Creating

Example prompts (copy them, change the details and try)

Create an image: [subject], in a [style] style, [lighting and mood], [background], [square/landscape/portrait].

Write lyrics for a short song (2 verses and a chorus) about [who/what], in a [happy/moving] style.

Help me write a prompt for an 8-second video: [what you see], [what moves], [camera movement], [mood].

Research and checking

Example prompts (copy them, change the details and try)

[Question]. Give official sources, and if you're not sure, say so.

Review your previous answer: what might be inaccurate?

Before you answer, ask me 3 questions that will help you.

Appendix C: Safety and privacy checklist

- **Never type in:** ID or Social Security numbers, credit card numbers, passwords, verification codes, personal medical information, or details about customers or other people.
- **Replace details** with [name], [account number], [address].
- **Check every important fact**, especially about health, money, legal matters and safety. AI is no substitute for a doctor, lawyer or qualified adviser.
- **In Settings:** review "Data controls" (use of your data for training), "Memory" and "History", and delete what you don't need.
- **A family code word** and "call back" for any urgent request for money.
- **Respect people:** don't create a picture, voice or video of a real person without their permission. Keep content respectful.
- **Disclose** when something was made with AI, where relevant (assignments, publications, business).
- **Rights:** for commercial use, read the tool's terms of use.
- **Children:** most tools are meant for ages 18 and over or require parental consent. Supervise children when they use them.
- **Apps:** only download from the official store and the original developer.

Appendix D: Your pace plan

Track	Pace	Total length	Best for
Recommended	One lesson a day, 5 days a week (about 30 min a day)	4 weeks, about 2.5–3 hours a week	Most learners
Fast	2 lessons a day (about an hour a day)	Two weeks	People with time who want to move quickly
Relaxed	3 lessons a week	About 7 weeks	Busy people, or those who like plenty of practice
Workshop	4 sessions of about 3 hours (one week per session)	4 sessions	Groups, community centers, libraries, workplaces

Tip: set a regular "AI time" (with your morning coffee, say). If you miss a day, just carry on where you left off.

Appendix E: Approximate prices (as of October 2026)

All prices are approximate, in US dollars per month, and change often and by country. Check the tool's own website before buying. You don't need a subscription to complete this course.

Tool	Free?	Plans (approximate)
ChatGPT	Yes	Go about \$8 (local pricing in some countries) · Plus about \$20 · Pro from about \$100
Gemini (Google AI)	Yes	AI Plus about \$5 · AI Pro about \$20 (includes storage) · Ultra from about \$100
Claude	Yes	Pro about \$20 (about \$17 billed annually) · Max from about \$100
Grok	Yes	SuperGrok Lite about \$10 · SuperGrok about \$30 · higher tiers (vary by region)
Perplexity	Yes	Pro about \$20
Gemini Notebook	Yes	Extra features with Google AI plans
Canva	Yes	Pro plan available; price varies

Tool	Free?	Plans (approximate)
		by country
Suno	Yes (limited)	Pro about \$10
ElevenLabs	Yes (small allowance)	Starter about \$6 · Creator about \$22
Runway	One-time credits	Standard about \$12–15 · Pro about \$28–35
Midjourney (artistic images, not needed in the course)	No	Basic about \$10 · Standard about \$30

Our advice: start free. If you feel something's missing, one subscription of about \$20 a month to the chat assistant you liked best is usually the right first step.

Appendix F: What's next?

- **10 minutes of daily practice:** a small real task every day, using your prompt library.
- **"New tool" week:** once a month, try one tool you don't know yet (for example Microsoft Copilot, or making a presentation with AI).
- **Teach someone else:** the best way to remember is to explain. Teach a family member the 4-part formula.
- **Stay up to date, carefully:** the tools change fast. What really matters doesn't change: ask well, check, protect your privacy and respect others.
- **Recommended follow-up courses.** **Free:** Elements of AI (available in many languages), Anthropic's AI Fluency (with a certificate), Microsoft's AI Skills resources, and AI For Everyone on Coursera (free to audit; the certificate is paid). **Paid:** Google AI Essentials (with a certificate).

Appendix G: The challenge path (for experienced learners)

This course is for beginners. If you already use AI often, this appendix is your route through it: the fast track, every "Going further" challenge in one place, four bonus lessons and an advanced final project. You don't need to read 90 pages to find them.

How to take the challenge path

1. Do the Week 1 and Week 2 review quizzes. Scored 4/4 on both? Skim Days 1–10 and do only their challenges below.
2. From Day 11, do each lesson in full **plus** its challenge.
3. Add the four bonus lessons (A–D) whenever you like, and finish with the advanced project instead of the regular Day 20 kit.

Weekly goals

Week	Goal	What you'll have at the end
1	Understand how models work (tokens, parameters, hallucinations)	A short note: "where AI fails, and how I check it"
2	Use AI for real work, privately	3 reusable prompts for your own tasks, with personal details removed
3	Create with images, sound and video	One project that combines picture, text and sound
4	Research, documents and assistants	A custom assistant that does a recurring task for you

Every challenge, day by day

Day	The challenge
1	ask two different assistants (say ChatGPT and Gemini) exactly the same question and note one difference in their answers. Then try asking a question by voice.
2	install the official app on your phone and sign in with the same account (your chats appear on both). Then turn on two-step verification for your Google account, for extra security.
3	paste one of your prompts and ask: "Improve this prompt using the 4-part formula, and explain each change." Then try giving an example of the style

Day	The challenge
	you want ("Here's a message I liked: ...").
4	ask "Continue this sentence in 3 different likely ways, and tell me which you think is most likely: 'On Sunday morning I like to...'. That's next-token prediction in action. Then ask why longer chats "cost" more tokens. Bonus fact: after learning to guess, models get extra training from people who rate their answers (called RLHF, reinforcement learning from human feedback). That's why they sound polite and helpful.
5	ask the AI to rate its own confidence in each of the 5 facts (high, medium, low), then check the "low" ones first. Were its ratings right?
6	ask for the plan "as CSV" (a plain-text table format), paste it into Google Sheets or Excel and see the columns appear. Then ask for a one-paragraph summary of the whole chat, to paste into a new chat later.
7	build a reusable "tone template" ("Write in my style: short sentences, warm, no exclamation marks") and save it in your prompt library. Then ask the AI to point out any sentence the reader might misunderstand.
8	upload two versions of the same document (say, last year's and this year's terms) and ask "What changed between them?". Or upload a screenshot of a chart and ask for its 3 main takeaways.
9	ask for 10 flashcards on today's topic and a reminder schedule (day 1, 3, 7) to review them. Or use voice mode for a 5-minute mock job interview.
10	give all the assistants one hard logic puzzle (for example a seating plan with 5 rules), first with "thinking" mode off and then on. Which got it right, and how long did it take?
11	keep the same character across 3 pictures ("the same little rabbit, now at the beach"), or ask to change only one part of a picture. You'll also meet "upscaling": enlarging and sharpening a picture with AI (see the glossary).
12	use Canva's Resize to turn the invitation into a phone "story" version as well, or try Canva's own AI features (search for "Magic" in the left menu) to

Day	The challenge
	generate a decoration.
13	add structure tags to your lyrics, like [Verse], [Chorus] and [Bridge], and see how the song follows them. Or create the same voice-over with two different voices and compare.
14	write a 3-shot "storyboard" with your chat assistant (wide shot, close-up, ending), create each shot and join them in Canva. Try adding a camera instruction like "slow pan to the left".
15	look for "Content Credentials" (a small "cr" label some sites and tools add to show how a picture was made), and write a 3-line "what we do when someone calls asking for money" script for your family.
16	ask the report to include a final section, "Where do the sources disagree?", and check one disagreement yourself. Compare the same question in Perplexity and in a chat assistant's search mode.
17	add two sources that disagree (say, two reviews of the same product) and ask "Where do these sources differ?". Then ask Studio for a study guide or a mind map.
18	ask for a spreadsheet formula: "In Google Sheets I have dates in column A and amounts in column B. Write a formula that adds up October's total, and explain where to paste it." Then ask the AI to explain the code of your page in 5 plain lines.
19	three more words for the curious. API: a "socket" that lets software connect to an AI model (that's how many apps "use ChatGPT" behind the scenes). Fine-tuning: extra training of a model on specific examples so it specializes. ComfyUI: advanced software people install on a powerful computer to build image and video "workflows" from connected boxes; not needed here, just a word you may hear. Challenge: if your plan has an agent mode, give it a no-risk task ("compare 3 museums' opening hours") and watch each step it takes.

Bonus A: Advanced prompting (about 30 minutes)

- **Examples (few-shot):** show 2–3 examples of what you want before the request. "Here are two product descriptions I like: ... Write a third one, in the same style, for ..."
- **Chaining:** split a big job into steps, each in its own message: outline → draft → critique → final version. Ask: "First give me only the outline. Wait for my OK."
- **Structured output:** ask for a fixed format: "Answer as a table with the columns Task | Owner | Date", or "Return JSON with the fields name, date, place". Structured answers are easy to paste into a spreadsheet or another tool.
- **Output:** one prompt in your library that uses all three techniques.

Bonus B: "Thinking" models (about 25 minutes)

Most assistants offer a **reasoning** (thinking) mode that works step by step before answering: slower, but better at planning, math and logic. Give the same hard task to the regular mode and to the thinking mode (for example, "Plan a seating chart for 24 guests with these 6 constraints..."). Compare accuracy, time and how clearly each one explains itself. **Output:** your personal rule for when the thinking mode is worth the wait.

Bonus C: Real automation, an introduction (about 30 minutes)

- **Scheduled tasks** (in some assistants): "Every Sunday at 8:00, send me 3 dinner ideas." Try one, then turn it off.
- **Zapier** and **Make** are online services that connect apps: "when a form is filled in → summarize it with AI → email me the summary". Here it's enough to understand the idea and look at a ready-made template on their sites. Building one is a topic for a follow-up course.
- **Safety:** an automation acts without asking you each time. Never connect it to payments, and start with harmless tasks.
- **Output:** a short description of one automation that would save you time each week.

Bonus D: AI at work: privacy and company documents (about 25 minutes)

- **Ask first:** does your workplace have an AI policy, and which tools are approved?
- **Business plans** (such as ChatGPT Business, Gemini for Google Workspace or Claude for Work) usually promise not to train on your data. Free personal accounts may work differently: check the data settings (Day 2).
- **Never paste:** customer details, salaries, passwords, unpublished financial results or anything marked confidential, unless your organization approved the tool for exactly that.
- **Always check** numbers and quotes against the original document, and say when a text was written with AI's help.
- **Output:** a one-page "AI at work" checklist for yourself or your team.

The advanced final project

Instead of (or in addition to) the Day 20 event kit: build a **custom assistant** (a GPT, a Gem or a Claude Project) for a real task you do every week, such as weekly reports, replies to customers or lesson plans.

1. Write its instructions with the 4-part formula, and add 2 examples (Bonus A).
2. Use it for one week. Note the minutes each task took **before** and **with** the assistant.
3. Improve the instructions twice based on its mistakes.
4. Show it to a colleague or family member, along with your time-saving table.

Appendix H: Quiz answers

Quiz	Answers
Day 1: What is AI, anyway?	1. C · 2. B · 3. A
Day 2: Create an account and start talking	1. C · 2. C · 3. B
Day 3: The art of asking: the 4-part formula	1. B · 2. A · 3. B
Day 4: How does a computer "learn"?	1. C · 2. A · 3. C
Day 5: AI makes mistakes, so we check	1. A · 2. C · 3. A
Week 1 quiz (review)	1. B · 2. C · 3. D · 4. D
Day 6: Have a conversation, don't give orders	1. C · 2. B · 3. C
Day 7: Writing at home and at work	1. C · 2. B · 3. B
Day 8: Snap, upload and ask	1. A · 2. C · 3. B
Day 9: Learn anything with AI	1. A · 2. A · 3. C
Day 10: Four assistants, one task	1. B · 2. A · 3. A
Week 2 quiz (review)	1. D · 2. B · 3. A · 4. D
Day 11: AI that draws	1. A · 2. B · 3. A
Day 12: Designing an invitation and a card	1. B · 2. A · 3. A
Day 13: Songs and voices	1. A · 2. C · 3. B
Day 14: Your first video	1. A · 2. B · 3. C
Day 15: Real or fake?	1. A · 2. A · 3. B
Week 3 quiz (review)	1. B · 2. D · 3. B · 4. C
Day 16: Search and research with sources	1. B · 2. A · 3. C
Day 17: A smart notebook for your documents	1. A · 2. C · 3. C
Day 18: "Code without knowing code"	1. C · 2. C · 3. A
Day 19: Agents, automation and words you'll hear	1. C · 2. B · 3. A
Final quiz (10 questions)	1. C · 2. B · 3. C · 4. C · 5. D · 6. A · 7. C · 8. B · 9. A · 10. D