

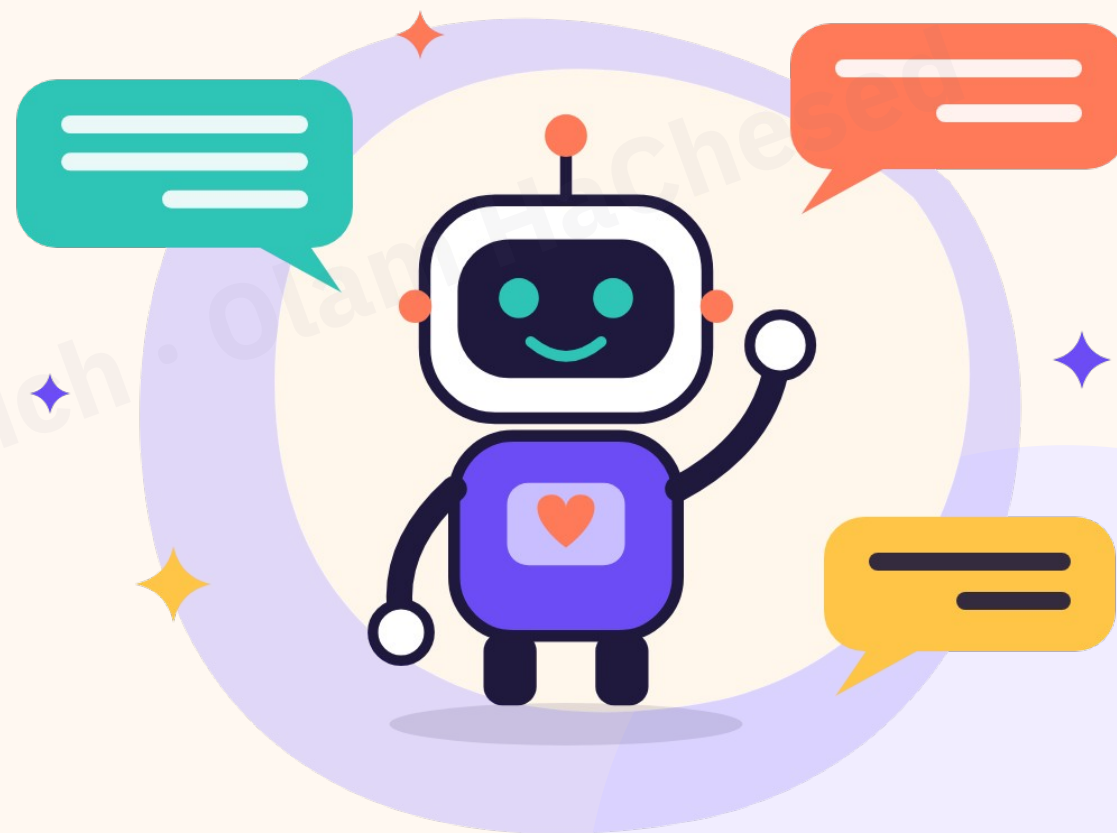
A COURSE FOR ABSOLUTE BEGINNERS

Introduction to AI

20 daily lessons · 4 weeks · about 30 minutes a day

No experience, no powerful computer, just a browser and curiosity

[Start today](#)



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This course is for you, even if you've only heard the word AI

No unexplained jargon, no silly questions, and nothing you can break

Not needed

- A technical background
- A powerful computer or software
- Money: the free plans are enough

Needed

- A phone or computer with a browser
- About 30 minutes a day
- Willingness to try and make mistakes

What you get

- 20 real creations of your own
- Confidence with the leading tools
- Protection from scams, and privacy

A little every day: that's how confidence grows

A suggested pace, but everyone moves at their own speed

20

daily lessons

4

weeks × 5 days

30

**minutes per lesson on
average**

12

**hours in total (incl.
project)**

Fast: 2 lessons a day → 2 weeks · Recommended: 1 lesson a day → 4 weeks (about 2.5 hours a week) · Relaxed: 3 a week → about 7 weeks

The journey: from your first chat to a final project

Week 1 · Getting to know AI

1 What is AI, anyway?

2 Create an account

3 The 4-part formula

4 How computers learn

5 AI makes mistakes

Week 2 · Everyday assistant

6 Conversation, not orders

7 Writing at home & work

8 Snap, upload, ask

9 Learn anything

10 4 assistants, 1 task

Week 3 · Creative AI

11 AI that draws

12 Invitation and card

13 Songs and voices

14 Your first video

15 Real or fake?

Week 4 · AI that does work

16 Research with sources

17 A smart notebook

18 Code without code

19 Agents and new words

20 Final project!

Every lesson follows the same 6 steps

20–40 minutes, and it always ends with something you made



Every day you walk away with something real: a greeting, a table, a picture, a song, a video, a web page.

WEEK 1

Getting to know AI

Lose the fear and talk to AI for the first time

Day 1 · What is AI, anyway?

Day 2 · Create an account and start talking

Day 3 · The art of asking

Day 4 · How does a computer "learn"?

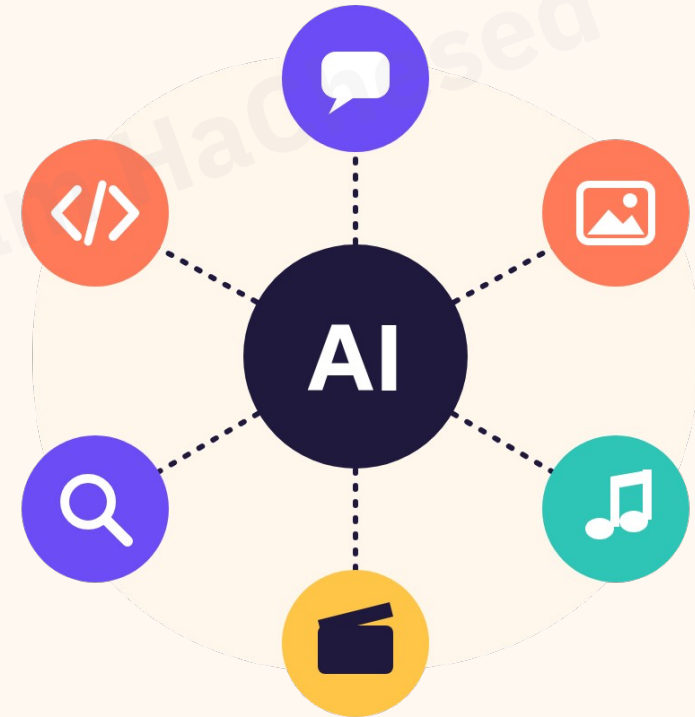
Day 5 · AI makes mistakes, so we check



”AI” is a general word, like ”vehicle”

Toyota and Kia make cars; OpenAI, Google and others make AI assistants

Kind of AI	What it does	Examples
Chats and writes	Answers, writes, summarizes, translates	ChatGPT, Gemini, Claude, Grok
Draws	Pictures from a description	Inside the chats, Canva
Speaks and sings	Voice-overs and songs	ElevenLabs, Suno
Films	Short videos	Veo, Grok Imagine, Runway
Searches and researches	Answers with sources	Perplexity, Deep Research
Writes code	Small web pages	Canvas, Artifacts



Four chat assistants, all with a free plan

Day 2: open one or two accounts. No credit card needed.

ChatGPT

by OpenAI

chatgpt.com

Sign up → Google /
Apple / email → verify →
name and date of birth

Gemini

by Google

gemini.google.com

Sign in with your Google
account (the same as
Gmail)

Claude

by Anthropic

claude.ai

Sign up with Google or
email; you may need to
verify a phone number

Grok

by xAI

grok.com

Sign up with Google,
Apple, email or an X
account

Screens change often. Can't find a button? Look for Sign up / Log in / Continue, or ask the AI itself. Apps: only from the official store and the original developer.

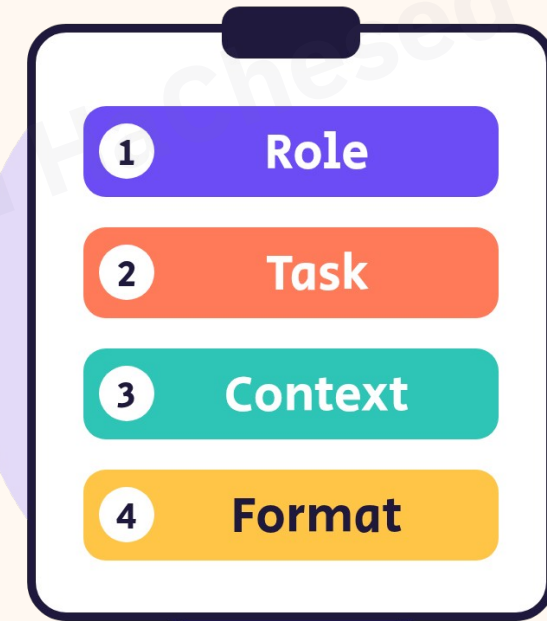
A good request = a good answer

The 4-part formula: Role · Task · Context · Format

Weak: "Write a greeting"

Strong: "You're a professional card writer. Write a short, warm 4-line birthday message for my sister Emma, who loves hiking and baking. Light-hearted, with a little humor."

Golden tip: "Before you answer, ask me 3 questions that will help you."



Computers learn from examples

Like a child who learns what a "dog" is after seeing many dogs

1

Examples

Huge amounts of text, pictures and sound

2

Training

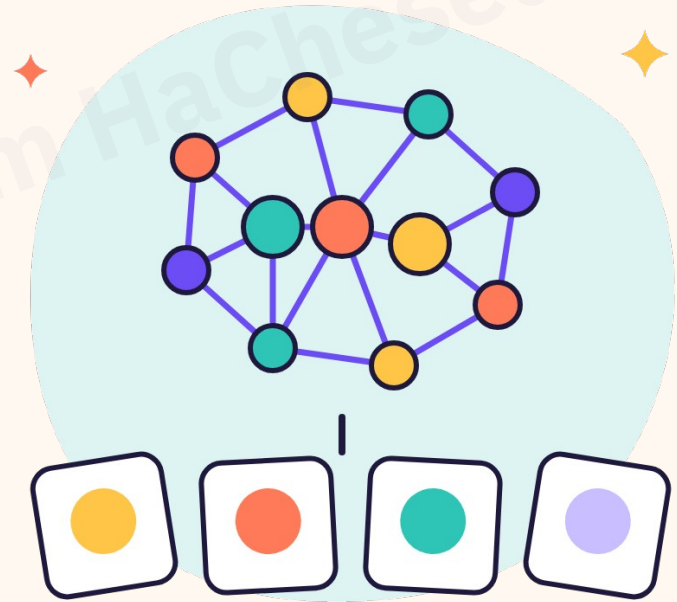
The computer finds patterns, over months

3

Model

The resulting "brain", like a recipe after a thousand tries

An LLM predicts the next token (a word or part of a word), like phone autocomplete. Parameters are billions of tiny "knobs" tuned during training.



AI can make things up, so we check

A "hallucination" = wrong information that sounds convincing

1 Ask for a source

"Where's this from? Give me a link."

2 Open the link

Does it exist? Does it really say that?

3 Cross-check

Google, an official site, a second source

Always check: health, money, legal matters and safety. AI is no substitute for a doctor or lawyer.



WEEK 2

Your everyday assistant

Planning, writing, documents and learning

Day 6 · Have a conversation, don't give orders

Day 7 · Writing at home and at work

Day 8 · Snap, upload and ask

Day 9 · Learn anything with AI

Day 10 · Four assistants, one task



The first answer is a draft. Keep talking.

The AI remembers what was said in the same chat, so just ask for the change

"Shorter"

"In simpler words"

"Give me 3 options"

"Put it in a table"

"More formal"

"What's missing?"

"Just swap Tuesday"

"Ask me questions first"

Day 6 exercise: "In my fridge I have eggs, tomatoes, chicken, rice and zucchini. Plan 5 dinners for a family of 4, 40 minutes or less each, as a table." Then 3 rounds of improvements and a shopping list.

AI writes the draft. You decide and send.

The request

"My internet provider charged me twice. Write an email to customer service: polite but firm, under 120 words. Instead of personal details, write [name], [account number], [amount]."

[name]

[account number]

[amount]

Replacing identifying details = anonymizing

Uses worth trying

- An awkward email, in the right tone
- Two versions: "gentle" and "firm"
- Fixing mistakes without changing the meaning
- A simple, polite translation
- A post for a small business
- A check: "Does anything sound rude?"

Before sending: read it, fix it, and add the real details yourself.

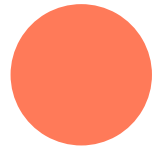
Snap, upload and ask: AI can see and read too

Multimodal = understands text, pictures, sound and video



The sample letter (made up)

"What do they want from me,
and by when?"



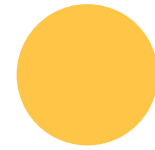
Public terms of service

"The 7 key points for a
customer"



A garden plant

"Why are the leaves turning
yellow?"



A menu abroad

"Translate it and suggest
meat-free dishes"

How: click + or "Attach" next to the message box → choose a file or the camera → type what you want

Before uploading: hide your name, ID number, account number and address. Medical documents: understand the terms, decide only with your doctor.

There's no "best", only "best for me"

Day 10: the same prompt in four assistants, then choose your "home tool"

Assistant	Company	Stand-out strengths	Free	Paid tier (approx.*)
ChatGPT	OpenAI	The popular all-rounder: writing, images, voice, research	Yes	Go about \$8 · Plus about \$20
Gemini	Google	Works with Gmail and Drive, long documents, video	Yes	AI Plus about \$5 · AI Pro about \$20
Claude	Anthropic	High-quality writing, long documents, code	Yes	Pro about \$20
Grok	xAI	Up-to-date info from the web and X, images and video	Yes	SuperGrok Lite about \$10 · SuperGrok about \$30

*Approximate prices in US dollars per month, before tax, as of October 2026. They vary by country and may change. You don't need a subscription to complete the course.

WEEK 3

Creative AI

Pictures, invitations, songs, videos, and spotting fakes

Day 11 · AI that draws

Day 12 · Designing an invitation and a card

Day 13 · Songs and voices

Day 14 · Your first video

Day 15 · Real or fake?



Words become pictures

The 5-part formula. In ChatGPT, Gemini or Grok: "Create an image of..."

Subject

A festive table with fruit and candles

Style

Watercolor

Lighting & mood

Warm evening light

Background

A blurred, cozy home

Shape

Landscape (16:9)

Image generators use "diffusion": they start from noise and clean it up step by step, like a sculptor chipping away stone.



A designed invitation in three steps

Add the text in Canva: image generators still get names, dates and long text wrong



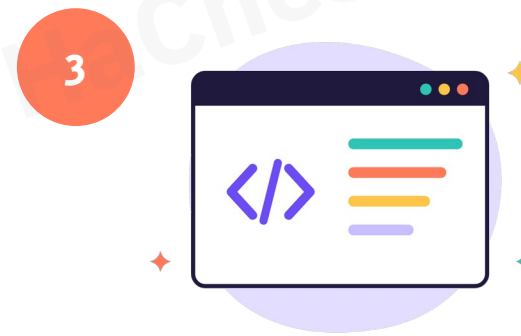
The wording

Your chat assistant writes 3 versions:
what, when, where, RSVP



The picture

"A festive watercolor background, lots
of empty space, no writing at all"



The design

On canva.com: an "Invitation"
template, upload the picture, replace
the text, download PNG/PDF

A personal song or voice-over

Day 13

Suno

A song with a tune and vocals from a description or lyrics. Free: a few songs a day. Pro: about \$10/month (approx.).

ElevenLabs

Natural-sounding voice-overs in many languages. Free: a small monthly allowance. Plans from about \$6 (approx.).

Red line: clone only your own voice, or the voice of someone who gave explicit consent. Use songs commercially only as the terms allow.



Your first video: seconds of magic

Video is the most expensive area, so plan your prompt in advance

Formula: what you see • what moves and how • camera • mood

Tool	Where	Good to know (approx.)
Veo	Inside Gemini	Mainly on Google AI plans
Grok Imagine	Inside Grok	Pictures and short videos
Runway	runwayml.com	About 125 one-time free credits

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



3 rules against scams and fakes

Voices and pictures can be faked, as in the "grandchild in trouble, send money now" scam

1

A family code word

Agreed face to face, never by message

2

Call back

Hang up and dial the number you know

3

Don't rush

"Right now! It's a secret!" is a warning sign

A suspicious picture? Check who posted it, and do a reverse image search (Google Lens). Signs like "strange fingers" disappear as tools improve.



WEEK 4

AI that gets work done

Research, documents, code without code, agents and a final project

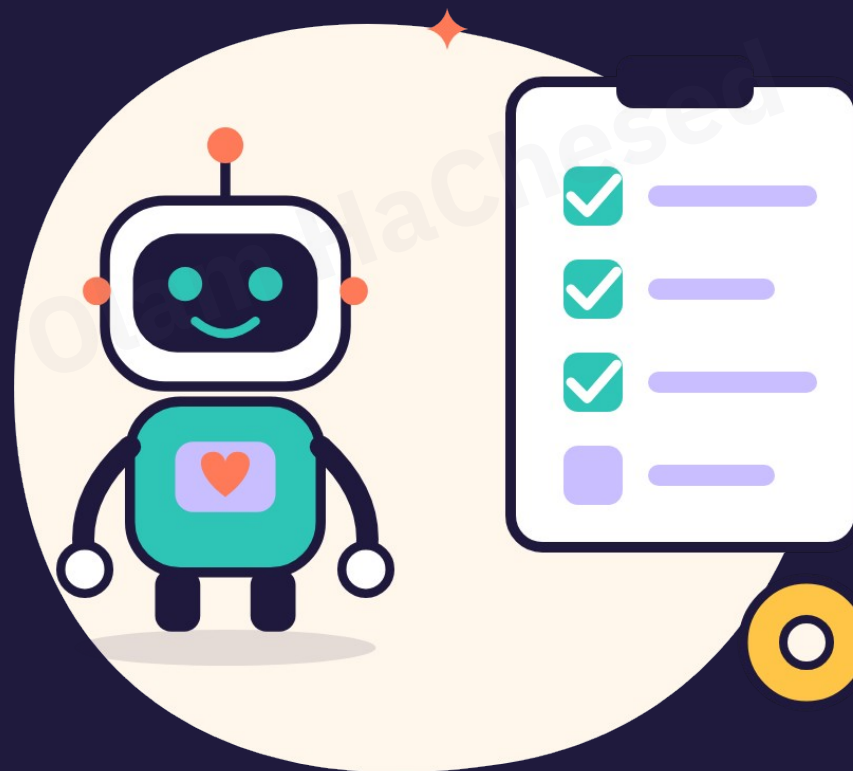
Day 16 · Search and research with sources

Day 17 · A smart notebook for your documents

Day 18 · "Code without knowing code"

Day 19 · Agents and words you'll hear

Day 20 · Final project and celebration



Answers with sources

Like an open-book exam: the AI searches first, then answers. And we still check.

Perplexity

A quick question → a short answer with numbered sources

Chat search

ChatGPT, Gemini, Claude and Grok search the web

Deep Research

Reads dozens of sources and writes a report with links

The task: a short report on a trip destination. Open 3 links and mark ✓ / ✗.



Your documents, and an app without code

Gemini Notebook • Day 17

- notebook.google.com with a Google account
- Add 1–3 sources: PDF, website, YouTube
- Ask, and see where every sentence came from
- Audio Overview: a short podcast about your material



Code without code • Day 18

- Canvas in ChatGPT and Gemini, Artifacts in Claude
- "Build a birthday greeting page with a confetti button"
- See a preview and improve it in plain words
- Publish = a public link: nothing private on the page

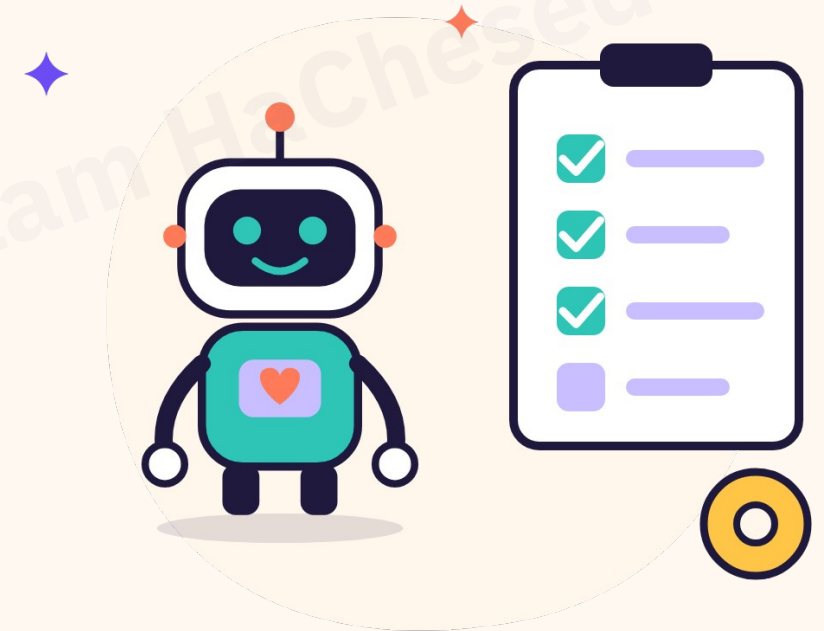


An agent doesn't just answer, it acts

An adviser vs. a personal assistant who also gets things done

- Scheduled task: "Every Sunday at 8:00, 3 dinner ideas"
- Custom assistant: Gems in Gemini, Projects in ChatGPT and Claude
- Safety rule: no passwords, card details or sending in your name without approval

Words you'll hear	In short
Open source vs. closed	A cookbook recipe vs. a restaurant dish
Local vs. cloud	On your computer (needs a powerful one) vs. at the company
Reasoning model	Thinks step by step before answering: slower, more careful
API · Fine-tuning	Going further: a "socket" for software · a model specializing



Final project: an AI event kit

A birthday, holiday dinner, reunion or launch. About 2 hours, over a few days.

1 Planning

Schedule, tasks and budget in a table

2 Designed invitation

Original picture + Canva

3 Greeting or speech

With the 4-part formula

4 Song or voice-over

Suno / ElevenLabs

5 Checks and safety

Facts, privacy, AI disclosure

Bonus: web page · video · research



5 golden rules for life

1

An assistant, not an oracle

Check numbers,
names and sources

2

Privacy first

No ID numbers,
cards, passwords or
medical details

3

Have a conversation

"Shorter", "3 options",
"Ask me first"

4

Respect people

No picture or voice of
a real person without
permission

5

Have fun

No silly questions. AI
never judges

Start free. Subscribe only if something's missing.

All prices are approximate, in US dollars per month, before tax, as of October 2026, and subject to change

Category	Tool	Free?	Plan (approx.)
Chat assistants	ChatGPT · Gemini · Claude · Grok	Yes	Around \$20 (cheaper tiers exist too)
Search	Perplexity	Yes	Pro about \$20
Documents	Gemini Notebook	Yes	Extra features with Google AI plans
Design	Canva	Yes	Pro, price varies by country
Music and voice	Suno · ElevenLabs	Limited	About \$10 · from about \$6
Video	Runway	One-time credits	From about \$12–15

Check the official pricing page before buying. Prices vary by country and are updated every few months.

Congratulations



Twenty days ago you'd only heard the word AI.
Today you chat, write, design, compose,
research and build, and you do it safely.

**What's next: 10 minutes a day with your prompt
library · a new tool once a month · teach someone
the 4-part formula**

