



Workbook

Introduction to AI · A course for absolute
beginners

My name: _____

Start date:

**20 exercises · 20 quick quizzes · 3 weekly quizzes · final quiz
· final project · certificate**

Large-print edition

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נוצר על ידי עמרם אברמוביץ' · עולם החסד · olamhachesed.com

לקבלת אישורים / admin@olamhachesed.com · 050-303-4614

How to use this workbook

- Every day: read the lesson in the course document, then fill in that day's page here.
- Write down **the prompt** you used and **what came out**. That way you build your own personal prompt library.
- Tick ☐ → ☒ when you've finished the "I made something!" task.
- Answer the quick quiz. The answers are at the back of the workbook. No grades, just progress!
- You can print it, or fill it in on your computer (Word / Google Docs).
- **Privacy:** don't write passwords, card numbers or your family code word here.

My progress tracker

Day	Lesson	What I made	Done
1	What is AI, anyway?		☐
2	Create an account and start talking		☐
3	The art of asking: the 4-part formula		☐
4	How does a computer "learn"?		☐
5	AI makes mistakes, so we check		☐
6	Have a conversation, don't give orders		☐
7	Writing at home and at work		☐
8	Snap, upload and ask		☐

Day	Lesson	What I made	Done
9	Learn anything with AI		☐
10	Four assistants, one task		☐
11	AI that draws		☐
12	Designing an invitation and a card		☐
13	Songs and voices		☐
14	Your first video		☐
15	Real or fake?		☐
16	Search and research with sources		☐
17	A smart notebook for your documents		☐
18	"Code without knowing code"		☐

Day	Lesson	What I made	Done
19	Agents, automation and words you'll hear		☐
20	Final project and celebration		☐

5 golden rules

Cut out along the dotted line and stick it on the fridge

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.

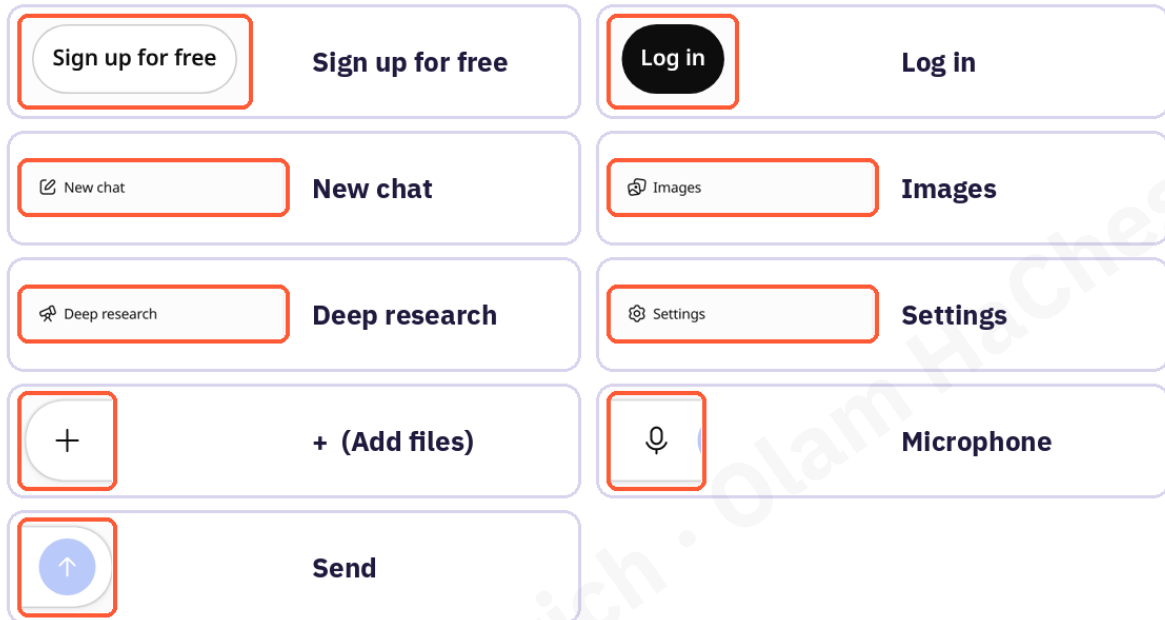
5. Have fun. There are no silly questions. AI never gets tired and never judges.



Button words: a mini dictionary

Most AI tools show their buttons in English. Below: real buttons from chatgpt.com, then what the common words mean.

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



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

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

On the button	What it means	When you'll meet it
Verify	Confirm it's you (usually a button in an email)	Day 2
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

On the button	What it means	When you'll meet it
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.

What happened	What to do
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.

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)

Your task: 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!

Steps in short (full instructions in the course)

1. Open your web browser:
2. A window may invite you to sign up.
3. At the bottom of the screen there's a box that says something like Ask anything (= "ask me anything").
4. Type your first question (see the examples below) and press Enter or tap the arrow.
5. Read the answer.
6. Copying a sentence into your workbook:

My prompt

5 places where AI is already part of my life

#	Where	What it does there
1		
2		
3		
4		
5		

The most interesting sentence from my first chat

.....

.....

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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)

Your task: 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.

Step by step, with pictures

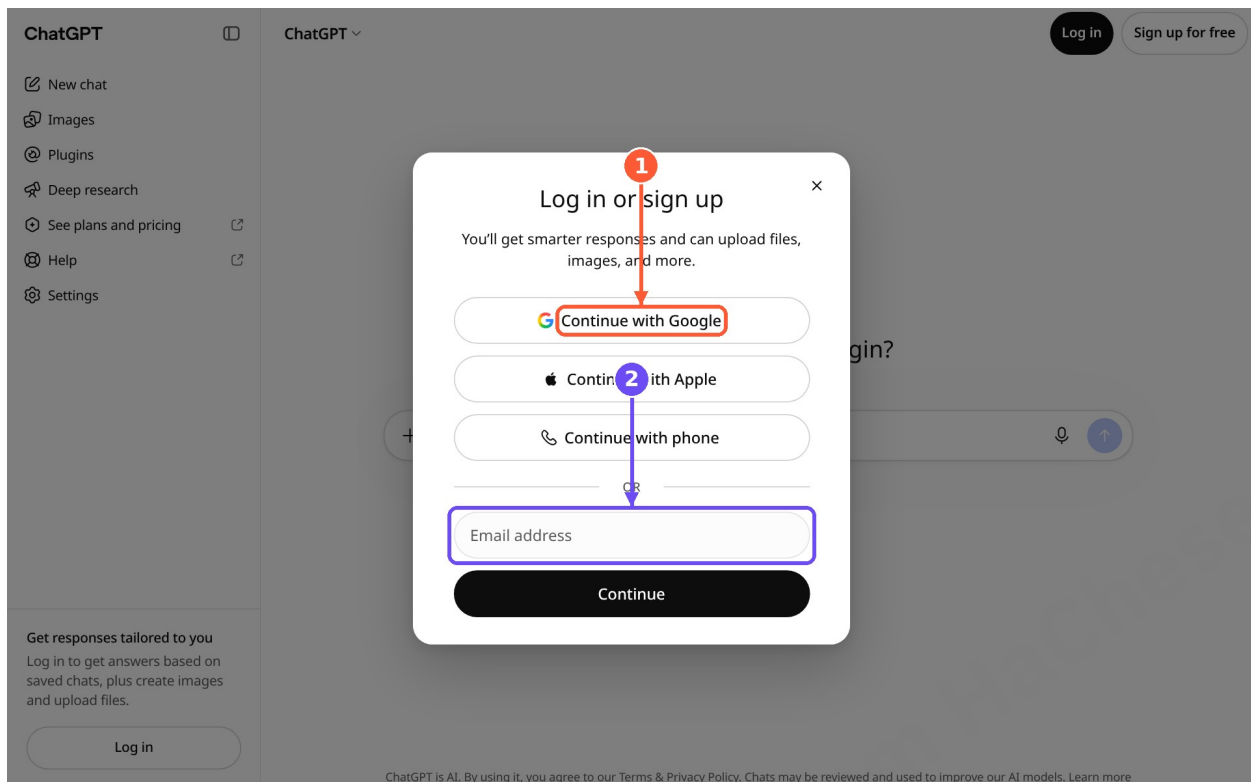
The full steps from the course, with the real screens. Keep this page open next to the tool.

The simple path: ChatGPT with your Google account

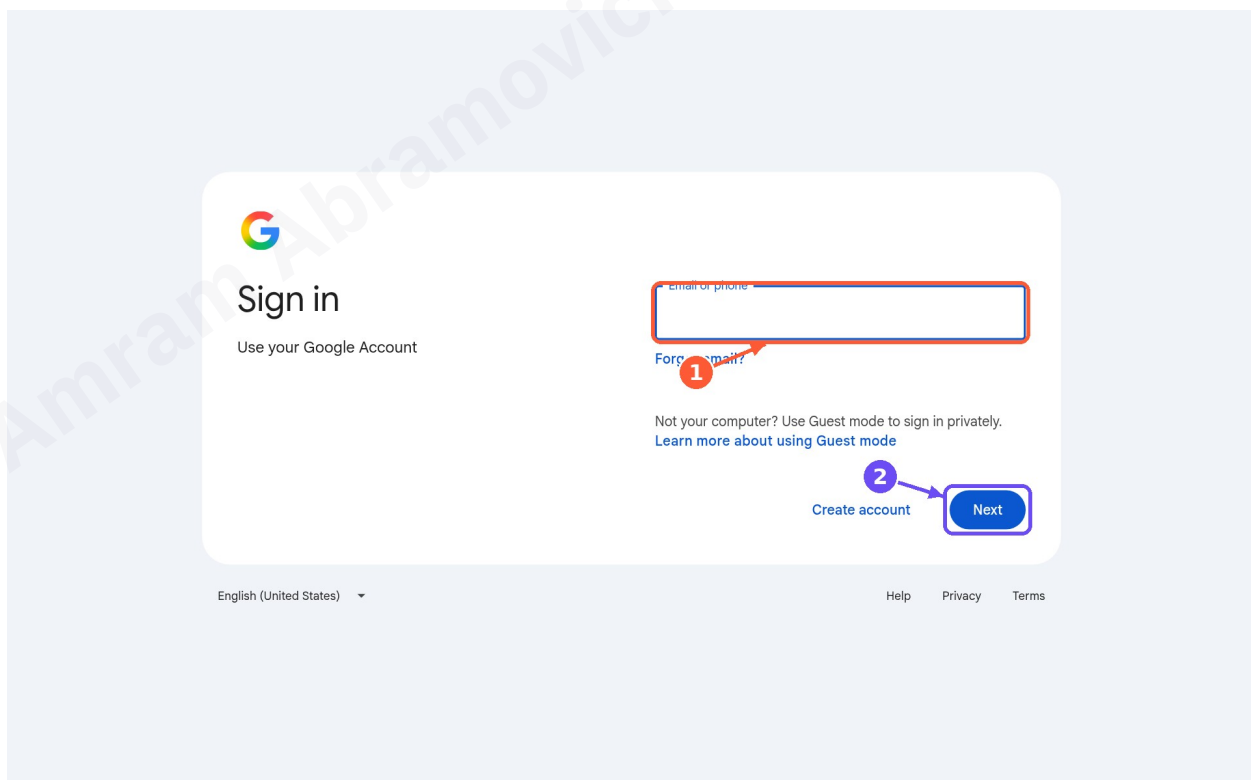
1. Go to **chatgpt.com** (or install the official "ChatGPT" app by OpenAI from your app store).
2. Tap **Sign up** (= create an account).
3. Tap **Continue with Google**, then tap your own Gmail address in the list. That's it: no new password to remember.
4. You may be asked for your name and date of 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)



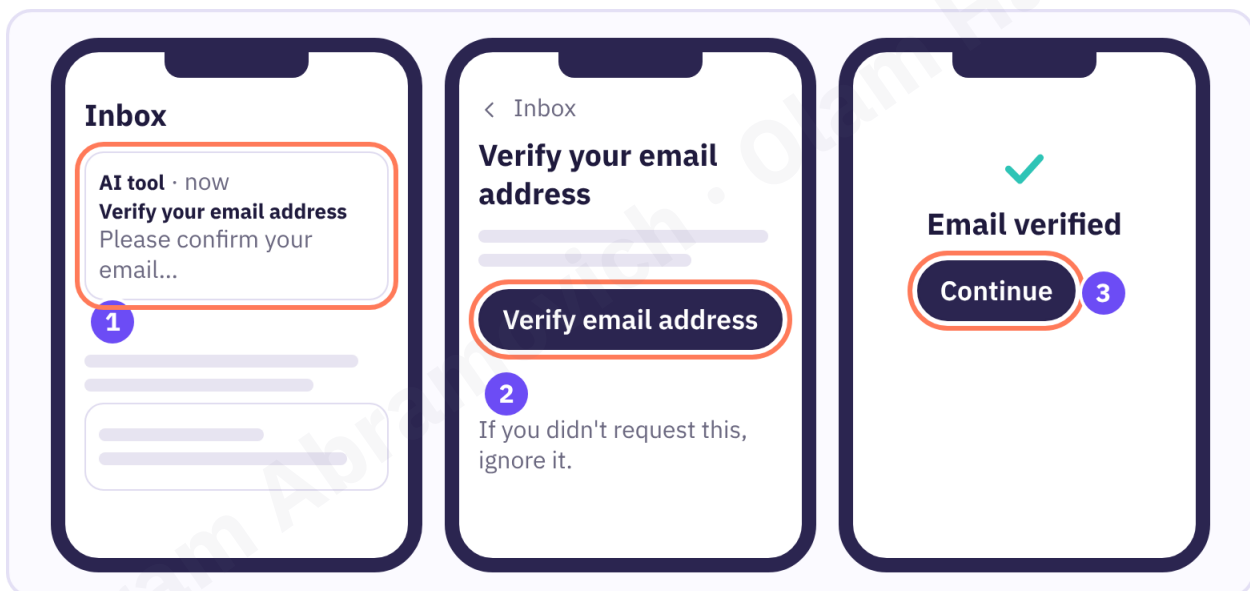
Real screenshot of chatgpt.com (logged out, October 2026): 1 Continue with Google · 2 or type your email address



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).
2. Open it and tap the big **Verify** button (= confirm).
3. Done. Tap **Continue**, or go back to the tool's tab or app.

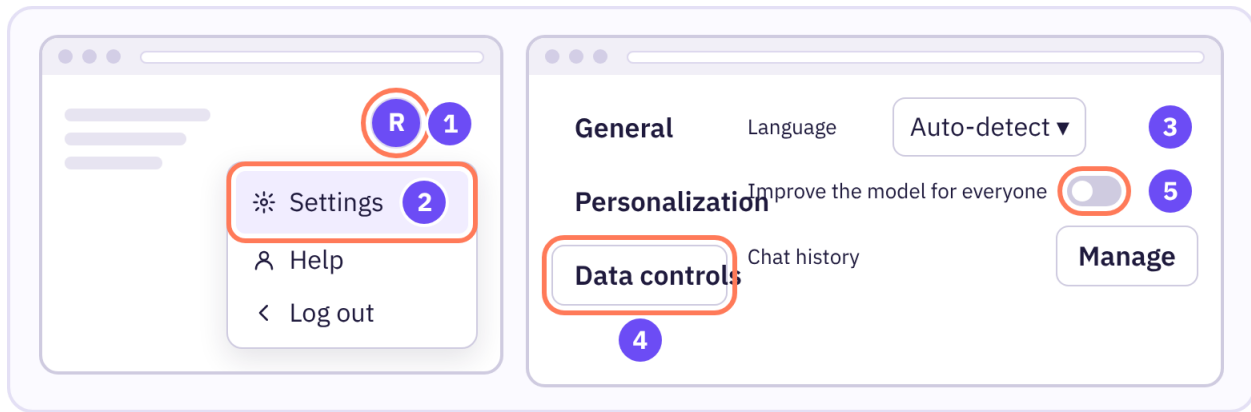
Confirming your email address

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?"

My prompt

The accounts I created

Tool	Signed up?	How I signed in (Google / email / other)
ChatGPT	☐	
Gemini	☐	
Claude (Day 10)	☐	
Grok (Day 10)	☐	

Who the message was for, and the occasion

☐ **I sent the message!**

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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

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

Your task: 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.

Steps in short (full instructions in the course)

1. Open a new chat (the "New chat" button, usually with a pencil or plus icon).
2. Type a weak prompt:
3. Open another new chat and write a strong prompt for the same task, using all 4 parts.
4. Compare:
5. Improve it once:

My prompt

Before and after

	Before (weak prompt)	After (strong prompt)
The prompt		
What came out		
Score (1–5)		

The 4 parts of my strong prompt

Part	What I wrote	What it improved
Role		
Task		
Context		
Format		

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: ...").

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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."

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

Your task: 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.

Steps in short (full instructions in the course)

1. Open a new chat and ask the AI to explain itself:
2. Pick a topic you love (music, cooking, soccer, history, gardening).
3. Ask for an explanation of the topic at three levels:
4. Token experiment:
5. Ask the AI to test you:

My prompt

My topic

The "explain it to a 10-year-old" version, in my own words

My score on the AI's quiz: ____ / 3

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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)

Your task: I made something!

Task: fill in the "fact detective" table in your workbook (5 facts, a source, ✓/X/?). 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".

Steps in short (full instructions in the course)

1. Deliberate hallucination:
2. Fact detective:
3. Copy the 5 facts into the table in your workbook.
4. Check each fact on Google or a reliable website.
5. No hallucination appeared?
6. If you find a mistake, tell the chat:

My prompt**Fact detective table**

#	The fact the AI gave	Where I checked	✓ / X / ?
Example	The Eiffel Tower is about 330 m tall	Official site: toureiffel.paris	✓
1			
2			

#	The fact the AI gave	Where I checked	✓ / ✗ / ?
3			
4			
5			

My personal rule for checking information

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?

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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
-

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

Your task: 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.

Steps in short (full instructions in the course)

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:
4. Finally:
5. Keep the table.

My prompt

My weekly meal plan

Day	Dish	Prep time	Notes
Mon			
Tue			
Wed			
Thu			
Fri			

My 3 follow-up requests

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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

Your task: 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.

Steps in short (full instructions in the course)

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:
5. Ask for a final check:
6. Copy it, add the real details yourself, and send it (if you want to).

My prompt

The situation (no identifying details)

The version I chose

☐ Gentle ☐ Firm ☐ Other: _____

☐ I replaced personal details with [name] / [account number]

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

Quick quiz

1. The AI drafted your complaint with a wrong date, and you sent it. Who is responsible?

- ☐ A. Nobody, because it was only a draft
- ☐ B. The company that makes the AI
- ☐ C. You: you're the author who sent it

2. Which version hides personal details correctly?

- ☐ A. "Hi, I'm D. Levi from 12 Oak Street, customer 4471-2280."
- ☐ B. "Hi, I'm [name], customer [account number]. I was charged twice on [date]."
- ☐ C. "Hi, I'm Dana Levi, customer 4471-2280. I was charged twice on 3 March."

3. You ask for the same message, but "polite yet firm". Which part are you changing?

- ☐ A. The format
 - ☐ B. The tone
 - ☐ C. 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)

Your task: 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.

Step by step, with pictures

The full steps from the course, with the real screens. Keep this page open next to the tool.

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.

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

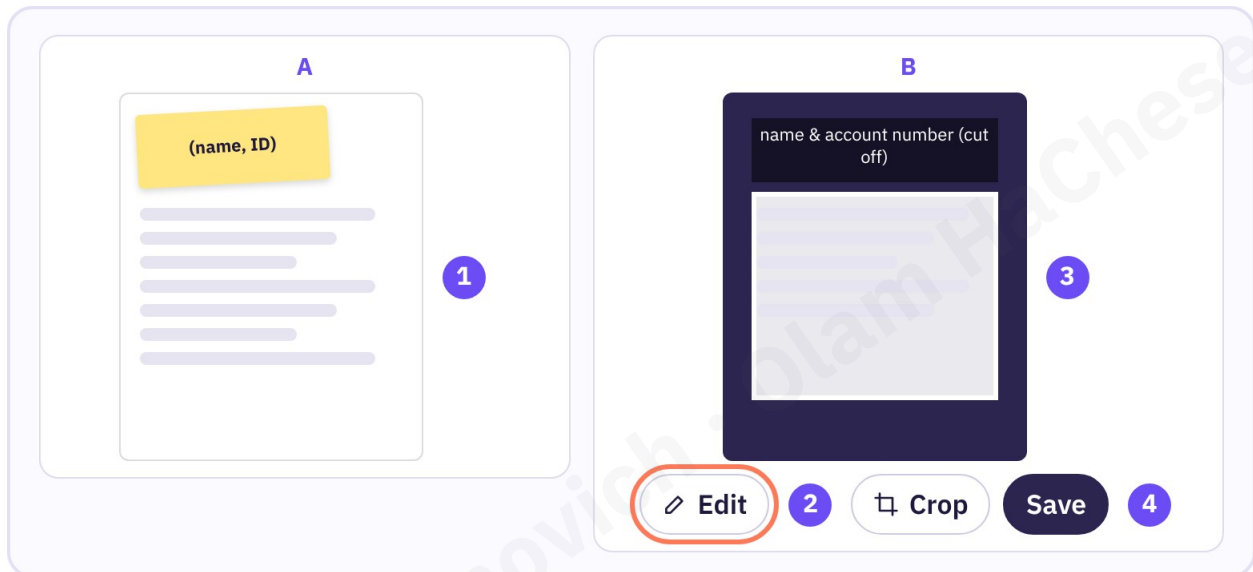
Sample letter for practice. The company, the name and every number are made up.

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**).



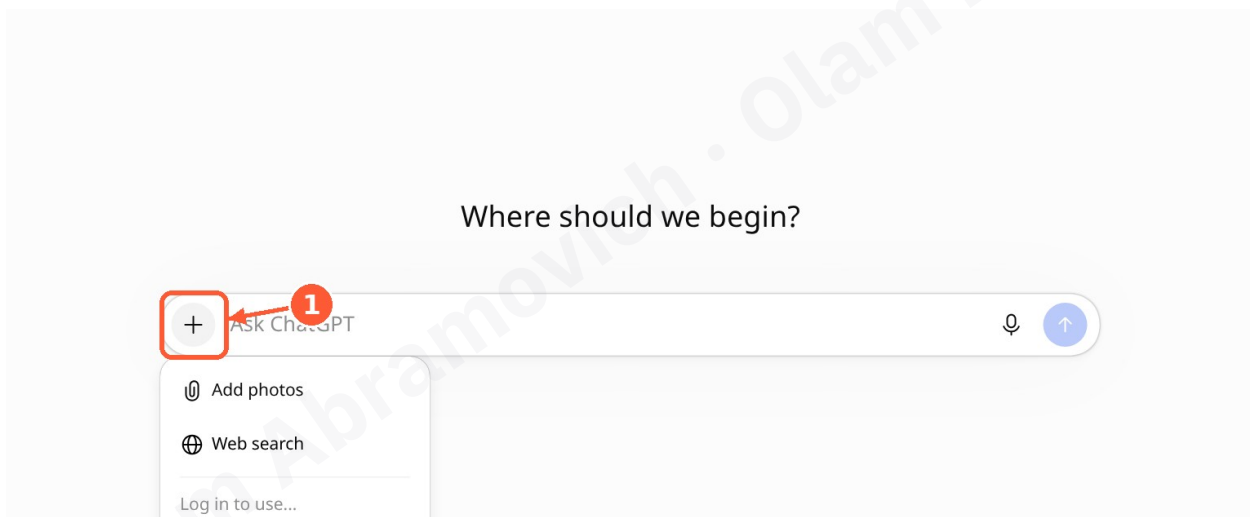
Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.

1. Easiest: before taking the photo, cover your name and numbers with a sticky note or a piece of paper.
2. Already have the photo? Open it in your Photos/Gallery app and tap **Edit**.
3. Choose **Crop** and drag the frame's edges so the details are outside it.
4. Tap **Save** (or **Done**). Upload this cropped copy.

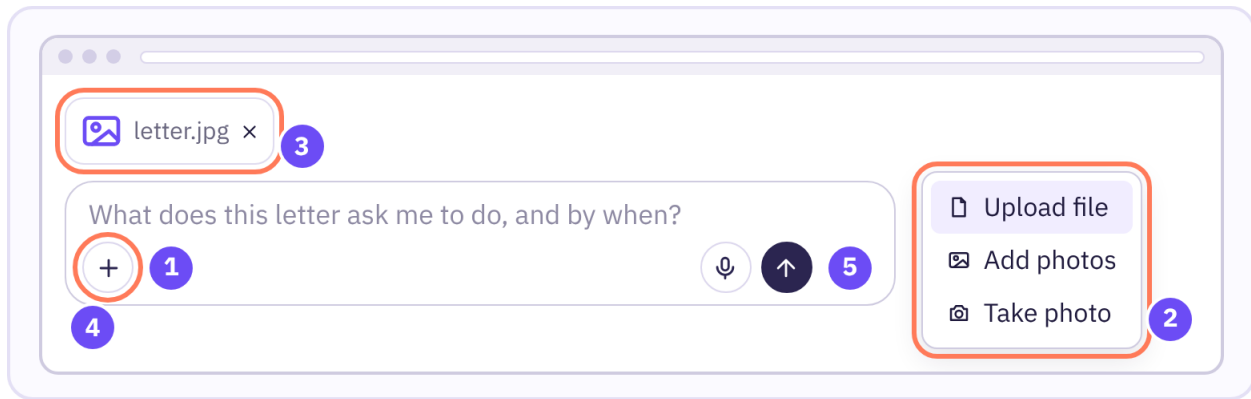
Hiding details: cover them, or crop them out

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.

1. Tap the **+** at the edge of the message box (sometimes a paperclip).
2. A small menu: **Upload file** = a file · **Add photos** = from your gallery · **Take photo** = take one now.
3. Wait until a small picture of the file appears above the box: it's attached.
4. Type your question.
5. Send.

Attaching a photo or a file

My prompt

What I uploaded (the sample letter, or a label, plant or menu photo)

The 5-point summary

- ☐ I covered the made-up name and number before uploading
- ☐ I checked 2 points against the letter

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.

How did today feel?

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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

Your task: 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.

Steps in short (full instructions in the course)

1. Choose a topic you've always wanted to understand, or a skill to learn (basic Italian for a trip,...
2. Ask for a short study plan:
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:

My prompt**My study plan**

Day	What I'm learning	Done
1		☐
2		☐
3		☐
4		☐
5		☐

My quiz score: ____ / 5 ☐ I tried voice mode

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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

Your task: 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.

Steps in short (full instructions in the course)

1. On a computer:
2. Paste exactly the same prompt into all of them (example below).
3. Compare them and fill in a score table in your workbook:
4. Choose a "home tool" for the coming weeks.
5. In the tool you chose, open Settings and find "Memory" and "Custom instructions".

My prompt

The big test: score 1–5

Criterion	ChatGPT	Gemini	Claude	Grok
Clarity				
Language quality				
Accuracy				
Creativity				
Speed				
Total				

My home tool, and why

The standing custom instruction I wrote

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?

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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

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)

Your task: 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.

Steps in short (full instructions in the course)

1. Open your chosen chat and type:
2. Wait a few seconds to a minute.
3. Improve it in the conversation:
4. Like it?
5. Pictures ran out?
6. Bonus:

My prompt

3 pictures, 3 styles

#	Subject	Style	The prompt
1			
2			
3			

The winning prompt

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).

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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)

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

Your task: 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.

Step by step, with pictures

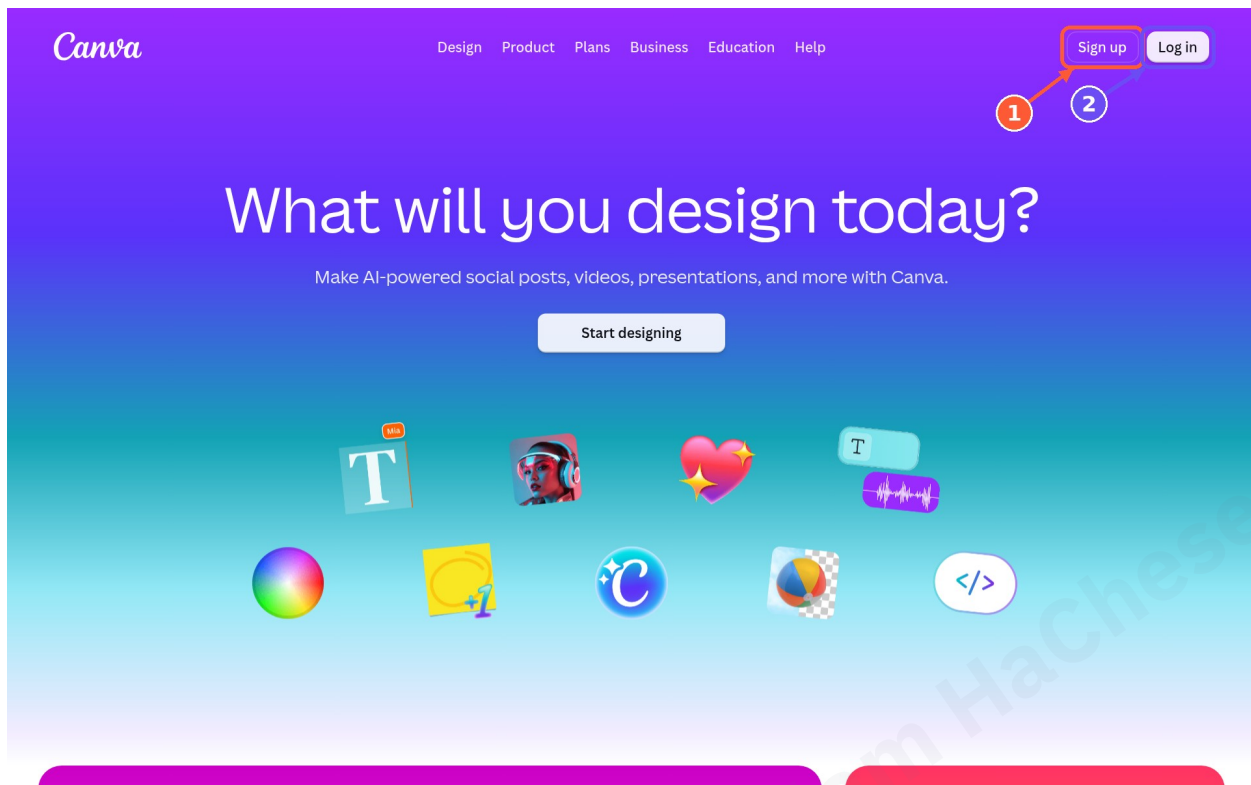
The full steps from the course, with the real screens. Keep this page open next to the tool.

Part 1: in the chat (10 minutes)

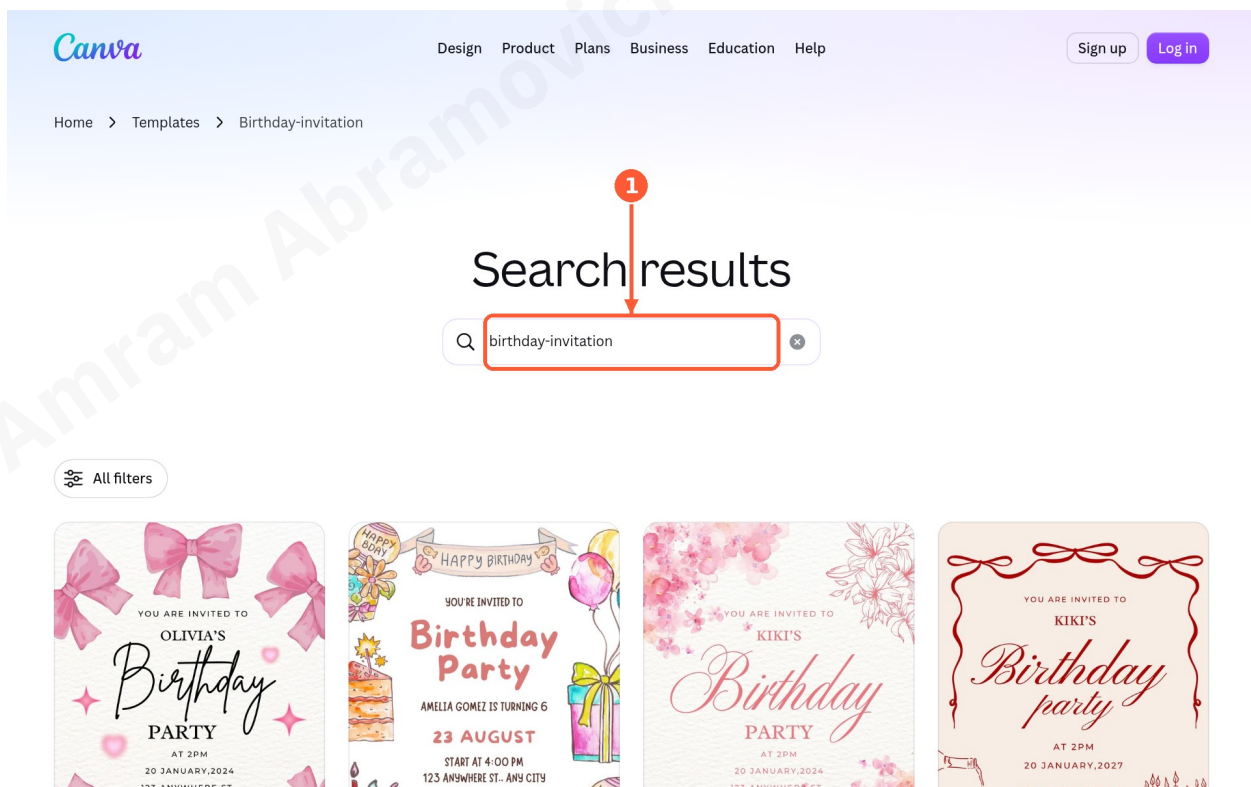
1. **Wording:** ask your chat assistant for invitation wording (see the prompt below) and pick a version.
2. **Picture:** ask for a matching background with no text in it ("...with no writing in the image"), and save it (**Download**, as on Day 11).

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.

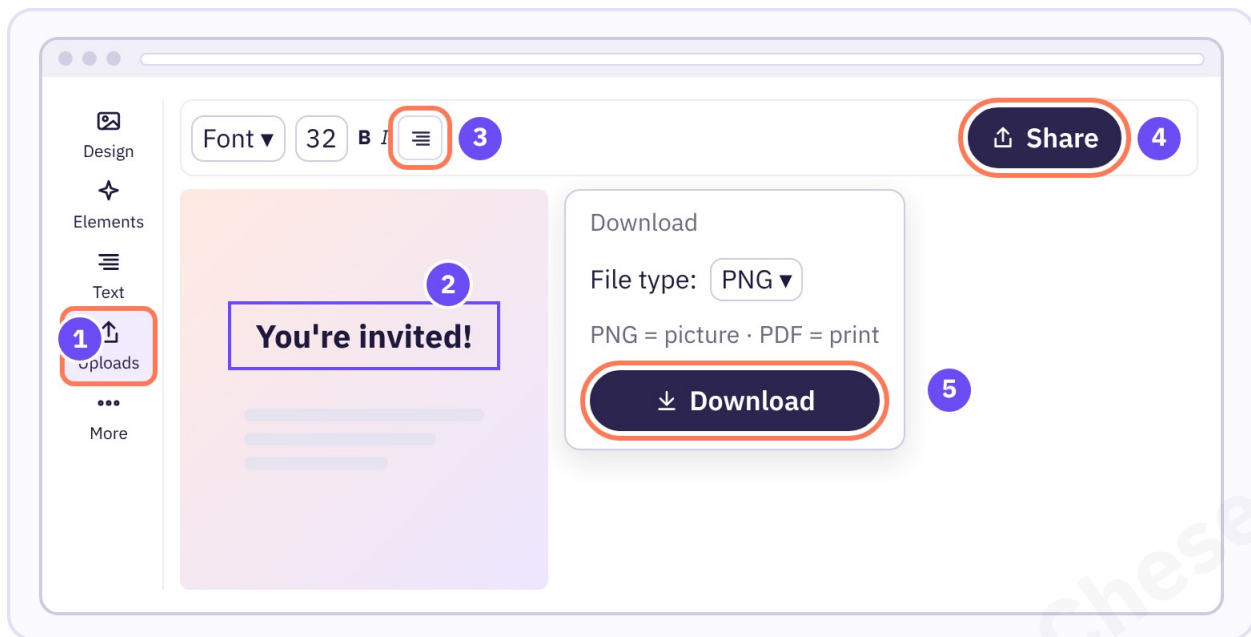


Real screenshot of canva.com (logged out, October 2026): 1 Sign up · 2 Log in



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**.

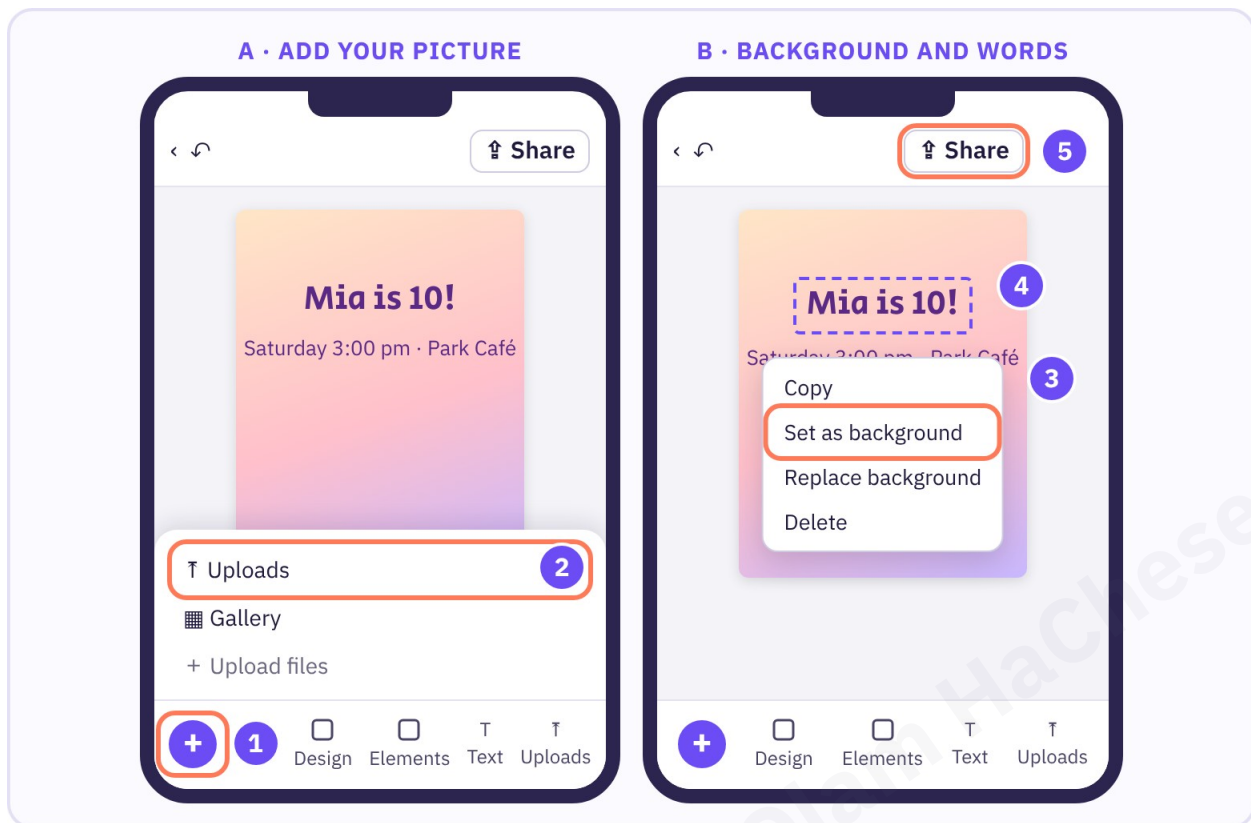


Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.

1. **Uploads** (left) → **Upload files** → choose your picture. Tap it to add it, then drag it to fill the background.
2. Tap a text box, delete the sample words and type yours.
3. **Alignment** button (lines ≡): tap until the text sits where you want.
4. **Share** (top right) → **Download**.
5. 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.

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)

My prompt

My invitation

Detail	What I wrote
The event	
Date and time	
Place	
RSVP	

☐ Wording from the AI
 ☐ Illustration with no text
 ☐ Designed in Canva
 ☐ Downloaded as a file

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.

How did today feel?

☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☐ I made something!

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

Your task: 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.

Steps in short (full instructions in the course)

1. Lyrics:
 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):
 5. Your own words (Custom):
 6. Tap Create and wait about a minute.
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:
 4. Tap Generate, listen, and Download.

My prompt

Who the song or voice-over is for

The description / style I wrote

☐ Suno ☐ ElevenLabs ☐ I played it to someone!

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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 (Veo), Grok Imagine, Runway

Your task: 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.

Steps in short (full instructions in the course)

1. Plan it with your chat assistant:
2. Choose one tool from the table and sign in.
3. In Gemini:
4. The easy way:
5. Wait (up to a few minutes), watch, and Download.
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).

My prompt

My video formula

Part	What I wrote
What you see	
What moves and how	
Camera movement	
Mood and style	

The tool I used: ☐ Gemini (Veo) ☐ Grok Imagine ☐ Runway
☐ Slideshow in Canva

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".

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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

Your task: 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.

Steps in short (full instructions in the course)

1. "Real or AI?" game:
2. Reverse search:
3. Safety card:
4. Code word:

My prompt

Real or AI game

Picture	My guess	The answer
1		
2		
3		
4		
5		
6		

☐ I wrote a safety card and sent it to: _____

☐ **We agreed on a family code word (out loud! Don't write it here)**

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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
-

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

Your task: 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.

Steps in short (full instructions in the course)

1. Choose a trip destination (near home or abroad).
2. Quick question in Perplexity:
3. Deep Research:
4. The AI may ask clarifying questions.
5. Read the report, and open 3 links to check.

My prompt

The destination or topic of my research

3 links I checked

#	The link / source	What I checked	✓ / ✗
1			
2			
3			

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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)

Your task: 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.

Step by step, with pictures

The full steps from the course, with the real screens. Keep this page open next to the tool.

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.

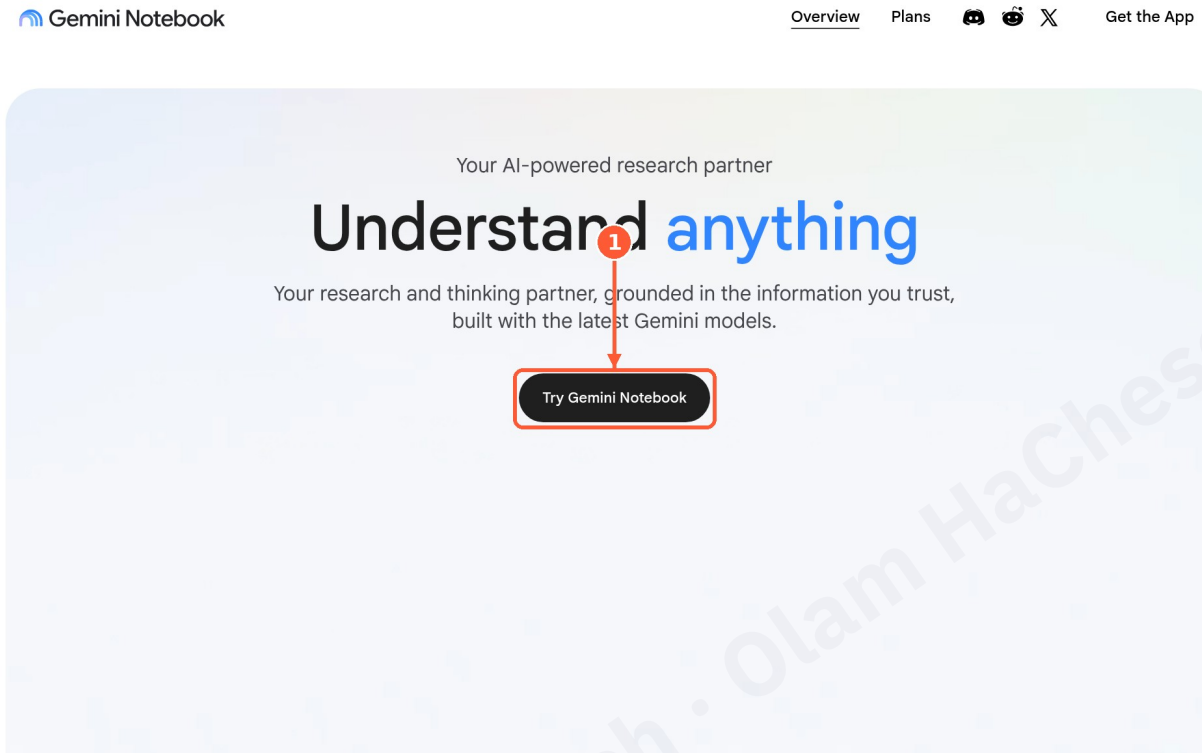
Don't have a document handy? Use a web page instead: open a Wikipedia article on a topic you love, copy its address from the address bar, and add it as a **Website** source.

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**.

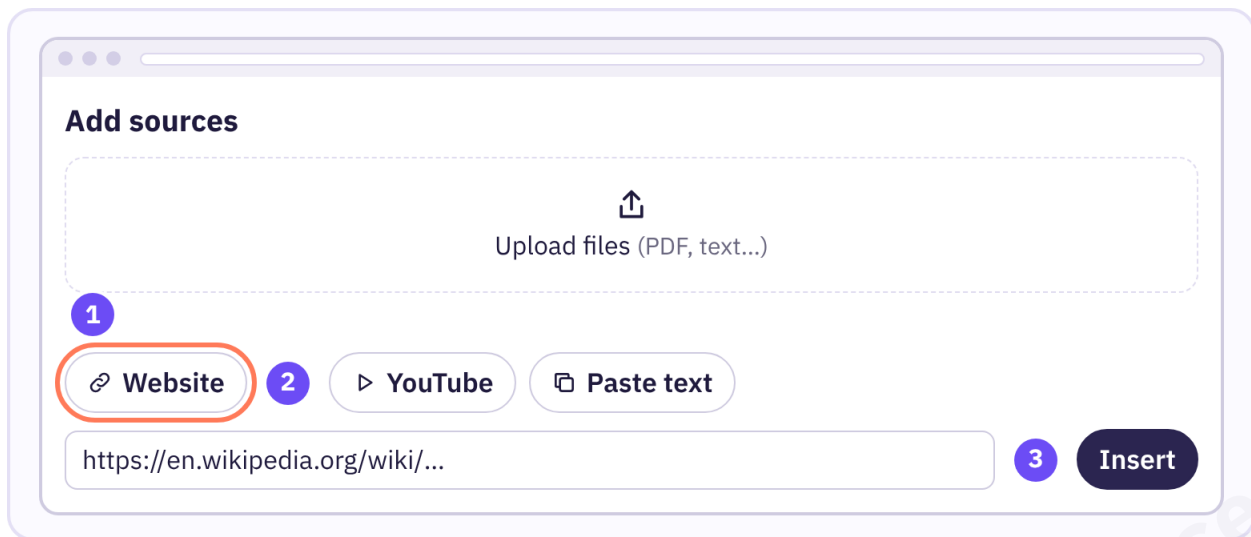
No document and no link? Upload this course's own PDF file (intro-ai-course-en.pdf) as a source. It works perfectly for practice.

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)

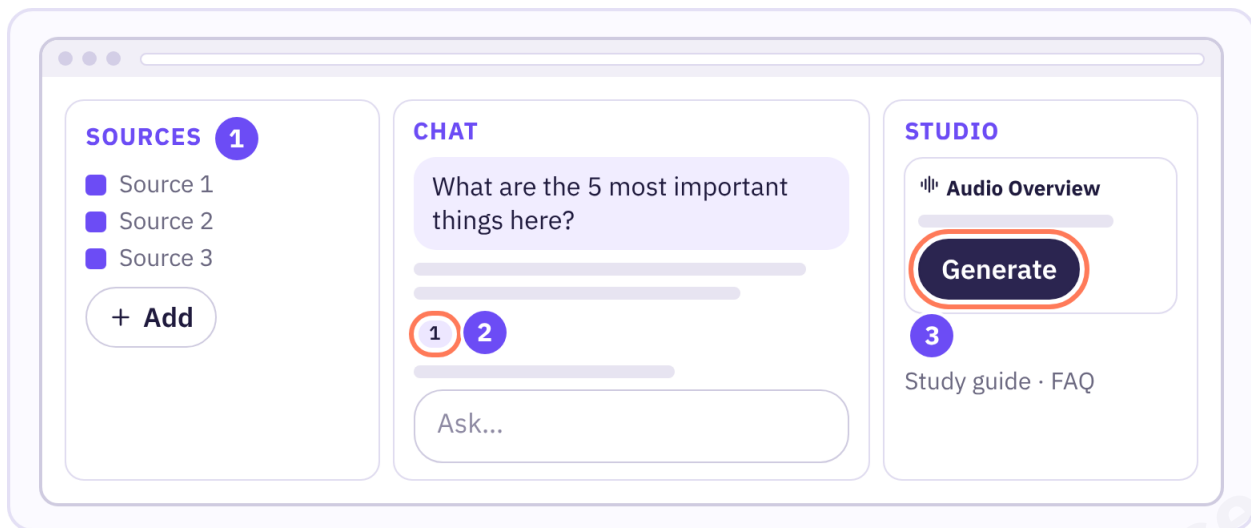


Illustration, not a real screenshot. Buttons and colors on your screen may look a little different.

- 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.

- 1. Sources** = your materials. **Add** to add more.
- 2.** Ask in the middle. The small numbers show exactly where each sentence came from.
- 3. Studio** → **Audio Overview** → **Generate**: a short spoken "podcast" about your sources.

The notebook: sources, chat and Studio

My prompt

The sources in my notebook

#	Source (file / link)
1	
2	
3	

3 questions I asked

☐ I generated an Audio Overview. Language: _____

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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

Your task: 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.

Step by step, with pictures

The full steps from the course, with the real screens. Keep this page open next to the tool.

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.

✧ Claude

Question what's next

Your thinking partner for big ambitions

Continue with Google 1

Continue with Apple

OR

Enter your email 2

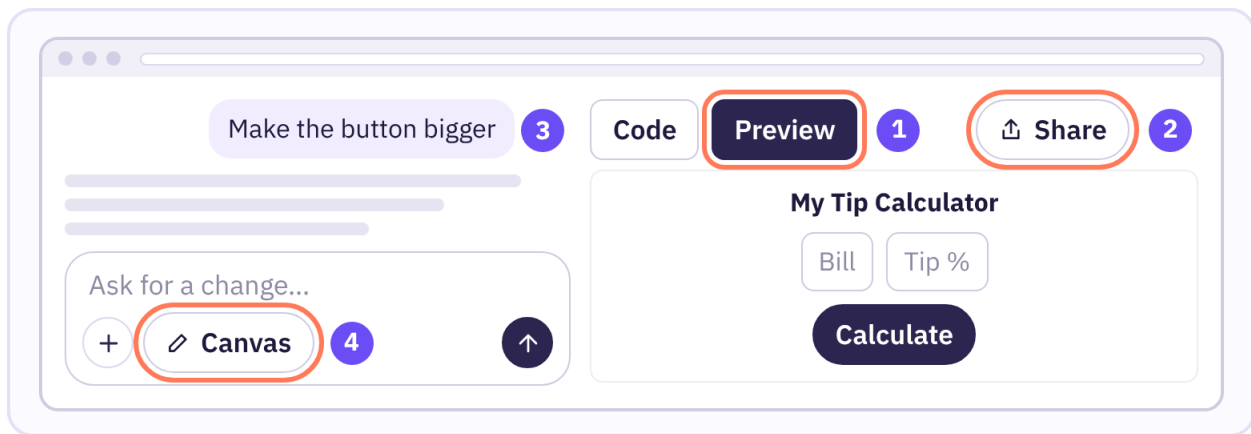
Continue with email

By continuing, you acknowledge Anthropic's [Privacy Policy](#).

Download desktop app



*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.

- 1. Preview** = see and try the page. (**Code** = the instructions; you don't need to read them.)
- 2. Share / Publish** = get a link to send.
- 3.** Want a change? Just ask in plain words.
- 4.** In ChatGPT and Gemini, choose **Canvas** (under + or **Tools**). In Claude the window opens by itself.

Preview, Share, and asking for changes

My prompt

What I built

2 improvements I asked for

Link or file name

☐ Nothing private on my page (a published link is public: anyone with it can open it)

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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

Your task: 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.

Steps in short (full instructions in the course)

1. Your own custom assistant:
2. Give it a Name, paste Instructions (example below), and tap Save (or Create).
3. Try it:
4. Prompt library:
5. Optional:

My prompt

My custom assistant (GPT / Gem / Project): its name and instructions

AI and our world: "My most important use of AI will be..., and the thing I won't hand over to AI is..."

My library of my 10 best prompts

#	Why it's good	The prompt
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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.

How did today feel?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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

Your task: 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.

Steps in short (full instructions in the course)

1. Choose (5 min):
2. Plan (10 min):
3. Create (about 1.5 hours; many people take longer, and that's fine.
4. Check (15 min):
5. Present (10 min):
6. Celebrate:

My prompt**Project plan**

The event: _____ Date: _____ Place: _____

#	Part	Tool	Status
1	Planning: schedule, tasks and budget		☐

#	Part	Tool	Status
2	Designed invitation		☐
3	Greeting or speech		☐
4	Song or voice-over		☐
5	Checks and safety		☐
Bonus	Web page / video / research		☐

Checklist before you share

- ☐ Every date, time, address and price checked against the source
- ☐ No ID numbers, card numbers or sensitive information
- ☐ No pictures or voices of real people without permission
- ☐ The content is respectful and suitable for everyone
- ☐ I read everything and edited it so it sounds like me
- ☐ I mentioned that I used AI, where relevant

I showed it to... and what surprised me most

How did today feel?

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I made something!

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

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

Quiz	Answers
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

Quiz	Answers
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



Certificate of Completion

"Introduction to AI", a course for absolute beginners

I, _____,

completed 20 lessons and a final project, and used artificial intelligence to create:

**greetings · emails · a meal plan · pictures · an invitation ·
a song · a video · a research report · a web page · a
personal assistant · an event kit**

Date: _____

Signature: _____