1 MIN



CLASS 1 · AI FOR EVERYDAY LIFE

Meet Your AI Helper

John Oliva

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NINE CLASSES

What We Will Learn

01
MEET AI
Learn what AI can help you do.

02
PROMPTS
Give AI clear directions.

03
WRITING
Write and revise with AI.

04
SAFETY
Protect your privacy and stay in control.

05
RESEARCH
Check important facts.

06
PLANS
Make helpful lists and plans.

07
IMAGES
Make and judge AI images.

08
VOICE & VIDEO
Plan, review, and share with care.

09
AGENTS
Watch over tools and their actions.

TASK

Pick one class that could help you.

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A HELPFUL WAY TO THINK ABOUT AI

AI Predicts Words. It Does Not Prove Facts.

- AI predicts what words may come next.
- It can explain, organize, suggest ideas, and write drafts.
- It can be wrong or out of date.

Check important facts.



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START SMALL

Start with a Safe First Question

- Pick a task with low risk.
- Add one helpful detail.
- Ask for a short answer.

Read it before you use it.



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THREE IMPORTANT HABITS

Use AI, but Stay in Control

PROTECT

Do not share passwords, codes, or private records.

CHECK

Check health, money, legal, safety, and current facts.

DECIDE

Review before you share, buy, book, or act.

TASK

- Use AI.
- You stay in charge.

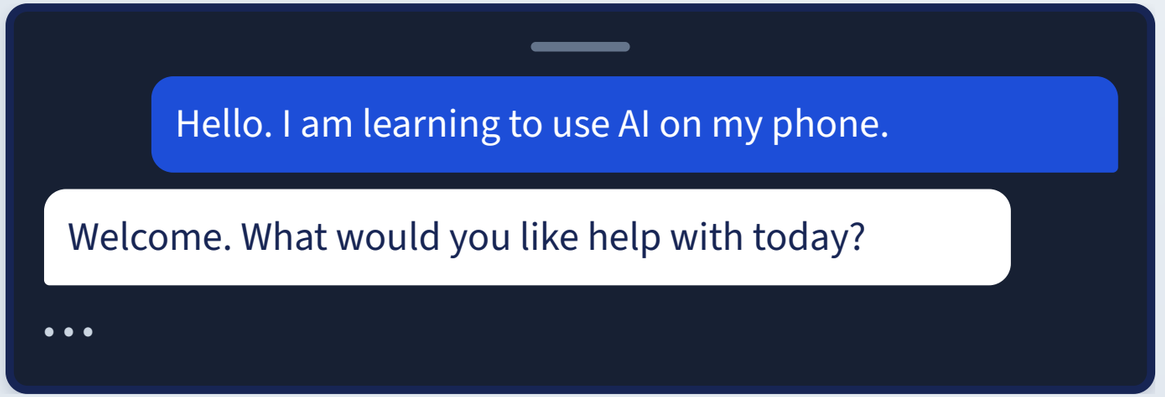
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FIRST STEP

Your Phone Is Enough

- Use any AI helper you can open.
- Type your question or use the microphone if you can.
- Ask someone for setup help. Never share your password.



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A REUSABLE MODEL

A Prompt Has Instructions and Details

TASK

What do you want to do?

Plan, explain, compare, draft, or organize.

DETAIL

What would make it fit you?

Name the audience, budget, situation, or a limit.

ANSWER

What form would help?

Ask for short bullets, steps, a table, or questions.

Ask again: shorter, clearer, or checked for facts.

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NOTICE THE CHANGE

Turn a Vague Question into a Helpful One

FIRST TRY

Help me with dinner.

MAKE IT USEFUL

- Plan three easy dinners for one person.
- I like simple ingredients.
- Make a shopping list.

Which words make the second answer more helpful?

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TRY IT

Ask One Helpful Question

- Pick a topic with low risk.
- Say what you need.
- Add one helpful detail.
- Ask for short bullets or steps.
- Read the answer.
- Ask one more question.

TASK

Plan three easy dinners for one person. Use simple ingredients. Make a short shopping list.

Work one step at a time.

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THE KEY SKILL

Make the Next Answer Better

FIRST TRY

This has too much information.

→

MAKE IT USEFUL

- Make it shorter.
- Use easier words.
- Give me three choices.

- A prompt is not a test.
- It is a conversation.

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CHECK BEFORE YOU ACT

A Polished Answer Is Not Proof

- AI tells you about a new benefit program.
- What should you do next?

1. Find an official website or a trusted phone number.
2. Check the date and who can use the program.
3. Make sure the source really supports the claim.
4. - Use AI to make questions.
   - Make your own choice.
5. For health, money, law, safety, or urgent problems, use a qualified source or professional.

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TRY THIS AT HOME

Try One Helpful Prompt. Ask One More Question.

Bring back a helpful result, a confusing answer, or a question.

Each one counts.

Next: Better Prompts

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