

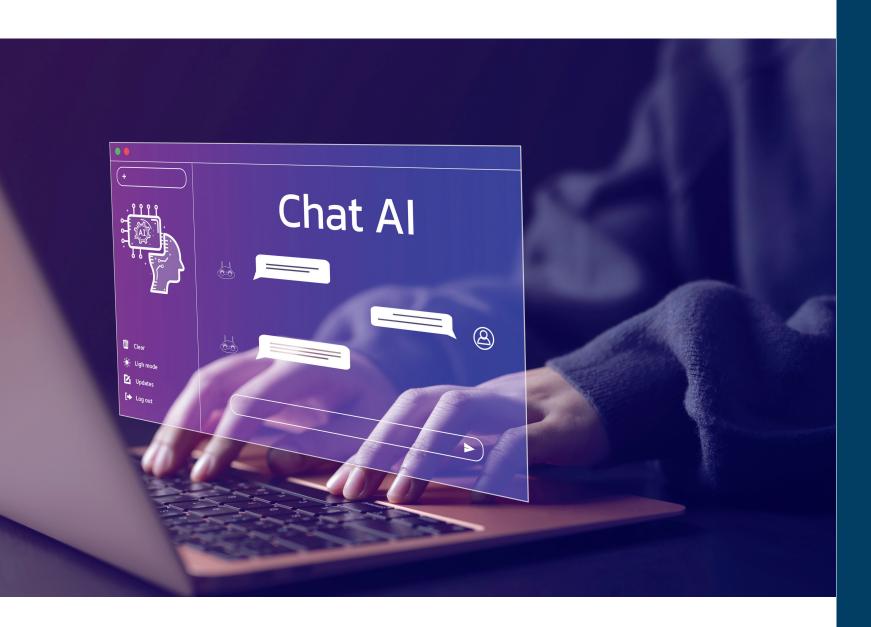


## AI BEGINNERS WEBINAR AGENDA

- 1 Welcome & Introduction
- 2 Artificial Intelligence | What is it?
- 3 How to Talk to Al
- 4 Holiday Uses of Al

- Al for Everyday Life
- 6 Live Demo Examples
- 7 Closing
- 8 Get ChatGPT

# 1 Welcome & Introduction





- Purpose: How Al can make daily life easier
- No technical knowledge required
- Think of Al as a friendly helper
- Examples: Shopping lists, recipes, holiday cards

# 2 Artificial Intelligence | What is it?

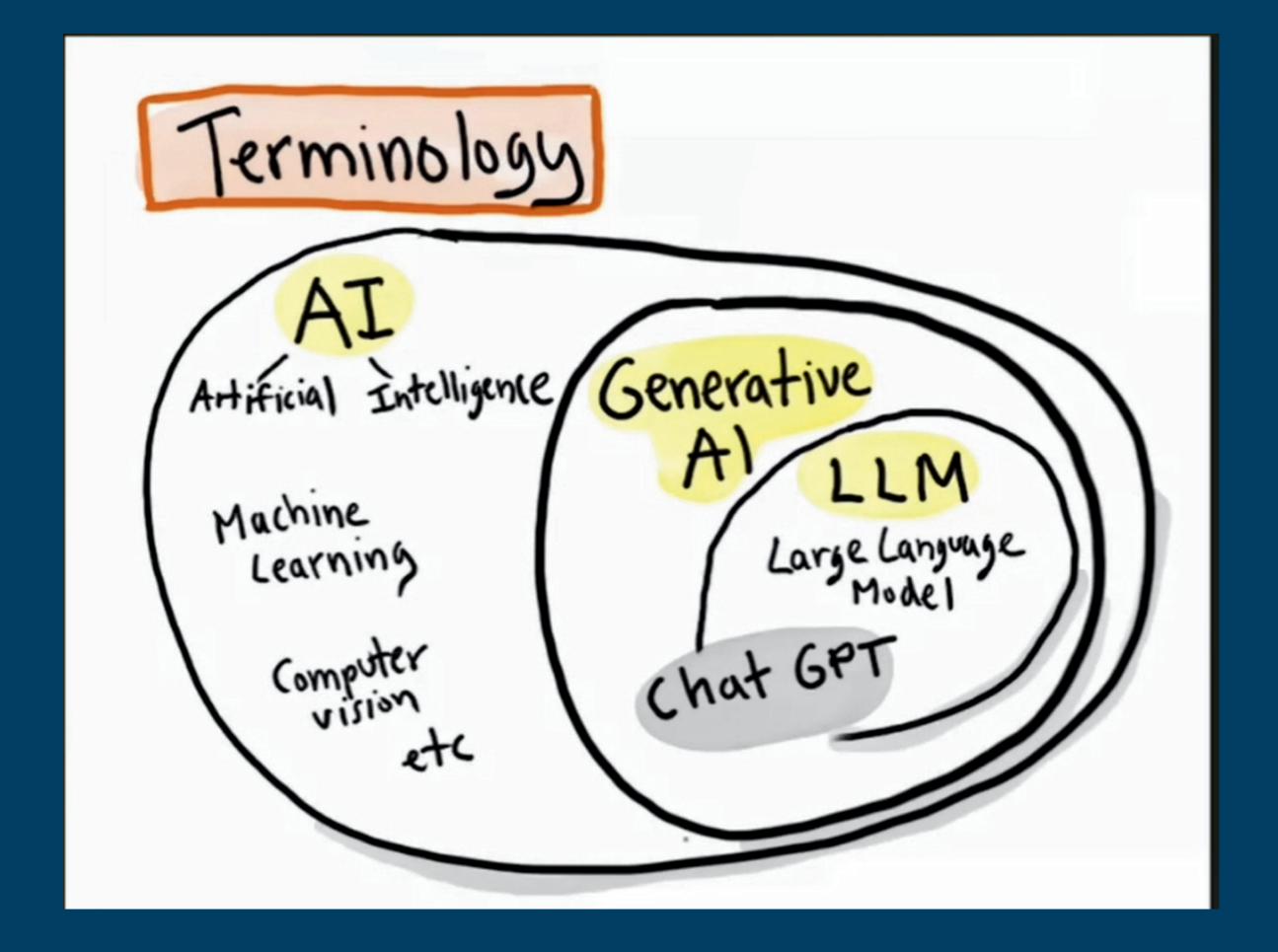




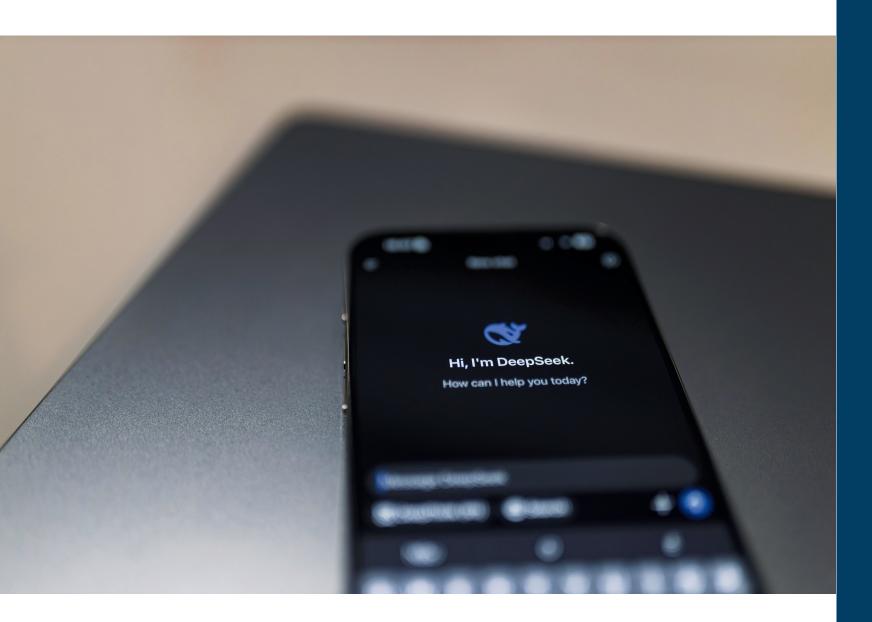
- Simple definition: Al is computer intelligence that helps us
- Already in use: Alexa,
   Siri, Google Maps
- Recommends
   movies on Netflix or
   YouTube
- Helps with everyday questions and tasks

2

Artificial Intelligence | What is it?



# How to Talk to Al





- Ask it like you'd ask a friend
- Clearer questions = better answers
- Examples:
  - "Give me 3 easy dinner ideas for 2 people"
  - "Help me write a holiday card message"
  - "Plan a Thanksgiving grocery list"

# Holiday Uses of Al





### Thanksgiving:

 Menu planning, grocery lists, conversation starters

#### **Christmas:**

 Gift ideas, card messages, cookie recipes

#### New Year's Eve:

 Party menus, resolutions, trivia games

# Al for Everyday Life





### Household Help:

• Checklists, Reminders

#### Health & Wellness:

• Recipes, Stretches

#### Travel:

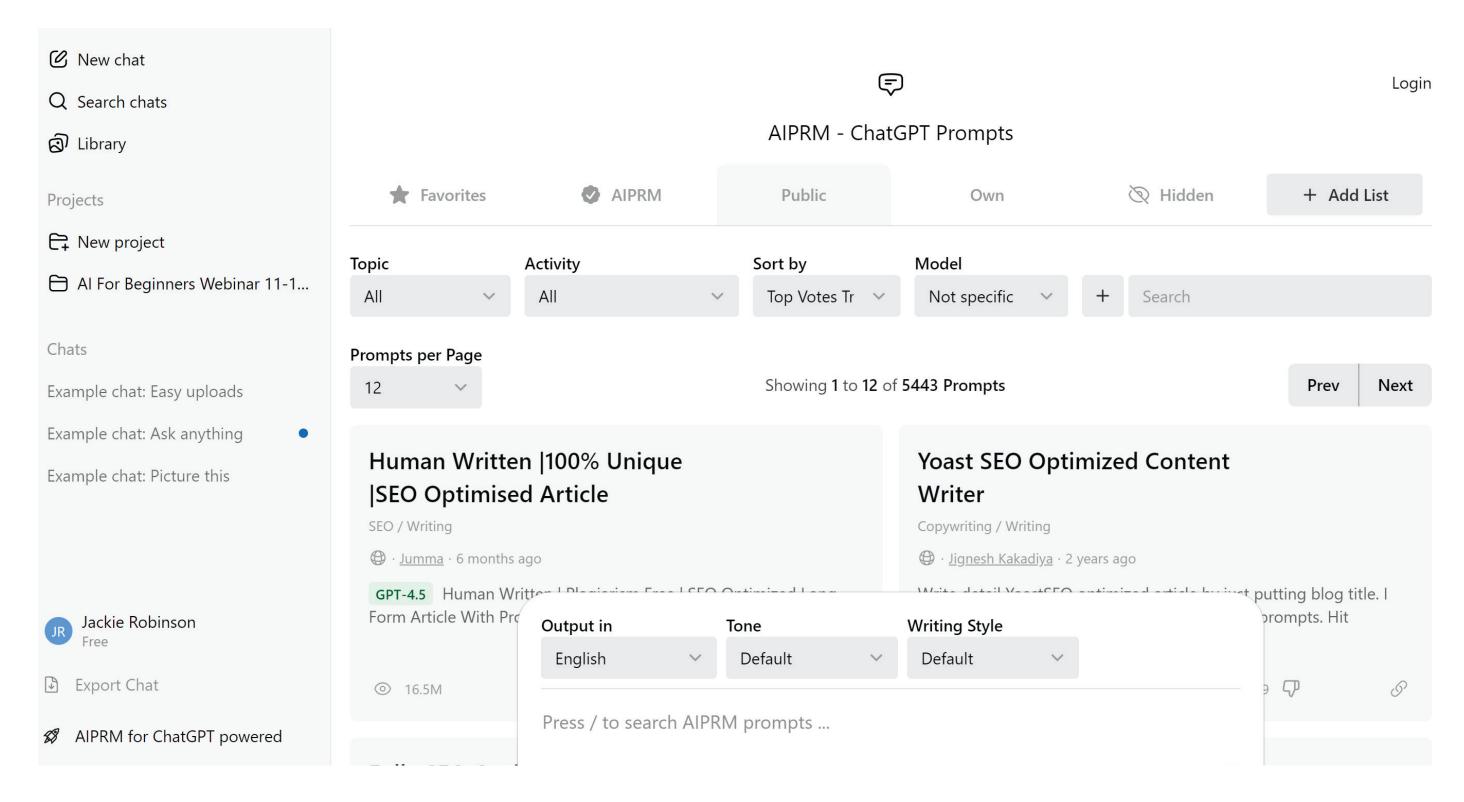
Packing Lists,
 Directions, Translation

### Family:

 Letters, Emails, Stories for Grandchildren

## AITOOLS

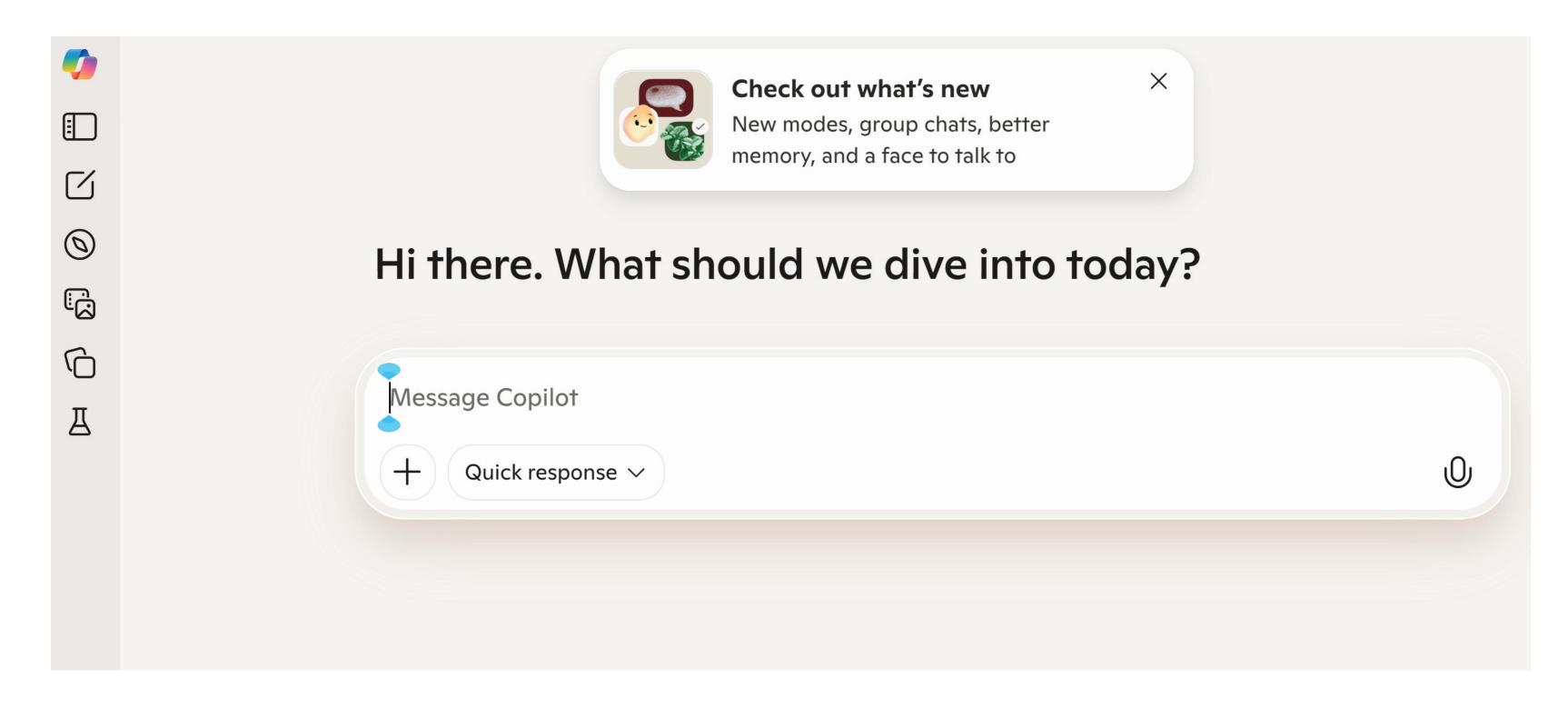
#### **CHATGPT PROMPT SCREEN**







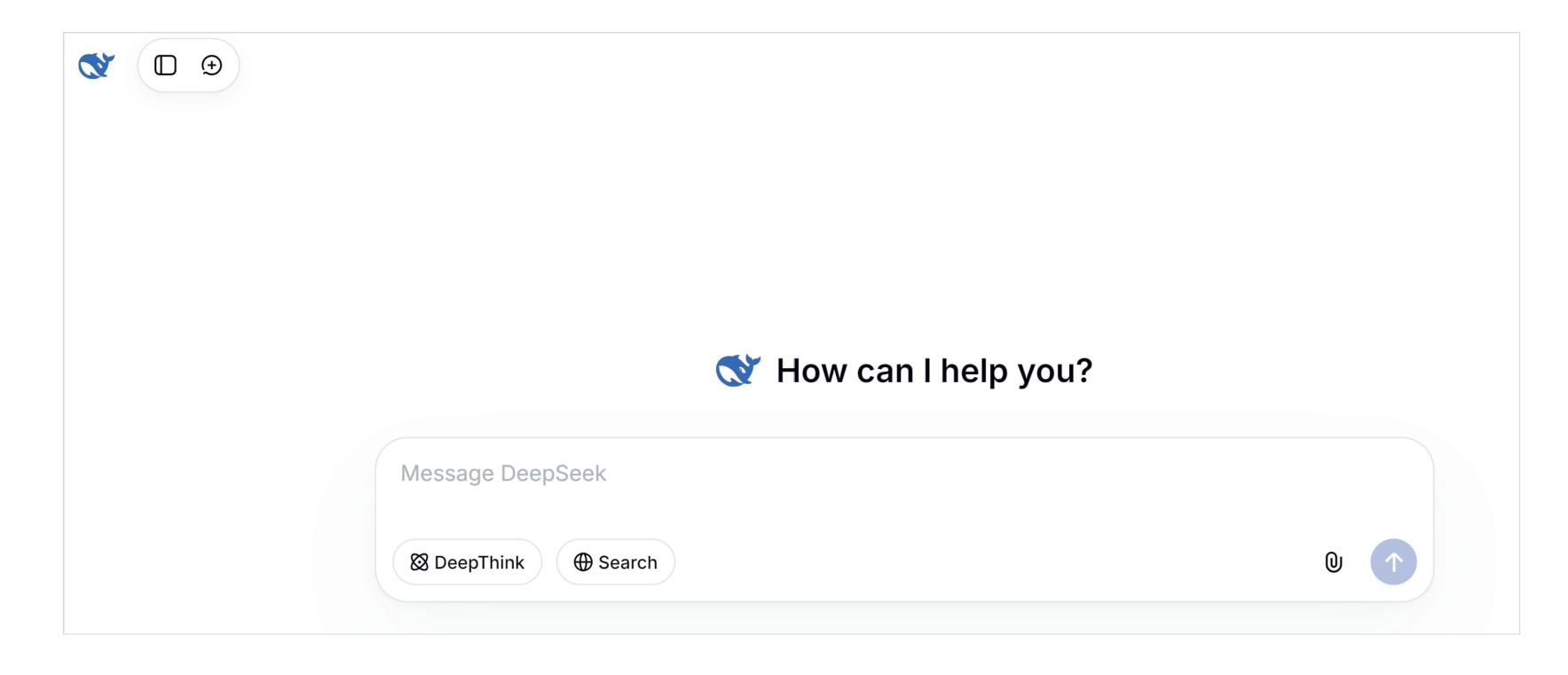
#### MICROSOFT CO-PILOT PROMPT SCREEN







#### DEEPSEK PROMPT SCREEN

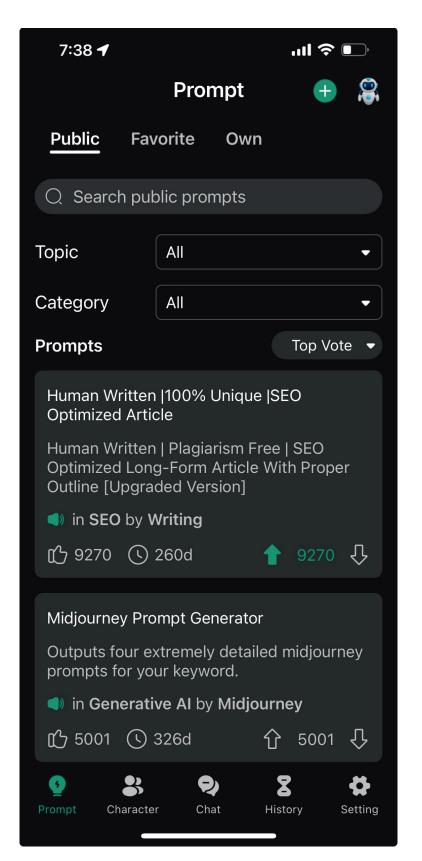


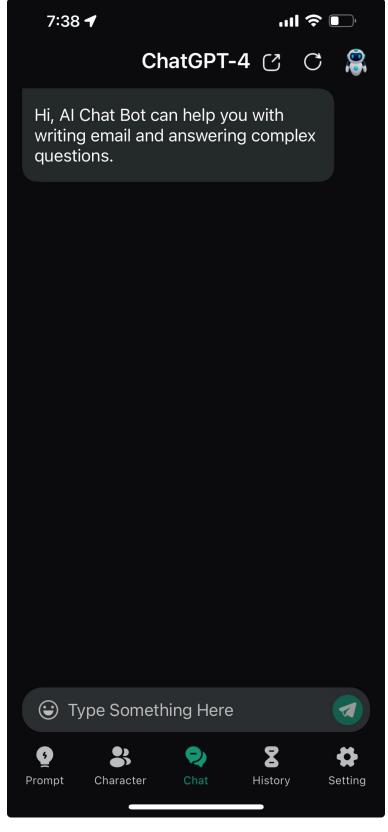


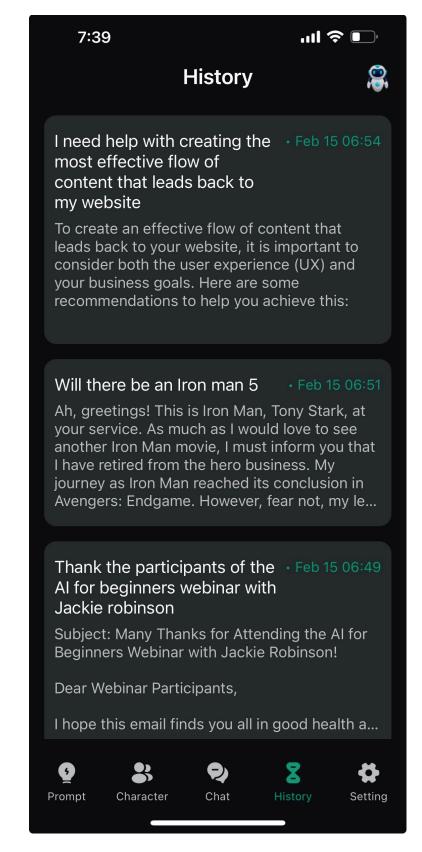


### **AIPRM** FOR MOBILE **DEVICE**













## Al Prompt Cheat Sheet

You could ask a question beginning with:

- "How Do I..."
- "What are..."
- "I need help with..."
- "Will there be..."
- "Create a day-by-day..."
- "Write a 200-word..."
- "Make a list of..."
- "Act like a marketer..."



## Act as a (ROLE)

- · CEO
- Marketer
- Inventor
- Therapist
- Journalist
- Advertiser
- Copywriter
- Ghostwriter
- Accountant
- Entrepreneur
- Mindset Coach
- Project Manager
- Prompt Engineer
- Website Designer
- Best Selling Author

## (TASK)

- Essay
- Recipe
- Article
- Ad Copy
- Headline
- Analysis
- Blog Post
- Summary
- Sales Copy
- Video Script
- SEO Keywords
- Book Outline
- Email Sequence
- Social Media Post
- Product Description

## Show as (FORMAT)

- List
- PDF
- XML
- HTMI
- Code
- Graphs
- A Table
- Rich Text
- Summary
- Markdown
- Word Cloud
- Spreadsheet
- Gantt Chart
- Plain Text file
- Presentation Slides

"Acting as a (ROLE) perform (TASK) in (FORMAT)"

# 6 Live Demo Examples



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- Ask Al to create a shopping list for Christmas dinner
- Generate a warm holiday greeting for a grandchild
- Help plan a New
   Year's Eve menu

# 6 Creating an Image



Copilot







Discover



Imagine New



Library



Labs









## LET'S DO IT!





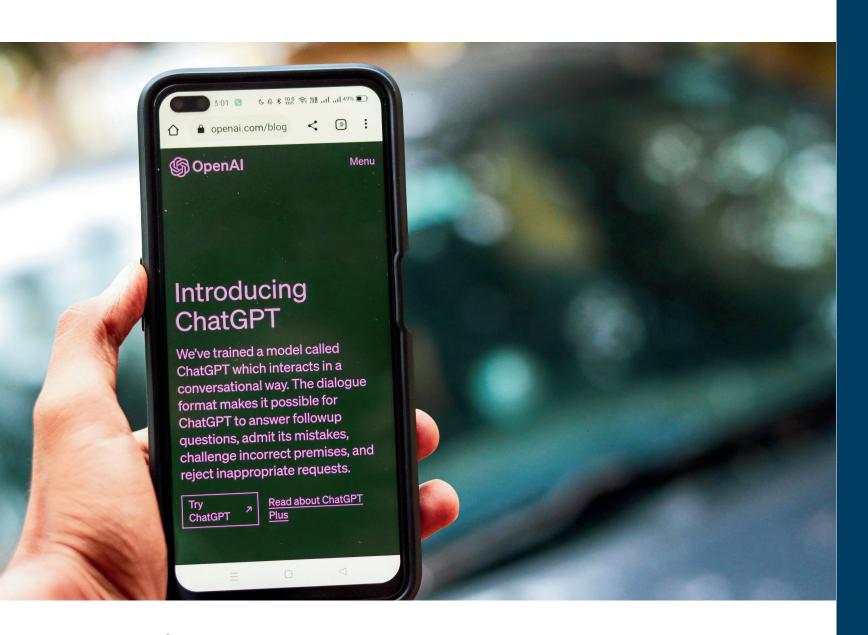
# Closing & Resources





- Remember: Al is here to help, not replace us
- Al is a helpful everyday assistant
- Try one new Al prompt this week
- Simple Al tools:
   ChatGPT, Alexa,
   Google Assistant

# How to Sign Up for ChatGPT



## ChatGPTfor Beginners









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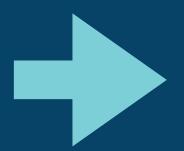






## Access OpenAl's ChatGPT:

Visit the OpenAl website or platform where ChatGPT is available.



CHAT.OPENAI.COM





## Login or Sign Up:

If you haven't already, create an account or log in to the platform. Follow the registration process if required.



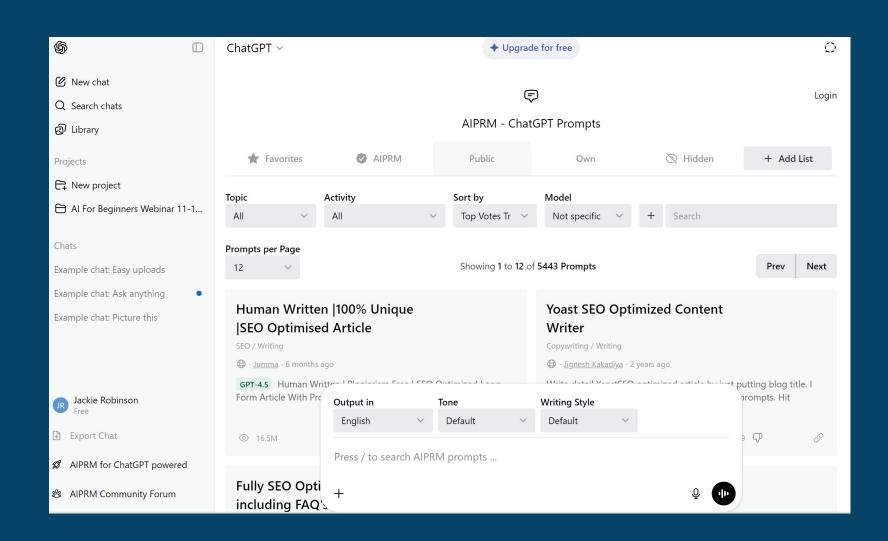


### Choose the ChatGPT Prompt:

Explore a variety of pre-prompts by either posing a question or crafting your own prompt. Engage with Chat to create a unique prompt, and let Al generate a tailored response for you.



## hat Compose Your Request:



Frame your request for Christmas card greeting clearly. Specify the person, tone, and any specific details you want in the content.

For example, you can start with, "Act like a Hallmark greeting card writer and Generate a loving, Christmas holiday greeting for my 14 year old grandson"





## Review and Edit Output:

Once you receive the generated content, **review** it for accuracy, coherence, and relevance. **Edit** the output as needed to align with your desired intent.





#### Important Disclaimer

This webinar is for educational purposes only.

- **Not Professional Advice**: The content is general information and not financial, legal, or technical advice. Consult a qualified professional for personal guidance.
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AI MADE SIMPLE: EVERYDAY USES FOR NCRO RETIREES

## THANK YOU!

HAPPY Collays—

JACKIE ROBINSON | HOT AND MOBILE WEDNESDAY, NOVEMBER 12, 2025