



# AI for Beginners

FOR NCRO MEMBERS

## A SIMPLE INTRODUCTION TO AI

with 22 AI PROMPTS

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Your Complimentary Guide

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Prepared for NCRO Members to make technology simpler, safer, and more useful in everyday life

No technical experience needed.

**Jackie Robinson**

**CHATTY JACKIE**

Visit: [www.chattyjackie.com](http://www.chattyjackie.com)



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*Jackie Robinson*

# Getting Started with This Guide

**Artificial Intelligence may sound complicated, but learning to use it can be one of the simplest and most helpful skills you add to your everyday life.**

Each section includes thoughtful prompts, practical examples, and simple AI tools designed to help you build confidence and take the next step in your journey. The goal is to make learning AI feel approachable, useful, and easy to apply in everyday life.



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# Welcome to AI for Beginners

Artificial Intelligence can sound complicated. Many people imagine something designed only for engineers or technology experts. The truth is much simpler — and much more exciting.

AI is quickly becoming one of the most useful tools for everyday life. It can help you plan travel, answer questions, organize ideas, write messages, learn new topics, and save time on tasks that once felt overwhelming.

You don't need to be a technical person to use AI.

You simply need curiosity.

This short guide was created to give you a friendly introduction to how artificial intelligence works and how you can begin using it right away. Think of it as your first step into a powerful new tool that can make life easier, more informed, and more enjoyable.

As someone who believes learning should never stop, I created this guide especially for beginners who want clear explanations without confusing technical language.

If you can ask a question, you can use AI.

And once you see how simple it is, you may wonder how you ever lived without it.

**Jackie Robinson**

Chatty Jackie

*If I can learn to use AI in this stage of life, you can too!*

**Let's begin.**

# Chapter 1: What Is AI and Why Should You Care?

Hello there! I'm Ms. Jackie Robinson, and I'm excited to walk with you into the fascinating world of Artificial Intelligence—AI for short. If you've ever talked to Siri, used Google Maps, or gotten movie recommendations from Netflix, then congratulations—you've already used AI! But let's break it down further.

## What Is AI?

Artificial Intelligence refers to machines that can mimic human intelligence. That means they can:

- Understand language (like you're doing now!),
- Recognize patterns,
- Make decisions,
- And even learn from experience.

It's like having a super-smart assistant that never sleeps.

Common Types of AI

- Conversational AI: Chatbots and virtual assistants (like ChatGPT or Alexa).
- Image Recognition: Think of Facebook tagging people in your photos automatically.
- Recommendation Engines: Netflix suggesting what to watch next.

## Why Should You Care?

AI isn't just a sci-fi buzzword anymore. It's already transforming:

- Healthcare (diagnosing diseases),
- Finance (fraud detection),
- Education (personalized learning tools),
- Everyday life (scheduling, organizing, planning).

***Whether you're 17 or 70, AI can make your life easier if you learn how to talk to it—and that starts now.***



**Chatty Jackie**

**AI Simplified!**

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RETIREES  
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# AI TOOLS EASY TO USE

**COPY • PASTE • CLICK**

CHOOSE JUST ONE TO GET STARTED



**ChatGPT**

Best for Beginners



**Claude**

Great for Writing



**CoPilot**

Built into Microsoft Tools



**Gemini**

Best for Google Users

**Just copy the prompt, paste it into a tool, and click go—get answers in seconds.**

**TRY ONE TODAY--THAT'S ALL YOU NEED**

*Chatty Jackie*  
chattyjackie.com

## Chapter 2: Easy AI Prompts Anyone Can Use

Talking to AI might sound intimidating, but trust me—it's as simple as texting a friend. The key is giving clear, specific prompts. Here are some everyday prompt ideas anyone can try:



### For Productivity

- “Create a to-do list for cleaning the house on Saturday.”
- “Summarize this 5-paragraph article for me.”
- “Help me write a professional email to my boss asking for time off.”



### For Daily Life

- “Give me a 3-day meal plan with easy vegetarian recipes.”
- “What’s a good substitute for eggs in baking?”
- “Suggest dinner ideas with chicken, rice, and broccoli.”



### For Work or Job Search

- “Write a simple resume for a retail job with no experience.”
- “Give me tips to prepare for a job interview.”
- “Summarize this business report in 3 bullet points.”



### For Fun

- “Write a short bedtime story about a flying cat.”
- “Give me 5 funny birthday card messages.”
- “Pretend you’re a pirate and tell me a joke.”

### Tips for Better Prompts:

- Be clear: The more specific you are, the better the answer.
- Add context: “I’m a teacher planning a 4th-grade science lesson” is better than just “Give me a science lesson.”

**Ask follow-ups: AI remembers what you said in the same conversation!**

## Chapter 3: Using AI in Everyday Life (Made Simple!)

AI isn't just for techies—it's for everyone. Whether you're a retiree, student, parent, or small business owner, AI can help you get more done, faster.



### At Home

- Shopping Lists: Ask AI to plan meals and generate grocery lists.
- Home Projects: “Give me step-by-step instructions to plant tomatoes in my backyard.”
- Budgeting: Use AI to track your expenses or suggest ways to save money.



### For Learning

- “Explain fractions like I’m 10 years old.”
- “Translate this French menu into English.”
- “Help me study for a U.S. history quiz.”

AI can turn complex topics into simple language—and that’s a game-changer.



### For Self-Care

- “Suggest a 5-minute daily meditation routine.”
- “What are 3 positive affirmations to start the day with?”
- “Help me create a simple morning routine to feel energized.”

## Quick Guide: Tools You Can Use

- **ChatGPT:** Write, plan, summarize, or just ask questions.
- **Google Assistant/Alexa:** Voice-powered help around the house.
- **Grammarly:** AI-powered writing assistant.
- **Canva:** Create designs and social media posts with AI tools.
- **YouTube AI Search:** Ask questions and get relevant videos instantly.





# Closing Thoughts

**Congratulations on taking your first steps into the world of Artificial Intelligence.**

If this bonus guide helped you better understand what AI is and how simple it can be to use, I encourage you to **continue your learning journey with the full guide, AI Made Easy.**

“ *Before this, AI felt confusing. Now I use it every day - Tyshun R.*

AI Made Easy is designed especially for mature adults 60+, solo travelers, retirees, and anyone interested in traveling or living abroad. In the guide, you'll **discover practical ways to use AI in everyday life—from planning travel and researching destinations to organizing information, writing emails, and solving problems more efficiently.**

The goal is simple: to help you feel confident using AI as a helpful tool that supports your independence, curiosity, and sense of adventure.

If you find AI Made Easy helpful, I'd love to hear about your experience. **To learn more, visit [www.chattyjackie.com](http://www.chattyjackie.com)**

**Thank you again for being part of this learning journey.** Wishing you continued curiosity, confidence, and success as you explore the possibilities of AI.

Warm regards,

**Jackie Robinson**

CHATTY JACKIE

**Helping Mature Adults 60+ Thrive Abroad with AI**

[www.chattyjackie.com](http://www.chattyjackie.com)



*Jackie Robinson*



# AI FOR BEGINNERS

## About the Author

Jackie Robinson, known as “Chatty Jackie,” empowers mature adults 60+ to embrace adventure, technology, and independence with confidence. Through honest conversations and practical tools, she helps curiosity seekers step into their next chapter — boldly and wisely.

“Helping seasoned adults thrive with AI”

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## Explore More Simple AI Tools and Resources

Discover bonus tools, travel resources and easy-to-use AI prompts designed for mature adults 60+

**Visit: [chattyjackie.com](https://chattyjackie.com)**

Continue Your AI Journey  
with AI Made Easy

*Jackie Robinson*

