



THE
A I
GUIDE
FOR BEGINNERS

Companion Workbook

Fun Projects for Beginners

AI for Beginners Companion Workbook

A Workbook with Step by Step Projects for Beginners to AI



Thank you

A Big Thank You from Ink and Stone Publishing

Hey there amazing explorer! We at Ink and Stone Publishing are super thrilled that you joined us on this fun-filled journey of activities and discovery. Your enthusiasm and creativity have made this adventure truly special, and we hope you had as much fun completing the activities as we had creating them for you.

Remember, every puzzle you solved, every picture you draw, and every game you played is a wonderful step in your journey of learning and creativity. We're so proud of you and can't wait to see what you'll explore next!

For more exciting adventures and activities, visit us at inkandstonepublishing.com and discover a world where learning and fun go hand in hand.

Keep exploring, keep learning, and most importantly, keep having fun!

With gratitude and cheers,

The Ink and Stone Publishing Team



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Workbook Introduction

Welcome to the *AI for Beginners: Companion Workbook*! This workbook is designed just for you — whether you’ve never used artificial intelligence (AI) before or feel unsure about computers in general, you’re in the right place. This is a **simple, step-by-step guide** that removes the fear and replaces it with **confidence and fun**.

What is AI? (A Simple Explanation)

AI stands for **Artificial Intelligence**. It’s a way for computers to “think” and help people with tasks like writing, drawing, answering questions, or organizing information. Think of AI like a helpful digital assistant that listens and responds to you — like ChatGPT, which you’ll meet in this workbook!

You *can* do this!

You don’t need to be a tech expert. If you can send an email, open a website, or type a message — you’re more than ready. This workbook will walk you through every click and prompt so you never feel lost. You’ll learn to **talk to AI, create images, and even design a card**, one small, simple step at a time.

How to Use This Workbook

Each chapter matches the lessons in the book *AI for Beginners*. You’ll:

- Learn something new about AI
- Do an easy project (like writing an email with help from AI)
- Reflect on what you learned with short questions
- Build your skills at your own pace

You'll only need a device with internet access (like a phone, tablet, or computer).

Tech Comfort Checklist

Before you begin, check off what you're already comfortable doing:

- Using email
- Opening a website
- Typing a message

If you didn't check everything — that's okay! This workbook was made to help you practice.



Meet Your Tools:

In this workbook, you'll be using three friendly, beginner-approved AI tools. Don't worry — each one is easy to use, and we'll walk you through every step.

ChatGPT (for writing)

ChatGPT is like a smart writing buddy. You can ask it to help you write emails, letters, stories, or even recipes! Just type your question or request, and it gives you helpful text instantly. You don't need to download anything — just visit a website and type.

Example:

“Can you help me write a thank-you email to my friend?”

DALL·E (for creating pictures)

DALL·E is a tool that turns your words into pictures. Want a drawing of a cat wearing glasses? Type it in, and DALL·E creates it! It's a fun, magical way to make your ideas come to life visually.

Example:

“A robot watering flowers in space”

Canva (for making simple posters or cards)

Canva is your design helper. It helps you make posters, greeting cards, invitations, and more with colorful images and stylish text. You'll drag and drop pictures and type words to create something beautiful—even if you've never designed anything before!

Example:

Create a birthday card for a friend using a fun background and cheerful message.

Chapter 1: What Is AI?

(Made Simple)

Welcome to your first chapter in this simple, step-by-step guide to understanding Artificial Intelligence—or AI for short. You don't need to be a tech expert, have a fancy computer, or know how to code. All you need is curiosity and a willingness to try something new.

Let's start with the basics.

What is AI?

AI stands for “Artificial Intelligence.”

It means that a computer (or program) is doing something that usually takes human thinking—like understanding language, recognizing images, solving problems, or learning from patterns.

Think of AI like this:

- If a computer helps you **predict the weather** = AI.
- If your phone **auto-corrects your spelling** = AI.
- If you ask your smart speaker, “What’s the weather?” and it answers = AI.
- If you watch Netflix and it suggests a movie you might like = Yep, that’s AI too.

AI isn't magic. It's a tool—just like a calculator or a hammer. What makes it special is that it can “learn” patterns based on the data it's given. Then it uses that learning to help, answer questions, or even create things like stories or images.

AI Is Already Around You

You've likely used AI even if you didn't know it.

Here are some everyday examples:

Where	What AI Is Doing
Email	Filtering spam or offering smart replies
Smartphones	Voice assistants like Siri or Google Assistant
Maps	Predicting traffic and giving turn-by-turn directions
Shopping	Recommending what to buy next or alerting you to sales
Health apps	Suggesting sleep tips or monitoring heart rate
Social media	Sorting what posts you see first or creating captions

You don't have to do anything special to use these—AI is built into the tools you're already using.

How Does AI Work? (Made Simple)

Let's make it super simple.

Imagine you had a big box of recipe cards. AI would:

1. **Look at thousands of recipes.**
2. **Notice patterns** (e.g., cakes use sugar, eggs, and flour).
3. **Learn the “rules”** of what makes a good recipe.
4. **Create its own new recipe** based on what it learned.

In real life, AI does this with more than recipes—it could be learning how people talk, what photos look like, or how to play a game. The more examples AI sees, the better it gets at predicting or creating something new.

AI doesn't think like a human. It doesn't feel or have opinions. It just learns from patterns and makes educated guesses.

Common AI Terms You'll Hear (and What They Really Mean)

Term	What It Means in Plain English
Algorithm	A list of steps or rules a computer follows
Data	Information given to a computer (like photos, words, or numbers)
Machine Learning	A kind of AI that learns from data
Model	The brain of the AI—it makes decisions based on what it's learned
Prompt	A message you type to ask the AI a question or give it a task

You'll see these words a lot, but don't worry—we'll always explain them clearly.

Why Is AI Helpful?

1. Saves Time:

AI can write, organize, summarize, or calculate faster than we can. If you're writing an email or creating a flyer, it can help you finish faster.

2. Helps You Be Creative:

You can ask AI to help write a poem, brainstorm a gift idea, or even draw a picture. It's like having an assistant who never gets tired.

3. Makes Information Easier to Understand:

Need help understanding a bill or a confusing message? AI can explain things in plain language. That's especially helpful for seniors, students, or anyone learning something new.

4. Supports Everyday Tasks:

AI can help schedule appointments, organize a to-do list, track your steps, or remind you to take your medicine.



But Is It Safe?

It's good to be cautious. Here's the truth:

- **AI only knows what it's been taught.** If the data it learns from is biased or wrong, it can give bad suggestions.
- **AI doesn't have feelings.** It can't judge what's fair or kind unless it's been told how.
- **You're still in charge.** AI is a helper, not a boss. You decide what to use and when.

We'll talk more about safety, privacy, and responsibility in later chapters.

What Can AI Help Me Do?

In this workbook, you'll learn how to:

- Ask **ChatGPT** to help write an email or story
- Use **DALL·E** to make a picture from your imagination
- Use **Canva** to make a card, flyer, or post with AI help

Each tool is easy, safe, and designed for beginners. You'll get step-by-step directions, and you can go at your own pace.

Let's Review

AI is:

- A tool that helps computers do things that feel “smart”
 - Already part of your daily life (even in email!)
 - Something you can learn to use easily—no experience needed
-

Reflection Time

Grab your pen or keyboard:

1. Can you think of a time you used AI without realizing it?
2. What are you most curious about when it comes to AI?
3. What are you most nervous about?

(You'll find space for these answers in the workbook pages.)



Project: Talk to ChatGPT for the First Time

In this activity, you'll meet your first AI helper: **ChatGPT**. Think of it like having a super-smart pen pal. You'll ask it a question, and it will write back immediately—just like chatting with a helpful robot. This is a fun and easy way to start using AI.

Instructions:

1. Go to this website:

<https://chat.openai.com>

2. Log in or create a free account.

- If you already have an account, just log in.
- If not, follow the steps to sign up. It's free and only takes a minute.

3. Type this message (called a “prompt”):

"Hi ChatGPT, I'm new to AI. Can you tell me one fun fact about how you work?"

4. Wait for the answer.

ChatGPT will respond within seconds. Read what it says.

It might explain something fun like how it learned by reading lots of books and websites.

Write Here:

What was your favorite part of the answer? Write it below:

Reflection:

What did it feel like to talk to an AI for the first time? Were you surprised, confused, curious, excited, or something else?



Chapter 2: Use ChatGPT to Write Something Simple

Goal: Use AI to help you write a short message.

Why This Matters

Writing can be intimidating—especially when you're not sure what to say or how to say it. But what if you had a friendly assistant who could help you brainstorm, edit, or even write a whole message from scratch? That's exactly what ChatGPT can do. In this chapter, you'll use ChatGPT to help write a **simple message**, like a thank-you note, birthday greeting, or quick update.

This project will show you how easy and fun it is to get started—even if you've never used an AI tool before. The goal is not to write something perfect, but to **feel comfortable using AI as a writing partner**.

What Can ChatGPT Help Me Write?

Here are just a few examples of messages you can create with ChatGPT:

- A thank-you message to a friend
- A short email update
- A birthday greeting
- A message for social media
- A reminder for an event
- A kind note to someone who helped you

Even if you're not sure what to write about yet, don't worry! ChatGPT can help you figure that out too.



Step-by-Step Guide: Writing a Message with ChatGPT

Step 1: Open ChatGPT

If you haven't already, go to:

<https://chat.openai.com>

Log in or create a free account.

Step 2: Choose Your Message Type

Decide what kind of message you want to write.

Here are a few to choose from (you can circle one or write your own idea):

- Thank-you note
 - Birthday message
 - Simple email
 - Text to a friend
 - Encouraging quote
 - Other: _____
-

Step 3: Try This Prompt

Once you know what kind of message you want, type this into ChatGPT:

“Hi ChatGPT, I need help writing a [type of message]. Can you give me a short and friendly version?”

For example:

“Hi ChatGPT, I need help writing a thank-you message for a teacher who helped me. Can you make it short and kind?”

Step 4: Read What It Writes

ChatGPT will write you a message right away. Read it carefully. You can even say, “Make it funnier” or “Can you make it more casual?” Try different prompts until you like it.

Step 5: Personalize It (if you want!)

You can change names, add details, or adjust the tone. ChatGPT is great at helping you *start*, and then *you* make it your own.

Write Your Final Message Below:

Use the space below to write the final version of your message:



Project: Write a Friendly Email With ChatGPT

This simple project will help you practice using AI to write a message you might send in real life. In this case, we'll ask ChatGPT to write a friendly email inviting a friend to coffee.

You don't need to worry about spelling, grammar, or even knowing what to say. ChatGPT will help you figure it out—and you'll get to choose your favorite version.

Instructions:

1. Open ChatGPT

Go to: <https://chat.openai.com>

Log in if you haven't already.

2. Type this prompt into the chat box:

"Write a short email to my friend inviting them to coffee next week."

ChatGPT will generate a message instantly. You can even say:

"Make it more casual," or "Add a joke," or "Include the time: Tuesday at 10 AM."

3. Read the response and copy it below.

If you like it, great! If not, you can ask ChatGPT to try again with different instructions.

Paste email here:

Reflection: What did you like about the email?

Was it friendly? Easy to understand? Did it sound like something you'd actually send?



Chapter 3: Make a Picture With AI (DALL·E)

Goal: Create a fun picture using a short sentence.

Why This Chapter Is Fun (And Important)

In the past, making a picture or digital art required drawing skills or expensive software. But now, thanks to AI tools like **DALL·E**, all you need is your imagination and a sentence. DALL·E is a special AI tool that turns **words into pictures**. That's right—you just type a short sentence, and it creates an image that matches your idea.

This chapter helps you experience the creativity of AI without needing any technical skill. You'll learn how to describe an idea clearly and enjoy the magic of watching a computer turn it into artwork.

What Is DALL·E?

DALL·E (pronounced “Dolly”) is an AI tool created by the same people who made ChatGPT. It was designed to understand natural language (like how you speak) and then generate images from what you describe. It's perfect for:

- Fun artwork
- Social media pictures
- Greeting cards
- Creative projects
- Visual storytelling

You don't need to draw anything yourself. Just type something like:

“A cat wearing sunglasses surfing a wave,”
and the image appears in seconds!

Step-by-Step Guide: Creating Your First AI Picture

Step 1: Open ChatGPT or DALL·E

You can access DALL·E in two ways:

Via ChatGPT Plus (look for the “Image” tab), OR
Use the free DALL·E version here: <https://openai.com/dall-e>

If you don’t have ChatGPT Plus, try the free credit system (OpenAI provides monthly free credits for image generation).

Step 2: Think of a Fun Prompt

Your prompt is the sentence that tells DALL·E what to draw.

Here are some examples:

- “A happy robot watering flowers in a garden”
- “A flying elephant with rainbow wings”
- “Two penguins having tea at a fancy restaurant”
- “A lighthouse on a cloud in space”

Tips:

- The more specific your sentence, the more interesting the picture.
 - You can describe the **style** too, like “cartoon,” “realistic,” or “painted.”
-

Step 3: Type It and Watch It Happen

Paste your sentence into the prompt box and hit “Generate.”

DALL·E will create **multiple versions** of your image based on your description. It usually takes about 10 seconds.

If it doesn't look quite right, try adjusting your prompt.

Example:

Instead of: "A bird"

Try: "A colorful parrot sitting on a pirate's shoulder in cartoon style"

Step 4: Choose and Save Your Favorite

Pick the picture you like best. You can download it or take a screenshot.

You can even say: "Make this brighter," "Add a dog," or "Change the background."

Activity: Describe and View Your Picture

Prompt you used:

What did your picture look like?

Did it turn out how you expected?

Yes

No

Reflection: What Did You Learn?

Think about what it was like to turn words into art:

- Was it easy to use?



- Did anything surprise you?
- Would you use DALL·E again for fun, learning, or a gift?

Write your thoughts below:

Bonus Project Ideas (Optional)

Once you're comfortable using DALL·E, here are more ways to have fun:

1. **Design a postcard:** "A beach at sunset with a friendly turtle"
2. **Make a birthday card:** "A dinosaur holding balloons"
3. **Tell a story in pictures:** Make 3 images and write captions for each.
4. **Classroom or family fun:** Ask kids or friends to give you ideas, then show them the image.

What You Learned in This Chapter

- You used a short sentence to generate a creative AI picture
- You explored how words shape visual results
- You learned to use AI as a tool for fun, creativity, and personal expression
- You discovered that you can be creative without needing drawing skills!

Project: Create an Image of a Cat in Space

This project is a fun and creative way to experience how **AI can turn words into pictures**. You'll be using the **DALL·E image tool inside ChatGPT** to create something silly and delightful—a cat floating in space with sunglasses!

No art skills required. Just type a sentence and watch the picture appear!

Instructions:

1. Open ChatGPT

Go to: <https://chat.openai.com>

Click on the “Image” tab at the top of the page.

2. Type this prompt:

"Create a picture of a cat floating in outer space wearing sunglasses."

This is your sentence. ChatGPT will read it and generate an image just for you.

3. Wait for the image to appear

It usually takes 5–15 seconds. You'll see the picture pop up right below your prompt.

4. Save or screenshot the image to share or print

If you like the picture, you can click the download icon to save it. Or take a screenshot and email it to yourself or a friend.

Reflection: What surprised you about the picture?

Was it funnier, cuter, or stranger than you expected? Did it match your imagination?

Write your thoughts here:



Chapter 4: Create a Poster or Card With Canva AI

Goal: Use Canva to design something with AI help.

Why This Chapter Is Fun and Useful

Sometimes you want to **make something beautiful**, but you're not a designer—and that's totally okay! With **Canva AI**, you can create professional-looking posters, greeting cards, or even social media graphics, without needing to know anything about design.

Canva is one of the easiest tools online for beginners. It uses **drag-and-drop tools** and **AI-powered features** like Magic Design and Magic Write to help you turn your ideas into visuals quickly.

Whether you want to make a birthday card, a flyer, or a thank-you poster for your community, Canva AI gives you the confidence and support to do it step-by-step.

What Is Canva?

Canva is a **free website** that helps you make all kinds of graphics:

- Posters
- Greeting cards
- Invitations
- Social media posts
- Photo collages
- Flyers
- Vision boards

You don't need to install anything—just open your web browser and go to: <https://www.canva.com>

With a **free account**, you'll be able to start creating right away. Canva's **AI tools** will help guide you through layouts, design ideas, and even what words to say.

What Does the AI in Canva Do?

- **Magic Design:** You describe what you want (e.g. “Birthday card with balloons”), and Canva instantly gives you several templates to choose from.
- **Magic Write:** You type a short idea like “thank you note to my neighbor,” and the AI writes the message for you.
- **Magic Edit (for photos):** You can even tell Canva to add or remove something in a picture with a simple sentence!

Even if you're nervous about computers, this is one of the **easiest AI tools to use**.



Step-by-Step Project: Design Your First Poster or Card with Canva AI

Step 1: Go to Canva

Open your browser and visit <https://www.canva.com>
Click **Sign up** or **Log in** if you already have an account.

Tip: You can sign in with your email or Google account. It's free.

Step 2: Choose What to Create

At the top of the Canva homepage, you'll see choices like:

- **Poster**
- **Card**
- **Instagram Post**
- **Flyer**

Click one to start your project. (For this workbook, let's choose **Card**.)

Step 3: Try Magic Design (Optional)

Click the **Magic Design** tool and describe what you want to make.
Example:

“A happy birthday card with colorful balloons and a friendly message.”

Canva will automatically show several ready-to-use templates based on your idea.

Click one you like to start editing it.

Step 4: Personalize Your Design

Now it's time to make it your own!

You can:

- Click on the **text** and change the message.
- Move or delete images.
- Add new photos by typing in the search bar (“cat,” “cake,” “flowers,” etc.)
- Change colors and fonts.

Everything in Canva is drag-and-drop. Try clicking and playing with the elements. You can't break anything.

Step 5: Add a Message Using Magic Write (Optional)

If you need help writing a message, click on the **Text** tool, and use **Magic Write**.

For example, type:

“Write a friendly thank-you message for a teacher.”

It will write something instantly! You can copy it right into your design.

Step 6: Save or Print Your Card

When you're done, click **Share** or **Download** to save your design.

You can:

- Print it at home
- Send it in an email
- Share it on Facebook or Instagram

You just made a real design with AI!

Workbook Activity: Design Log

What kind of card or poster did you make?

What did you write in it (or what was the message)?

What image or photo did you add?

Who is it for (optional)?

Reflection: What Did You Think?

- Was it easy to use Canva?
- Did the AI help you feel more confident with your design?
- Would you use Canva to make something again?

Write your thoughts here:

Bonus Ideas for Canva Projects

Once you feel comfortable, here are some other things you can try:

1. **Create a Vision Board:** Use Canva to arrange your goals and dreams for the year.

2. **Make a Recipe Card:** Include a photo of your favorite meal and the ingredients.
 3. **Design a Birthday Invite:** Add the party details, colors, and decorations.
 4. **Share a Positive Message:** Design an inspiring quote and send it to a friend.
-

What You Learned in This Chapter

- You used AI tools in Canva to create a real poster or card
- You learned how to write a message using Magic Write
- You got creative without needing to draw or design from scratch
- You created something you can share or print



Project: Make a Birthday Card

Create something thoughtful with just a few clicks using Canva AI!

This fun project is all about using technology to **spread joy**. You'll use **Canva's easy design tools and AI suggestions** to create a personalized birthday card for someone special in your life—like a family member, neighbor, or friend.

No art skills needed. The AI helps with the layout, message, and even design ideas!

Instructions:

1. Go to Canva

Visit: <https://www.canva.com>

2. Sign up for a free account

Use your email or Google account to create a free Canva profile.

3. In the search bar, type:

"Birthday Card"

Canva will show you dozens of ready-to-edit birthday card templates.

4. Choose a template you like

Scroll through the options. Look for one that feels happy, colorful, or suits the person you're making it for.

Click on it to open the design editor.

5. Add your name and message

Click on the text areas to type in your greeting and sign your name.

Need help with the message?

Use **Canva's "Magic Write"** tool:

- Click the **Text** button
- Choose "Magic Write"
- Type:

"Write a short, sweet birthday message for my friend."

- It will create a message you can copy into your card!
-

6. Download or print your card!

Once you're done, click Download (top right corner). You can choose PDF for printing or PNG to share online.

You can:

- Print at home
- Email it
- Share it on Facebook

- Send via text

Reflection Question:
Who will you send your card to? Why did you choose them?

Write your answer here:



Chapter 5: What's Next?

Keep Exploring AI

Goal: Stay curious and choose your next AI adventure!

Congratulations!

If you've reached this chapter, you've already taken your first steps into the world of AI—and that's a big deal! You've created a message with ChatGPT, made art with DALL·E, and designed something fun with Canva AI. You've gone from someone who might have felt unsure about technology to someone who can **do something with AI**. That's progress worth celebrating.

Now it's time to ask:

What's next?

This chapter will help you explore where you can go from here, based on your own interests, comfort level, and curiosity.

Let's Reflect: What Did You Enjoy Most?

Start by thinking back on the previous activities.

- Did you enjoy **talking to ChatGPT** the most?
- Was **making a picture with DALL·E** your favorite?
- Or was it **designing a birthday card** that felt fun and creative?

Use the space below to reflect:

What AI activity did I enjoy the most and why?

AI Is Just Getting Started



Here's the exciting part: what you've learned so far is **just the beginning**. AI is growing and being added to more and more tools every day. You'll find it in:

- Writing apps (like Grammarly)
- Flashcard tools (like Quizlet)
- Search engines (like Perplexity AI)
- Voice assistants (like Siri or Alexa)
- Art tools (like Microsoft Designer or Craiyon)

Some AI tools can **help you learn**, others can **save you time**, and many can just be **fun to explore**.

Choose Your Next AI Adventure

Pick one or more projects to try next. Each of these is beginner-friendly:

Project Idea: Write a Poem or Joke with ChatGPT

Prompt to try:

“Write a funny short poem about a dancing penguin.”

Or:

“Tell me a clean joke I can share with my grandkids.”

Project Idea: Create a New Picture with DALL·E

Prompt to try:

“Draw a dog flying a kite on the beach.”

Or:

“Make a picture of a castle made of candy.”

Project Idea: Design a Thank You Card in Canva

Search for: “Thank You Card”

Write a message inside like:

“Thank you for being such a great neighbor!”

Project Idea: Use Quizlet AI to Learn Something New

Go to: <https://quizlet.com>

Paste a short paragraph about something you’re curious about (flowers, space, music).

Let Quizlet turn it into flashcards or a quiz!

Reflection: Why Learn AI?

AI isn’t just a tech trend—it’s a **real tool** that can:

- Help you stay connected
- Make learning easier
- Boost creativity
- Save time and energy

You don't need to know everything about how it works.
You just need to know **how to use it when you need it.**

Write: What would you like AI to help you do in the future?

Quick Self-Check

Put a next to each statement that feels true for you:

- I feel more confident trying out AI tools
- I can talk to ChatGPT and ask it questions
- I've created something with the help of AI
- I want to learn even more in the future

Final Action: Plan Your Next Step

What's one small AI task you want to try this week?

 I want to:

(e.g., "Ask ChatGPT for a dinner recipe" or "Design a card in Canva for my niece.")

Then, pick a day and time. Scheduling makes it more likely to happen!

I will do it on:



(e.g., "Tuesday morning" or "Saturday evening after dinner.")

A Note of Encouragement

You've done something courageous: you've tried something **new**. You've stepped into a world that might have felt confusing, intimidating, or even impossible. And you've learned that **you can do this**—one step at a time.

You don't need to become a computer expert. You just need to stay curious and keep exploring. And remember: AI doesn't replace people—it **helps people**. That means it's here to support you, not scare you.

So go ahead—click, explore, and create. The world of AI is waiting for you.



Project: Pick One Small Thing to Try

You've learned a lot—now it's time to take one small action and **build confidence**.

Choose **ONE** project from the list below:

Ask ChatGPT to write a short poem

Try this prompt:

“Write a funny poem about a cat who becomes mayor of a small town.”

Use DALL·E to design a holiday scene

Try this prompt:

“Create a picture of a snowman family decorating a tree.”

Use Canva to make a ‘Thank You’ card

Search: “Thank You Card”

Type a short message like:

“Thank you for your kindness this week!”

Write here: What will you try next? Why?

Reflection Prompt:

How do you feel after choosing your next step?

(Excited, unsure, ready, curious?)

Write your feelings here:



Chapter 6: Project Build an Image Classifier With Google Teachable Machine

Goal: Learn how AI can be trained to recognize different images—no coding needed!

What You'll Need:

- A computer with internet access
 - A webcam (optional, for live image capture)
 - Sample images or your webcam
 - Website: <https://teachablemachine.withgoogle.com>
-

Step-by-Step Instructions:

1. Go to Google Teachable Machine

- Open your web browser
 - Type in <https://teachablemachine.withgoogle.com>
 - Click on **“Get Started”**
-

2. Choose a Project Type

- Click on **“Image Project”**
- Then click **“Standard Image Model”**
(This lets you train the computer to recognize different types of images)

3. Create Two Classes to Compare

- You'll see "Class 1" and "Class 2"
- Rename them to something easy like:
 - Class 1 = **Smiles**
 - Class 2 = **Frowns**

4. Add Sample Images

- You can use your **webcam** or **upload pictures** from your computer.
- For "Smiles," take or upload 10 pictures of smiling faces.
- For "Frowns," take or upload 10 pictures of frowning faces.

Tip: The more examples you give, the better your model will learn.

5. Train Your AI Model

- Click the "**Train Model**" button.
- It may take a few seconds.

Once complete, it will start trying to **recognize your images live**.

6. Test the Classifier

- Try showing your face to the webcam with a smile or a frown.
- See what the model guesses! Does it get it right?

Reflection Questions:

- Was it easy or hard to train the model?
- What did you notice when it made mistakes?



- What could make it more accurate?
-

What You Learned:

- **Inputs:** Your pictures (examples of smiles or frowns)
- **Training:** The model learned patterns in your images
- **Outputs:** The computer tries to guess what it sees
- **Limitations:** Sometimes the model is wrong—it only knows what you teach it!

Chapter 7 Project: Ask an AI Tutor to Explain Something You're Curious About

Goal: See how AI in education can provide help, just like a tutor, by asking ChatGPT to explain a topic you want to learn.

What You'll Need:

- Internet access
 - A free account at <https://chat.openai.com>
-

Step-by-Step Instructions:

1. Think of a topic you want to learn more about.

It could be:

- A school subject (like math, history, science)
- A life skill (like budgeting, writing, or time management)
- A fun topic (like dinosaurs, music, or space!)

Write your topic here: _____

2. Go to <https://chat.openai.com>

- Log in or create a free account if you haven't already.
-

3. Type this prompt into ChatGPT:

“Hi! I’m curious about [insert your topic]. Can you explain it to me like I’m new to it?”

Example:

“Hi! I’m curious about how volcanoes work. Can you explain it to me like I’m new to it?”

4. Read the explanation ChatGPT gives.

- Was it clear?
 - Did it make sense?
 - Was it too simple or too advanced?
-

5. Ask a follow-up question.

If something wasn't clear, try:

“Can you explain that part again in a simpler way?”

“Can you give me an example?”

6. Write your favorite part of the answer here:

Reflection:

- Did it feel like a real tutor?
 - Would you use this again to help with school or learning something new?
-

What You're Learning:

- AI can explain things in different ways (simple or advanced)
- It responds to follow-up questions—like a teacher or tutor would
- AI is already helping students learn all over the world!

Chapter 8 Project: Create a Fun Post Using 3 Simple AI Tools

Goal: Try out one tool for writing, one for art, and one for editing — no tech skills needed!

What You'll Use:

- **ChatGPT** – for writing
 - **DALL·E** – for generating an image
 - **Grammarly** – for polishing your writing
-

Step-by-Step Instructions:

PART 1: Write Something Fun With ChatGPT

1. Visit <https://chat.openai.com>
2. Log in or create a free account
3. Type this prompt into the chat box:

“Write a short paragraph about a dog who learns to skateboard.”

4. Read the response and copy it into the space below:

Paste your story here:



PART 2: Make a Picture With DALL·E

1. In ChatGPT, click the **“Image”** tab or go to the DALL·E image feature
2. Type this prompt:

“A cartoon dog skateboarding in a park, wearing a red helmet”

3. Wait for the image to generate
4. Save or screenshot the image

Reflection: What did your image look like?

PART 3: Fix Your Story With Grammarly

1. Go to <https://www.grammarly.com>
2. Sign up for a free account
3. Paste your paragraph from ChatGPT into the editor
4. Accept any suggestions that improve the grammar or style

Before and After (Optional):

Original: _____

Improved: _____

Final Reflection:

- Which tool was your favorite? Why?
- Did you feel creative, productive, or surprised?

You Just Used:

- **ChatGPT** (writing assistant)



- **DALL·E** (AI image generator)
- **Grammarly** (editing helper)

These are just a few of the easy tools out there. Great job exploring!



Chapter 9 Project: Spot the Bias – Investigating AI Fairness

Goal: Learn how bias shows up in AI, and how we can use AI responsibly and ethically.

Step-by-Step Instructions:

PART 1: Learn What AI Bias Looks Like

1. **Visit this article:**

<https://www.brookings.edu/articles/algorithmic-bias-detection-and-mitigation-best-practices-and-policies-to-reduce-consumer-harms>
(or search “real examples of AI bias”)

2. **Pick one real-world example** (like facial recognition, hiring software, or health predictions).

Write a short summary of what happened and why it was a problem:

PART 2: Use ChatGPT to Ask About AI Bias

1. Open <https://chat.openai.com>
2. Type this prompt into ChatGPT:

“Can you explain how AI bias happens, and how people are trying to fix it?”

3. Read the response. Then answer:

Reflection: What was one thing that surprised or concerned you?

PART 3: Take Action – Be a Responsible AI User

Choose **ONE** action you can take as an ethical user of AI:

- Always double-check AI answers using human judgment
- Learn about your rights when it comes to data privacy
- Ask questions about how an AI tool makes decisions
- Teach a friend or classmate about what you've learned

Write down what action you'll take and why:

Bonus Challenge:

Think about this statement and write your thoughts:

“Just because AI can do something doesn't mean it should.”

What are the limits AI *shouldn't* cross, and who should decide?

What You'll Learn:

- What bias looks like in AI systems
- Why ethical thinking matters in tech



- How *you* can be a more thoughtful user, advocate, and citizen in the AI age



Chapter 10 Project: Use ChatGPT to Improve Your Resume (or Create One from Scratch)

Goal: Use AI to help you prepare for your next job by writing or improving your resume.

Step-by-Step Instructions:

1. Open ChatGPT

Go to: <https://chat.openai.com>
Log in or create a free account.

2. Choose What You Need:

Option A: You don't have a resume yet
Type this prompt into ChatGPT:

“Can you help me create a simple resume for an entry-level job? I have experience in [list a few things you've done like school projects, volunteer work, part-time jobs].”

Option B: You have a resume and want to improve it
Type this prompt into ChatGPT:

“Can you help me improve my resume to make it more professional and focused on [industry or goal]?”

Copy the updated resume (or new version) into a document or notebook.

3. Ask for Help With a Cover Letter (Optional Bonus)

“Can you help me write a short, friendly cover letter for a job in [field]?”
Use the same information you gave for your resume.

4. Reflect and Plan Ahead

Reflection Questions

- What surprised you about how AI could help with your career?
- What job or field are you most curious about now?
- What’s one thing you want to learn or improve?

Write here:

Bonus Career Exploration

If you want to learn about new AI-powered careers, try this prompt in ChatGPT:

“What are some beginner-friendly jobs in AI or tech that don’t need a lot of coding?”

Then ask:

“What skills would I need to get started in that job?”

“How can I learn those skills for free?”

Notes:



What You'll Learn:

- How to use AI to create or improve your resume
- Which skills are in demand (and which you already have!)
- How to explore careers without feeling overwhelmed
- How AI can be your helpful assistant—not your replacement



Chapter 11 Project: Use AI to Create Something Useful for Your Work or Hobby

Goal: Use an AI tool (like ChatGPT, Canva AI, or DALL·E) to complete a small project related to your business, classroom, or creative work.

Step-by-Step Instructions:

Step 1: Choose Your Path

Pick ONE role that fits you best right now:

- **Business Owner** – want to write marketing content or automate work?
 - **Teacher or Educator** – want help with lessons or grading ideas?
 - **Writer or Artist** – want AI to generate creative ideas, outlines, or art?
-

Step 2: Choose a Project (Pick One Below)

Business Owners – Write Marketing Copy

Open ChatGPT and type this prompt:

“I run a small [type of business]. Can you write a short and friendly post to help me promote my services on social media?”

Reflection:

What part of the AI-generated message felt helpful or surprising?

Teachers – Generate a Lesson Plan

Open ChatGPT and type this prompt:

“Can you create a simple lesson plan for teaching [your subject] to [grade level] students? I need a short summary, a fun activity, and one quiz question.”

Reflection:

What would you change or add to personalize the lesson?

Writers & Creators – Get an Idea Boost

Open ChatGPT and type this prompt:

“I want to create something fun. Can you give me a short story idea or outline based on [your topic or interest]?”

(Or try: “Give me 3 ideas for a painting about hope.”)

Reflection:

How would you take the idea and make it your own?

Step 3: Bring It to Life

You can stop at the idea stage—or turn it into something more!

Here’s how:

- Use **Canva AI** to turn your idea into a graphic, poster, or social media post
 - Use **DALL·E** to create an image to match your story or business idea
 - Use **ChatGPT** to expand a paragraph into a full article, script, or lesson
-

Write & Reflect

What did you make or create?

How did AI help you today?

Optional Bonus: Try a Case Study Prompt

“Tell me a success story of how a small business owner (or teacher, artist, etc.) used AI to save time or grow their work.”

You’ll learn how others are using the same tools—and get ideas for what’s possible.



Chapter 12 Project: Build Your AI-Powered Study System

Goal: Use AI tools to create a personalized study plan, make your own flashcards, and try an AI tutor.

Why This Matters:

Learning with AI isn't just easier—it's smarter. You can save time, study better, and even enjoy it more! This project will help you create your own mini learning system using tools like ChatGPT, Quizlet AI, or Khanmigo.

Step-by-Step Instructions:

PART 1: Create Your Personalized Study Plan

Tool: ChatGPT

Prompt to use in ChatGPT:

“I want to study [insert topic, e.g., World History or 8th grade math]. Can you create a simple 1-week study plan with daily goals and activities?”

Optional Add-on Prompt:

“Please include YouTube links, practice questions, or tips for remembering key ideas.”

Write your study plan below or copy/paste it into a notebook or document.



PART 2: Make Your Own Flashcards

Tool: Quizlet AI (or ChatGPT)

1. Go to <https://quizlet.com> and sign up.
2. Click “Create” and then “Study Set.”
3. You can make flashcards manually OR copy/paste from ChatGPT.

Prompt to use in ChatGPT:

“Can you make 10 flashcards to help me learn [your topic] with a question on one side and the answer on the other?”

4. Copy the flashcards into Quizlet and try their **Flashcards** or **Match Game** features.

Reflection: What was the easiest card to remember? Which one was hardest?

PART 3: Try an AI Tutor or Feedback Tool

Option A: Khanmigo (Khan Academy AI)

1. Sign up at <https://www.khanacademy.org>
2. Try **Khanmigo** (if available in your area)
3. Ask it to explain a topic or quiz you

Option B: Grammarly for Writing Feedback

1. Go to <https://www.grammarly.com> and paste a short paragraph
2. Review grammar, spelling, and clarity suggestions
3. Accept or reject edits as needed

Reflection: What did AI help you improve or understand better?

PART 4: Make Learning Fun with AI

Try one of these:

- Ask ChatGPT to quiz you in a fun way:

“Can you quiz me like a game show host on [topic]?”

- Play an AI-powered learning game on <https://education.com/games/ai> or <https://www.gimkit.com>
- Try a chatbot tutor for math or science, like <https://www.socratic.org>

Reflection: Did it feel different from a regular lesson? More fun or more confusing?

WRAP-UP

Write one thing you learned using AI that you didn't know before:

What AI tool did you enjoy most and why?

Would you use AI again to help you study? Why or why not?



Chapter 13: What's Next?

The Future of AI & Emerging Trends

Design Your Own AI Future Toolkit

Goal: Imagine how AI will shape the future, and use current AI tools to create a glimpse of tomorrow.

Project Overview:

In this project, you'll explore future trends in AI—like generative tools, robotics, and workplace automation—by using current tools to *create, analyze,* and *predict* what comes next. You'll finish with a creative presentation or poster showcasing your vision of the AI-powered future.

Instructions (Step-by-Step):

Step 1: Create a Future Scenario Using Generative AI

Tool: ChatGPT or any text generator (e.g., Claude, Gemini)

Prompt to use in ChatGPT:

“Imagine it’s the year 2035. Write a short story (5–7 sentences) about how AI has changed the way people work, learn, or live. Include at least one example of generative AI, robotics, or workplace automation.”

Paste or rewrite your story below:

Step 2: Make a Picture of the Future

Tool: DALL·E or any image generator

Prompt to use:

“Create a futuristic scene showing how AI helps people in daily life in 2035—include robots, smart assistants, or creative AI tools in action.”

Screenshot or save the image.

Reflection: What did your image show? How does it match your future story?

Step 3: Research a Real AI Trend That’s Already Happening

Choose **one** topic from the outline:

- Generative AI (text, music, art)
- AI + Robotics (assistive robots, drones)
- AI in the Workplace (HR screening, meetings, AI assistants)
- AI Governance (laws, cooperation, superintelligence debate)

Use <https://www.perplexity.ai> or a search engine to answer:

Questions:

1. What is this AI trend?
2. Where is it being used today?
3. What are the benefits?
4. What concerns might people have?

Write your answers in a short paragraph.

Step 4: The Road Ahead – Build Your AI Toolkit

Imagine you're giving advice to a friend in the future. Complete this list:

My AI Toolkit (2035):

- Tool I'll use every day: _____
 - AI skill I want to learn: _____
 - One rule I'd want for AI: _____
 - How I'll use AI responsibly: _____
-

Wrap-Up Reflection

1. What excited you most about the future of AI?
2. What part of AI's future feels challenging or uncertain?
3. What do you think YOU can do to help shape a future with ethical, creative, and useful AI?



Conclusion: Your First Steps in the AI Journey

Recap: What You Now Know About AI and How to Use It

Congratulations! You've completed your first steps into the world of Artificial Intelligence. Whether this is your first time exploring AI or you've already been curious, this workbook has guided you through the most important basics.

You now understand that AI isn't some far-off, science fiction fantasy. It's already here—powering things like voice assistants, search engines, recommendation systems, and even helping doctors diagnose disease. You've seen how AI is built on patterns, data, and training, not magic. It doesn't “think” like a human, but it can analyze information, follow instructions, and assist us in powerful new ways.

More importantly, you've used AI tools yourself:

- You wrote a friendly email with ChatGPT.
- You generated fun images using DALL·E.
- You made a birthday card or poster with Canva's AI help.
- You picked a small creative project—like asking ChatGPT for a poem or designing a holiday scene.
- You explored mini projects like building a chatbot, generating art, or creating your own flashcards.
- You looked into how AI is changing jobs, schools, businesses, and even art.
- You considered big ideas like ethics, responsibility, and how AI is shaping the future.

That's a lot to be proud of.

By trying things hands-on, you've done more than just read about AI—you've *experienced* it. You've begun building a mindset of curiosity, creativity, and



control. These are the skills that will help you not just keep up with AI, but thrive alongside it.

Next Steps: Keep Going With Curiosity

Now that you've had a taste of what AI can do, where do you go from here?

Here are some simple next steps that anyone—yes, even beginners—can take:

1. Try a New Tool

There are thousands of free and beginner-friendly AI tools out there. Try one you haven't used yet. For example:

- **Soundraw or Beatoven** for AI-generated music.
- **Tome** to create an AI-powered presentation.
- **Gamma** to build beautiful slide decks with writing help.
- **Humata or Claude** to summarize long PDFs or documents.
- **Runway ML** to create videos using text prompts.

You don't need to know coding. You just need to try.

2. Take a Beginner Course

You can find free courses on websites like:

- [Khan Academy](#)
- Google's AI for Anyone
- [Microsoft Learn](#)
- [Coursera](#) and [edX](#)

Look for ones labeled “Intro to AI,” “No-Code AI,” or “AI for Beginners.”

3. Read More or Watch AI in Action

Find articles, podcasts, or videos about how AI is changing the world:

- How artists use AI to create.
- How teachers use AI to support students.



- How businesses automate tasks with AI.
- How people with disabilities use AI tools to increase independence.

Staying informed is one of the best ways to feel confident.

4. Practice Asking Better Prompts

The more you talk to tools like ChatGPT or Copilot, the more you'll notice: *your results depend on your input.*

Practice writing clear, creative, specific prompts like:

- “Explain photosynthesis to a 10-year-old with jokes and emojis.”
- “Summarize this article in 5 bullet points.”
- “Help me come up with a tagline for a bakery that sells only cupcakes.”

Good prompts = better answers.

5. Stay Curious

Ask “What else could I try with AI?” Not everything will work perfectly, but every experiment teaches you something new. Even small steps—like generating a to-do list or rewriting a paragraph—can lead to big “aha!” moments.

Stay Empowered: You Don't Need to Be a Tech Expert

One of the biggest myths about AI is that it's only for “tech people.”

Not true.

You don't have to be a programmer, data scientist, or math genius to use AI in your daily life. Just like you don't need to know how a car engine works to drive a car, you don't need to know how AI is trained to *benefit from* it.

Here's what you *do* need:

- Curiosity to try.
- Critical thinking to ask good questions.
- Creativity to explore new ways of using tools.
- Responsibility to use AI ethically.

These are human skills—and they are *way* more important than knowing code.

In fact, some of the best AI users today are:

- Teachers using AI to grade papers and plan lessons.
- Small business owners using AI to write social media posts.
- Parents using AI to help kids with homework.
- Students creating presentations, flashcards, and study guides.
- Artists mixing AI with their imagination to invent new things.

You belong in this world of AI. You have the power to shape how it's used. And you're already off to a great start.

Final Encouragement: The AI Future Is for Everyone

It's easy to feel overwhelmed by change—especially when it comes fast and full of tech terms.

But here's the truth:

The future of AI doesn't belong only to scientists in labs, billion-dollar companies, or people with fancy degrees.

It belongs to *you*—the curious learner.

The creative mind.

The thoughtful question-asker.

The person who says, "Let me try this."

By opening this workbook and completing these pages, you've already done something powerful. You've taken the first step. And that step is enough to move forward.

So whether you want to:

- Explore a new career path,
- Improve how you work or learn,
- Use AI in your classroom or creative projects,
- Start a business,
- Or just have fun...

Remember: you have the tools. You have the mindset. You've already started your AI journey.

Now it's up to you to keep going.

So go build, explore, create, and imagine. The AI future is wide open—and it's waiting for people just like you.



