The background of the cover is a dark blue color with a glowing, circuit-like pattern of light blue lines and dots. The text is centered and uses a clean, sans-serif font. The word 'THE' is positioned above the 'A' in 'AI'. The word 'GUIDE' is on the same line as 'AI'. 'FOR BEGINNERS' is on the line below. 'Starter Stack' is on the line below that, in a smaller font size and italicized. The bottom of the cover has a solid light blue horizontal band containing the subtitle.

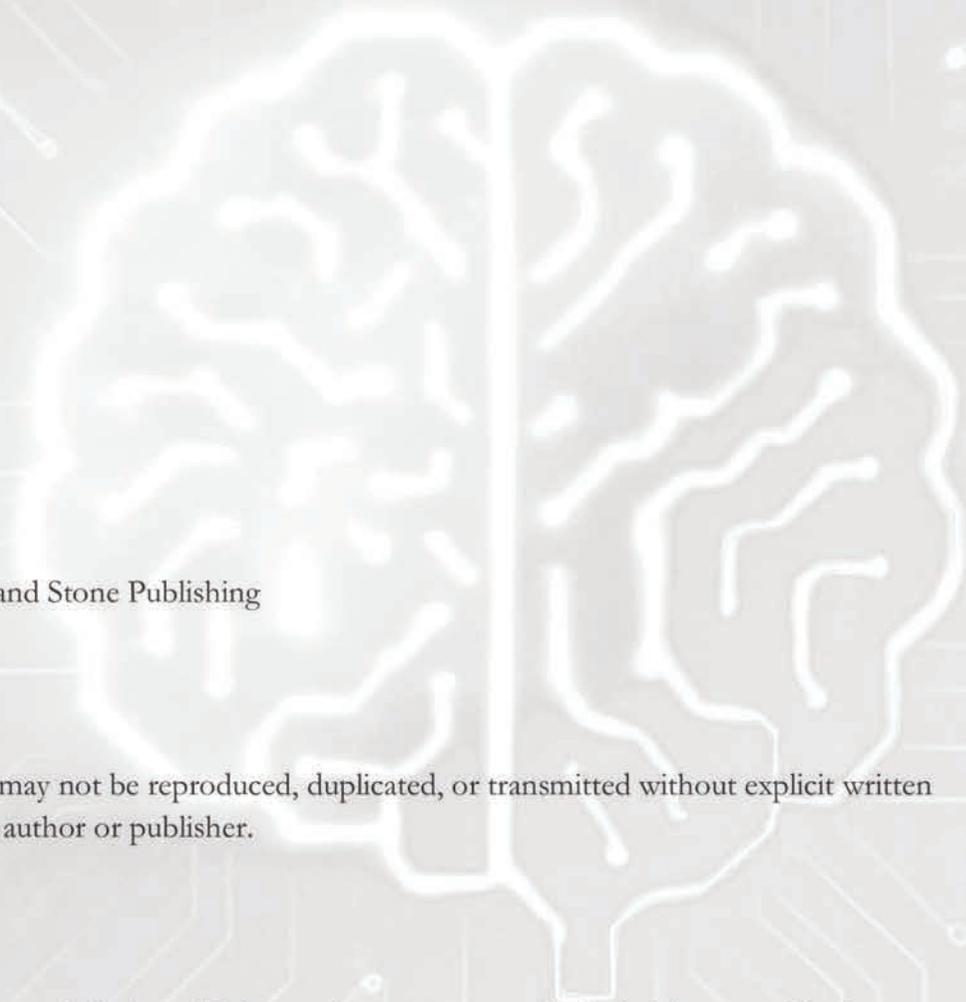
**THE  
AI  
GUIDE  
FOR BEGINNERS**  
*Starter Stack*

**Foundational AI Workbook for Beginners**

# **The AI Starter Stack**

How to Use the Top 5 Beginner-Friendly AI Tools to Make Life  
Easier, Smarter, and More Creative





Copyright 2025 Ink and Stone Publishing

All rights reserved

This book's content may not be reproduced, duplicated, or transmitted without explicit written permission from the author or publisher.

**Legal Notice:**

Under no circumstances shall the publisher, author, or anyone else be held responsible for any blame, legal liability, damages, reparation, or monetary loss arising from the information in this book, either directly or indirectly.

**Disclaimer Notice:**

The information in this document is provided for educational and entertainment purposes only. Every effort has been made to present accurate, up-to-date, reliable, and complete information from the date of publication, but no warranties of any kind are declared or implied. Readers should be aware that the author is not providing legal, financial, medical, or professional advice.

By reading this document, the reader agrees that the author is not responsible under any circumstances for any direct or indirect losses resulting from the use of the information contained within, including, but not limited to, errors, omissions, or inaccuracies.



# Thank You for Downloading the AI Starter Stack for Beginners

Welcome to the beginning of your AI journey!

We're so glad you're here.

The world of Artificial Intelligence can feel exciting... and maybe even a little overwhelming. That's exactly why we created the **AI Starter Stack for Beginners** — to give you a simple, safe, and practical way to get started.

## Why We Chose These Tools

There are thousands of AI tools available today. Some are powerful but complicated. Others require coding or technical knowledge. That's not what this is about.

We carefully selected beginner-friendly tools like:

- **ChatGPT** for writing, brainstorming, planning, and everyday questions
- **DALL·E (Image AI)** for creating pictures from simple descriptions
- **Canva AI** for designing cards, posters, and social media graphics

These tools were chosen because they are:

Easy to use

Free (or offer free versions)

Practical for real-life tasks

Safe for beginners

Useful for work, school, home, and creativity

You don't need programming skills.

You don't need technical training.

You just need curiosity.



# The Best Way to Use This Guide

This isn't a race.

AI is not something you need to master overnight. In fact, the best way to learn AI is the same way you learn anything new — **one small step at a time.**

Here's how we recommend using this guide:

1. Start with one tool.
2. Try one simple project.
3. Don't worry about getting it "perfect."
4. Experiment and adjust your prompts.
5. Come back another day and try something new.

The workbook was designed to ease you in gently. Each exercise builds confidence. Each project is meant to show you that AI is simply a tool — one that responds to your instructions.

You are in control.

## A Quick Reminder About AI

AI is evolving constantly. New features, new tools, and new improvements are happening all the time. That can feel overwhelming — but it's actually good news.

It means you don't have to "learn everything."  
You only need to learn the basics and stay curious.

The skills you're building now — writing prompts, asking good questions, experimenting — will stay valuable even as tools improve.

Think of this as learning how to ride a bike. Once you understand balance, steering, and pedaling, you can ride any bike.

## A Word of Encouragement

If you're new to AI, you might feel unsure. That's completely normal.

Every expert was once a beginner.  
Every confident user once typed their very first prompt.

You don't need to be "techy."  
You don't need to be young.  
You don't need to work in technology.



You just need to be willing to try.

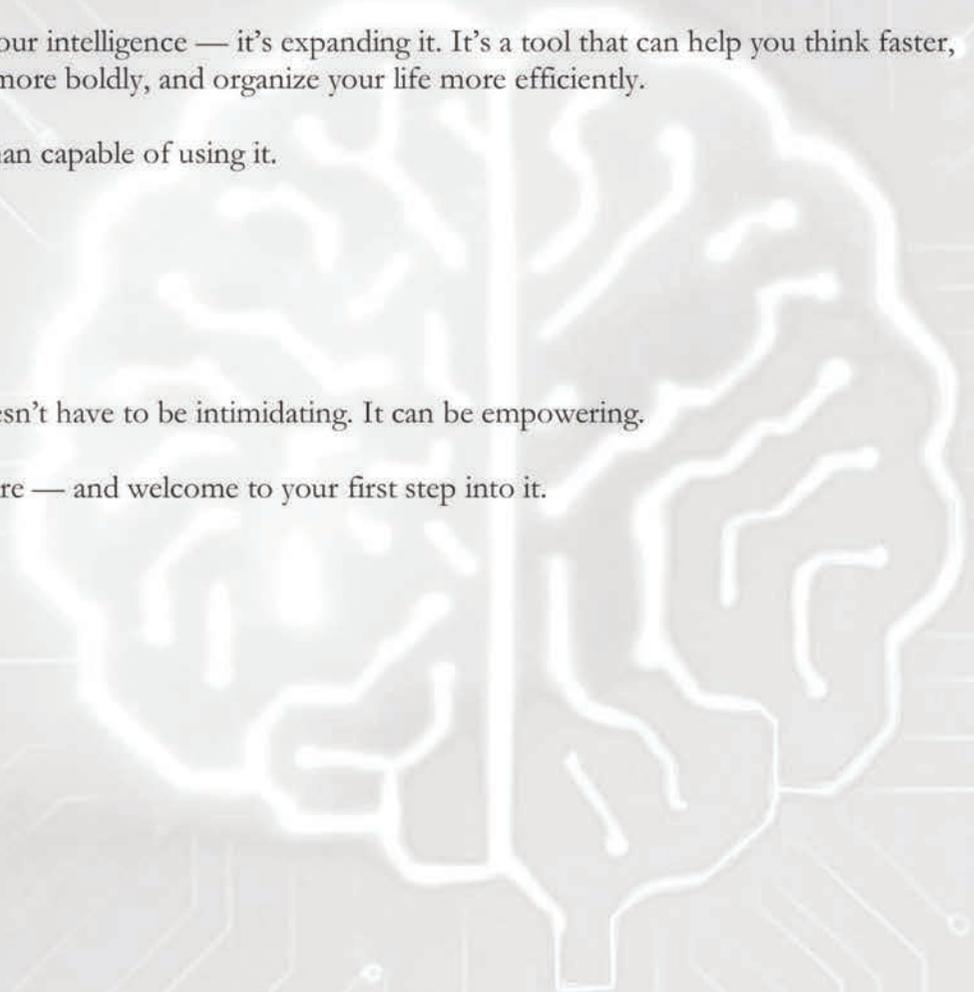
AI is not replacing your intelligence — it's expanding it. It's a tool that can help you think faster, write clearer, create more boldly, and organize your life more efficiently.

And you are more than capable of using it.

Take your time.  
Be curious.  
Experiment.  
Have fun with it.

Your AI journey doesn't have to be intimidating. It can be empowering.

Welcome to the future — and welcome to your first step into it.



# Table of Contents

<b>Thank You for Downloading the AI Starter Stack for Beginners .....</b>	<b>3</b>
<b>Introduction to the Beginner's Guide AI Starter Stack .....</b>	<b>1</b>
Why AI Matters—Especially for You .....	1
What Is the AI Starter Stack?.....	1
You Don't Need to Be an Expert—Just Curious.....	2
How to Use This Guide .....	2
What You'll Be Able to Do by the End .....	2
Ready to Get Started? .....	3
<b>Chapter 1: Welcome to AI.....</b>	<b>4</b>
What is AI (in plain English).....	4
Why AI is for everyone, not just techies.....	4
How AI can help with daily tasks, learning, creativity, and work .....	4
What is a “prompt” and why it's the secret to using AI well....	5
Final Thoughts .....	5
<b>Part 1: What AI Is? Why Should You Care?.....</b>	<b>6</b>
<b>Part 2: Meet the Starter Stack – 5 Beginner-Friendly AI Tools .....</b>	<b>12</b>
AI Tool 1. ChatGPT (Text Assistant) .....	13



AI Tool 2. Canva + Magic Studio (Visual Design with AI) .....	15
AI Tool 3. Microsoft Copilot (Built-in AI for Word, Excel, and Outlook) .....	18
AI Tool 4. Google Gemini (AI for Gmail, Docs, and Search) ....	21
AI Tool 5. Khanmigo (AI Tutor from Khan Academy).....	24
<b>Part 3: Using AI Prompts Like a Pro.....</b>	<b>27</b>
How to Customize the Prompts in This Guide.....	29
How to Use Pre-Made Prompt Libraries (like the ones in Excel) .....	35
<b>Part 4: Your First Project – A Simple AI Win.....</b>	<b>39</b>
<b>Part 5: Leveling Up – Take Your AI Skills Further .....</b>	<b>43</b>
(BONUS) Khanmigo Beginner Project:.....	47



# Introduction to the Beginner's Guide AI Starter Stack

*How to Use the Top 5 Beginner-Friendly AI Tools to Make Life Easier, Smarter, and More Creative*

## Why AI Matters—Especially for You

AI isn't just for Silicon Valley developers or high-tech industries anymore. It's now integrated into the tools we already use—your web browser, email, documents, spreadsheets, even your to-do list. The right AI tools can:

- Draft an email in seconds
- Help you plan meals for the week
- Create beautiful graphics or slides
- Tutor your child in math or science
- Summarize long articles or meetings
- Inspire your next blog post or business idea

And best of all? These tools learn from you. The more you use them, the more helpful and tailored they become.

But you don't need to master everything. You just need the right starting point.

## What Is the AI Starter Stack?

The AI Starter Stack is made up of five powerful yet easy-to-learn tools:

1. **ChatGPT** – Your all-purpose AI assistant for writing, brainstorming, summarizing, and asking questions in plain English.
2. **Canva + Magic Studio** – The easiest way to design flyers, social posts, presentations, and more using AI-powered creativity.
3. **Microsoft Copilot** – Embedded AI in Word, Excel, and Outlook that helps you write, analyze data, and manage emails faster than ever.
4. **Google Gemini (formerly Bard)** – Google's answer to AI assistance in Gmail, Docs, Search, and more. Great for organizing thoughts, summarizing content, or writing replies.
5. **Khanmigo** – An AI tutor from Khan Academy that supports students and lifelong learners with step-by-step guidance in math, science, writing, and more.



Each of these tools is free or has a generous free plan. More importantly, they each solve real problems—from creative blocks to data crunching to learning frustration.

# You Don't Need to Be an Expert—Just Curious

This guide assumes you're starting from scratch. You'll learn:

- What each tool does and how to access it
- Beginner-friendly prompts to try out immediately
- Step-by-step instructions to help you feel confident
- How to personalize your use for your goals
- Tips to avoid common mistakes and unlock extra power

You'll also find printable prompt libraries, cheat sheets, and use-case ideas that will grow with you. These are the same strategies used by entrepreneurs, educators, content creators, and professionals—but simplified for anyone to start.

## How to Use This Guide

You can go through this book one tool at a time, or jump to the section that interests you most. Each chapter includes:

- A breakdown of the tool and its core features
- Simple, useful prompts to test right away
- Tips for getting better responses
- A “Level Up” section to push your skills further
- Real-life use cases and beginner project ideas

You'll also get access to:

1. Ready-to-use prompt libraries for each tool
2. Word and PDF versions of prompt tables
3. A project worksheet to help you apply what you learn
4. Bonus challenges to keep learning fun and interactive

## What You'll Be Able to Do by the End

After finishing this guide, you'll be able to:

- Use AI tools to simplify everyday tasks
- Save hours of time writing, designing, or researching
- Communicate more clearly and effectively
- Create graphics, documents, and content with confidence



- Support your children's learning or your own education
- Build a personal system for productivity and growth
- Explore creative ideas like writing, blogging, or freelancing

## Ready to Get Started?

AI isn't just a trend—it's a toolkit. And now, you have the perfect starter set to begin your journey.

Let's explore how to use the AI Starter Stack to build a smarter, more creative, and more productive version of yourself—one simple prompt at a time.



# Chapter 1: Welcome to AI

## What is AI (in plain English)

Artificial Intelligence, or AI, is a fancy term for technology that can do things that normally require human thinking. This includes understanding language, solving problems, recognizing images, and even having conversations. AI tools like ChatGPT, Google Gemini, or Microsoft Copilot are powered by models trained on massive amounts of information to help people write, learn, organize, design, and more.

Think of AI as a super-smart assistant that's ready to help 24/7—no coffee breaks, no judgment. You don't need to understand how it works behind the scenes. You just need to know how to ask it the right questions or give it the right tasks.

## Why AI is for everyone, not just techies

There was a time when using AI meant writing code or working in a lab. Not anymore. Today's AI tools are built for everyday people—parents, teachers, small business owners, students, artists, and anyone curious about saving time or exploring new ideas.

You don't need a technical background. You don't need to 'speak robot.' If you can type a sentence or click a button, you can use AI. It's just like asking a smart friend for help—except this friend never sleeps and always has ideas.

AI is already built into the tools you know: Gmail, Microsoft Word, Canva, Google Search, and even Khan Academy. If you've used autocomplete, asked your phone a question, or seen your email write itself—congrats! You've already used AI.

## How AI can help with daily tasks, learning, creativity, and work

AI isn't just impressive—it's practical. Here are some ways it can help you right now:

- **Daily Life**: Plan meals, write shopping lists, track goals, draft polite texts, manage your schedule.
- **Learning**: Get step-by-step math help, simplify difficult topics, practice vocabulary, or ask questions 24/7.
- **Creativity**: Brainstorm blog ideas, write poems, generate coloring pages, design logos, make



slides.

- **Work**: Draft emails, summarize meetings, write reports, clean up writing, analyze spreadsheets.

Think of AI as a turbo boost for your brain. It doesn't replace your ideas—it helps you shape them faster, better, and with less stress.

## What is a “prompt” and why it’s the secret to using AI well

A ‘prompt’ is simply what you type or say to an AI tool to get it to do something. That’s it. But prompts are powerful. They’re the key to getting good results.

Think of a prompt like a command, question, or conversation starter. For example:

- “Summarize this article into 5 key points.”
- “Help me write a thank-you note to my child’s teacher.”
- “Create a simple schedule for my work-from-home day.”

Good prompts are clear, specific, and kind of like talking to a helpful assistant. The better your prompt, the better the response.

In this guide, you’ll learn how to write great prompts—even if you’ve never done it before. We’ve included 50+ ready-to-use examples for tools like ChatGPT, Canva, Gemini, Microsoft Copilot, and Khanmigo.

Learning to prompt well is like learning to search on Google or write an email. It’s the key skill that unlocks the magic of AI.

## Final Thoughts

You don’t need to be an expert to use AI. You just need to be curious. Whether you’re managing a household, learning something new, building a side hustle, or just want to save time—AI is here to help.

This section is just the beginning. In the next chapters, we’ll explore exactly how to use beginner-friendly AI tools for real-life wins—one step and one prompt at a time.



# Part 1: What AI Is? Why Should You Care?

## What Is AI (in Plain English)?

Let's start with the big question: **What exactly is AI?**

Artificial Intelligence, or AI for short, is a term that can sound complicated—but it really just means machines or software that can do things we normally associate with human thinking. Things like understanding language, solving problems, making decisions, creating content, or recognizing patterns in images or speech.

Put simply, **AI is technology that can “think” like a human—at least in specific ways.**

Imagine a super-smart assistant that's available 24/7. It doesn't get tired, doesn't need coffee, and never rolls its eyes when you ask it a question. That's AI. And today, it's not locked away in a lab or reserved for scientists. It's right here in your everyday life—built into tools you probably already use.

Here are some things AI can do:

- Finish your sentences when you type an email
- Answer your questions in a chatbot
- Help you write documents or clean up grammar
- Generate images or designs from a few simple words
- Summarize long articles or emails in a flash
- Solve math problems and explain the steps

AI tools like **ChatGPT, Google Gemini, Microsoft Copilot, and Khanmigo** are built using giant models trained on enormous amounts of text, numbers, code, and more. These models don't “think” exactly like we do—but they're great at recognizing patterns and generating smart, human-like responses.

And the best part? You don't need to understand how all the math and data behind it works. Just like you don't need to understand how a car engine runs to drive, you don't need to be a tech genius to use AI. You only need to know how to ask it the right questions—or give it the right task.

---

**Why AI Is for Everyone, Not Just Techies**



There was a time when AI was mostly used by researchers, software engineers, or giant tech companies. It lived in research labs and behind the scenes of big websites. But that's changed.

**Today's AI is for everyday people.** That means:

- Stay-at-home parents managing households
- Students trying to understand science homework
- Teachers looking for lesson plans
- Small business owners writing marketing copy
- Artists looking for new inspiration
- Job seekers trying to polish a résumé

If you've ever said:

- "I wish I had someone to help me write this."
- "I could use a second brain right now."
- "I don't even know where to begin."

...then AI is for you.

Modern AI tools are designed to be **user-friendly and intuitive**. If you can type a sentence, click a button, or speak into a phone, you can use AI. You don't need a programming background. You don't need to "speak robot." You just need to know what you want—and how to ask.

In fact, you've probably already used AI without even knowing it:

- When Gmail finishes your sentence for you? That's AI.
- When YouTube recommends videos based on what you've watched? That's AI.
- When Google Maps reroutes you because of traffic? Yep—AI again.

AI is already quietly helping you save time, make decisions, and get things done. This guide will help you use it more intentionally, more powerfully—and more confidently.

---

## How AI Can Help With Daily Life, Learning, Creativity, and Work

AI isn't just something cool or futuristic—it's *incredibly practical*. The real power of AI is in how it can help you solve problems, speed up tasks, and remove mental clutter from your day-to-day life.

Here are just a few examples of how people use AI in real life:



## Daily Life

- Plan meals for the week based on dietary needs
- Write a polite email to a neighbor or coworker
- Create a birthday message or greeting card
- Set up a simple exercise plan
- Translate phrases when traveling

## Learning

- Get step-by-step help solving math problems
- Understand science or history topics in plain English
- Practice vocabulary in another language
- Ask follow-up questions until you “get it”
- Prepare for quizzes or tests at your own pace

## Creativity

- Brainstorm blog post or business name ideas
- Generate poems, jokes, or short stories
- Design logos or social media posts using Canva + AI
- Write scripts for videos or podcasts
- Create coloring pages or activity sheets for kids

## Work

- Summarize long meeting notes into bullet points
- Write or rewrite professional emails
- Draft a proposal or project summary
- Organize messy ideas into clear outlines
- Analyze spreadsheets or data trends



Think of AI as a **turbo boost for your brain**. It's like having a friendly, tireless co-worker, tutor, or idea generator by your side. It doesn't replace your ideas. It helps you shape them faster, cleaner, and with less stress.

Even one small AI win—like getting a better version of your résumé or cleaning up a long email—can save time and build confidence.

---

## What Is a “Prompt” and Why It’s the Secret to Using AI Well

So how do you actually *talk* to an AI tool?

With a **prompt**.

A *prompt* is what you type (or say) to the AI to tell it what you want. It could be a question, a command, or even a few simple keywords.

Examples:

- “Summarize this article into 5 key points.”
- “Write a friendly reminder text for a dentist appointment.”
- “Explain how solar panels work like I’m 12 years old.”
- “Generate ideas for a YouTube video title about meal prepping.”

Prompts are powerful because they shape the kind of response you get. The clearer your prompt, the more helpful and accurate the AI’s answer will be.

**Think of it like ordering at a restaurant:**

- If you say, “Give me food,” the server won’t know what to bring.
- But if you say, “I’d like a grilled cheese sandwich, no tomato, and a glass of water,” you’ll get exactly what you want.

AI works the same way. The more specific you are, the better the results. That’s why this workbook includes **50+ pre-written prompts** to help you get started. You don’t have to make it up from scratch—we’ve done the heavy lifting.

And don’t worry—you’ll get better at this quickly. Prompting is like learning to search well on Google or write a good email. It’s a skill you build over time. And once you learn it, it can unlock amazing results across every AI tool you try.

---

## Why This Workbook Exists (and How It Can Help You)



This workbook was designed with one goal in mind: **to help beginners like you unlock real results using AI—fast.**

We didn't create this guide for coders or data scientists. We created it for:

- People with busy schedules
- People who are a little nervous about technology
- People who've heard of ChatGPT or Gemini but don't know where to begin
- People who want practical wins, not theory or fluff

By the end of this workbook, you'll:

- Understand what AI is and how it fits into your life
- Know which tools to try (and which ones are easiest to start with)
- Use real prompts that produce real results
- Complete your first AI-assisted project
- Feel confident enough to keep exploring on your own

You don't need to become an expert. You just need to be open to learning, willing to experiment, and ready to try something new.

---

### **Final Thoughts: This Is Just the Beginning**

Using AI for the first time can feel a little like magic—and a little overwhelming. That's completely normal.

But here's the truth: **you already have what it takes.** You're already smart enough, creative enough, and capable enough. AI is just a tool. You bring the intention. You bring the direction. You bring the heart.

As you work through the rest of this workbook, remember:

- There's no such thing as a "bad question"
- Trying is better than waiting for perfection
- AI learns from you—and you'll learn from it

Whether you're a parent managing a household, a teacher prepping for class, a small business owner with a to-do list a mile long, or just someone looking to save time, **AI is for you.**



And your journey starts now—one prompt at a time.



# Part 2: Meet the Starter Stack

## – 5 Beginner-Friendly AI Tools

Welcome to the heart of this guide—your official introduction to the “Starter Stack.” Think of this as your personal AI toolbox filled with five powerful (but easy-to-use) tools that can help you write faster, learn smarter, create visually stunning content, stay organized, and even get motivated to reach your goals.

You don’t need a tech background or fancy degree to use these tools. If you can send a text or type into Google, you can use AI. Each tool in this section was chosen because it’s free (or has a free version), beginner-friendly, and can make your daily life a little easier or a lot more creative.

Here’s what you’ll find in this section:

- **What each tool does** – a plain-English explanation.
- **How to use it** – simple tips for getting started right away.
- **Real-world examples** – see how others use it in everyday life.
- **Beginner prompts** – copy-and-paste ideas to help you try each tool right now.

Whether you want to write a better email, design a social media post, plan your week, ask math questions, or just get things done faster, the Starter Stack has your back. Each tool acts like a digital teammate—ready to help as soon as you type your first prompt.

Let’s meet your AI dream team, starting with ChatGPT—the ultimate writing and thinking assistant.



# AI Tool 1. ChatGPT (Text Assistant)

## What It Does:

ChatGPT is like having a super-smart friend who's really good with words. It can help you write better emails, summarize long articles, explain complex ideas simply, brainstorm creative ideas, and more. Whether you're a student, a busy parent, a small business owner, or just curious about AI, ChatGPT is one of the most accessible and helpful tools you can try.

This tool is part of a family of AI models that understand and generate human-like text. Think of it as a writing assistant, research buddy, creative partner, and explainer all in one. It's especially helpful for people who want to communicate more clearly, save time, and get instant help with day-to-day writing or decision-making.

## How to Use It:

Using ChatGPT is easy—even if you've never used AI before. Simply type in a question or instruction the same way you would ask a friend. You can say things like:

- "Can you rewrite this to sound more polite?"
- "Help me explain this to my child."
- "Summarize this report in 5 key points."

If you're pasting text into ChatGPT, you can ask it to shorten, rephrase, or clarify the content. If you're starting from scratch, you can ask it to help you outline an idea, write a first draft, or fix grammar mistakes.

## Great Beginner Prompts:

- "Summarize this article in 5 bullet points."
- "Explain budgeting like I'm 12 years old."
- "Write a friendly email asking for a refund."

What makes these prompts effective is how specific and natural they are. ChatGPT doesn't require fancy formatting—just clear direction. If you want better results, be clear about what you want the AI to do. That's the magic of a great prompt.

## Real-World Use Case:



Imagine you bought something online, but it wasn't what you expected. You don't want to sound rude, but you also need a refund. Instead of stressing over what to write, you ask ChatGPT: "Write a polite email asking for a refund for a product I bought online." In seconds, it gives you a professional and kind email you can copy, paste, and send.

Or say you're prepping for a presentation and your research article is ten pages long. You paste the text into ChatGPT and ask: "Can you summarize this into key points?"—saving you 30–60 minutes of work.

## How to Level Up:

Once you're comfortable using ChatGPT for simple tasks, you can begin using it in more powerful ways:

- Automate repetitive writing (like weekly reports, thank-you emails, or proposals)
- Brainstorm blog posts, video scripts, or product ideas
- Get help with job hunting—resumes, cover letters, or interview prep
- Create learning plans or study guides
- Develop outlines for books, courses, or business ideas

You can also use ChatGPT with your own style. For example, you can say, "Make this sound more casual," or "Write this as a fun story." It adapts to you.

## Final Tips for Beginners:

- Be specific. The clearer your instructions, the better the output.
- Use follow-up prompts. You don't have to get it perfect the first time. Just say, "Can you make it shorter?" or "Add more detail."
- Start small. Use it once a day for something simple—a to-do list, a quick message, or rewriting a paragraph.

Think of ChatGPT as a tool to help you think faster, write smarter, and get more done without the stress.



# AI Tool 2. Canva + Magic Studio

## (Visual Design with AI)

### What It Does:

Canva is your one-stop shop for visual creativity—even if you’ve never designed anything before. It lets you make everything from social media posts to flyers, business cards, invitations, presentations, and more. With the addition of Magic Studio, Canva’s suite of AI tools, you can now generate layouts, content, and design ideas simply by typing a few words.

Think of Canva as your personal graphic design assistant. With drag-and-drop simplicity, thousands of templates, and built-in AI tools like Magic Write (for generating text) and Magic Design (for auto-generating layouts), Canva makes it easy to look professional—even on your first try.

### How to Use It:

Getting started with Canva is simple. Just go to [canva.com](https://canva.com) (or open the app), choose a design type like “Poster,” “Instagram Post,” or “Presentation,” and pick a template that matches your style.

From there, you can:

- Change the text to match your needs
- Upload your own images or choose from Canva’s massive free image library
- Drag and drop icons, backgrounds, and elements into place

What makes Canva special for beginners is its Magic Studio tools. Magic Design lets you describe what you need—“a modern flyer for a school fundraiser”—and it instantly builds several options for you to choose from. You can tweak them however you want.

Magic Write is like ChatGPT built into Canva. It can write headlines, product descriptions, captions, and even full blog posts. Just type what you need—like “Write a catchy Instagram caption for a bakery’s holiday cupcakes”—and it delivers copy that matches the tone and goal.

### Great Beginner Prompts:

- “Create a birthday invitation for kids with a cartoon theme.”
- “Design a flyer for a community event.”

These simple prompts unlock dozens of design options. You can personalize the colors, fonts, and



images in just a few clicks. If you're nervous about design, Canva takes care of the layout for you—all you need to do is customize it to fit your message.

## Real-World Use Case:

Let's say you've volunteered to help with your child's school fundraiser. You need a flyer to hang on doors and post on social media—but you don't have time (or experience) to design something from scratch. With Canva, you simply search for “fundraiser flyer,” select a clean layout, and use Magic Write to generate a description like:

“Join us Saturday for a fun-filled school carnival with games, food trucks, music, and more!”

In less than 15 minutes, you've got a professional-looking flyer that's ready to share online or print. That's the power of Canva: it saves time, builds confidence, and makes creativity accessible to everyone.

## How to Level Up:

Once you've mastered basic tasks like invitations or social media graphics, you can start using Canva in more advanced ways:

- Build your personal or business brand by creating a brand kit (with custom fonts, logos, and colors).
- Design marketing materials like business cards, product catalogs, or digital brochures.
- Sell templates on Etsy or your website. Many Canva creators make income by offering editable resume templates, planners, and digital art.
- Make engaging presentations with Canva's slide design features, perfect for school, work, or pitching ideas.

You can even use Canva to collaborate with others. Share your designs, leave comments, or work in real time with friends, coworkers, or clients. Whether you're a solopreneur, a parent planning a birthday party, or a student creating a project poster, Canva scales with your needs.

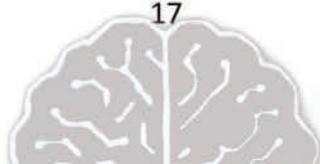
## Tips for Getting the Most from Canva:

- Use the “search” bar to find templates by keyword or theme.
- Try “Magic Resize” to quickly adapt your design to multiple formats (e.g., turn a flyer into a Facebook post).
- Save your favorite templates to use them again later.
- Explore “Elements” to add illustrations, icons, or stickers that match your vibe.

## Final Thought:



Canva is where creativity meets simplicity. You don't need to be an artist to make something beautiful. Just bring your ideas—big or small—and Canva helps you bring them to life with ease.



# AI Tool 3. Microsoft Copilot (Built-in AI for Word, Excel, and Outlook)

## What It Does:

Microsoft Copilot is like having a smart assistant built directly into your favorite Microsoft 365 apps—Word, Excel, and Outlook. It helps you write, summarize, organize, calculate, and communicate better and faster. Whether you're managing emails, crunching numbers, or creating documents, Copilot is there to make things easier.

This AI-powered helper lives right inside the tools you already know. You don't have to learn a new program—just click the Copilot icon and tell it what you need. It understands natural language, so even non-tech users can make the most of its features.

## How to Use It:

Using Microsoft Copilot is simple. When you're in Word, Excel, or Outlook, look for the Copilot panel (usually at the top or side of your workspace). Click it, then type or say what you want to do.

### In Word, Copilot can:

- Write or summarize a document
- Rewrite paragraphs to sound more professional or casual
- Generate outlines, reports, letters, or proposals

### In Excel, it can:

- Analyze data sets
- Suggest formulas and fix errors
- Create graphs and pivot tables automatically
- Find trends and summarize key findings

### In Outlook, it helps you:

- Summarize long email threads
- Write replies based on your tone and intent
- Schedule meetings and draft calendar invites

Copilot works best when you speak to it like you would a real assistant. For example, “Turn these meeting notes into a client-facing summary” or “Create a bar chart comparing Q1 and Q2 sales.”



## Great Beginner Prompts:

- “Create a project update based on these meeting notes.”
- “Summarize this Excel data and make a chart.”

These simple prompts show how Copilot can turn rough input into polished output in seconds. You don’t need to master formulas, macros, or business jargon. Copilot bridges that gap for you.

## Real-World Use Case:

Let’s say you’re in charge of monthly reports at work. Normally, you spend hours each week summarizing meeting notes, updating project timelines, and emailing stakeholders.

With Copilot, you paste the raw meeting notes into Word, and say:

“Summarize the key action items and write an update email for the client.”

Boom—Copilot generates a summary and a draft email you can personalize and send. Next, in Excel, you open a spreadsheet of quarterly performance metrics. You ask:

“Which teams showed improvement this quarter? Create a chart that highlights this.”

In seconds, you get insights and a visual to include in your report. Instead of spending 3 hours on reporting tasks, you’re done in 20 minutes.

## How to Level Up:

Once you’re comfortable using Copilot for basic tasks, you can unlock even more productivity:

- Automate repetitive workflows. Copilot can remember how you like reports formatted or what key metrics matter most, and do it for you.
- Write faster. Create proposals, project plans, or performance reviews in Word using simple prompts and Copilot’s suggestions.
- Manage your inbox smarter. Let Copilot summarize long conversations, suggest replies, and even rewrite messages in a friendlier or more formal tone.
- Collaborate more effectively. Copilot can help draft documents based on shared files and summarize updates for teams in Teams or Outlook.

The real magic of Copilot is that it makes “work about work” go away. Instead of copying and pasting between documents, retyping data, or second-guessing your writing, you focus on thinking, deciding, and leading.

Tips for Getting the Most from Copilot:



- Be specific with your prompts. “Summarize this email thread and highlight next steps” works better than “What’s this email about?”
- Use Copilot to learn. Ask “Explain this Excel formula” or “Why is this pivot table empty?”
- Adjust tone. Copilot can rewrite emails to be more assertive, kind, or neutral.
- Pair it with templates. Start with a Word or Excel template, then use Copilot to fill in content or automate parts.

**Final Thought:**

Microsoft Copilot is like having a virtual coworker who’s always available and never tired. It brings AI into the software you already use, helping you work smarter—not harder. Whether you’re organizing a PTA meeting, leading a business team, or just trying to survive your inbox, Copilot is one of the most useful everyday AI tools out there.



# AI Tool 4. Google Gemini (AI for Gmail, Docs, and Search)

## What It Does:

Google Gemini is your AI sidekick embedded directly into Google Workspace tools like Gmail, Google Docs, and Search. It's designed to help you write smarter, research faster, summarize clearly, and brainstorm creatively—all within the Google tools you already use. If you're someone who spends time writing emails, working on documents, studying, or simply looking things up, Gemini can save you time and boost your productivity.

Formerly known as Bard, Google Gemini now combines advanced AI models with Google's massive information network. That means it's not just a writing tool—it's also a research assistant, communication coach, and creative partner.

## How to Use It:

There are two main ways to use Google Gemini:

1. **Gemini Web Interface**: Go to [gemini.google.com](https://gemini.google.com) and start chatting with the AI. Ask it questions, paste in text, or give it tasks like writing a letter or planning a trip.
2. **Inside Gmail & Google Docs**: Look for the “Help Me Write” feature in Gmail or Docs. This opens the Gemini sidebar, where you can type a prompt like “write a professional reply to this email” or “make this paragraph sound more enthusiastic.”

You don't need to install anything new—if you already use Gmail or Google Docs, Gemini is often available right there, ready to help.

## Great Beginner Prompts:

- “Draft a follow-up email after a job interview.”
- “Summarize this email chain into 3 key action items.”

These simple requests show how Gemini can take the mental load off your shoulders. You can write faster, get more organized, and communicate more clearly—without needing to be a tech expert.



## Real-World Use Case:

Imagine you're applying for a job. After the interview, you want to send a thank-you email that sounds professional but personal.

Instead of overthinking it, you click “Help Me Write” in Gmail and type:  
“Write a follow-up thank-you email to a hiring manager after an interview.”

Gemini drafts a message in seconds, which you can then tweak to match your style. Later, you open Google Docs to work on your resume or cover letter. You ask:  
“Make this sound more confident and results-driven.”

Gemini rewrites your paragraphs, adds clarity, and even fixes grammar—saving you time and nerves.

If you're a student, you can ask Gemini to “Summarize this article for a class discussion” or “List 5 key points from this case study.” If you're a small business owner, you might prompt, “Write a social media post based on this paragraph” or “Turn these bullet points into a flyer draft.”

How to Level Up:

Once you're comfortable with the basics, here's how to use Google Gemini like a pro:

- **Email Management**: Let Gemini handle your inbox. Use it to summarize long threads, suggest replies, or even rephrase messages based on tone (e.g., make it sound friendlier or more formal).
- **Document Drafting**: Create polished proposals, lesson plans, or content outlines with simple prompts. Gemini can take a rough outline and expand it into full paragraphs.
- **Brainstorming Help**: Stuck on a creative project? Ask Gemini for blog ideas, headline suggestions, or even names for your small business.
- **Research Assistant**: Use Gemini to gather facts quickly. Ask, “What are the pros and cons of electric vehicles?” or “Summarize the main arguments in this article.” It's like Google Search, but more conversational and context-aware.
- **Writing Coach**: Ask Gemini to “make this sound more persuasive” or “fix grammar and spelling.” It's a built-in editor that teaches you along the way.

## Tips for Getting the Most from Gemini:

- Be clear about what you want. “Write a paragraph convincing parents to let kids stay up later” will get you more helpful results than “write about kids.”
- Use follow-up prompts. After Gemini gives an answer, you can ask it to revise, shorten, expand, or change the tone.
- Experiment with creativity. Try, “Turn this outline into a poem” or “Write a speech using this list.” Gemini adapts to your imagination.



- Combine tools. Draft an idea in Gemini, then polish it with GrammarlyGO or turn it into a flyer in Canva.

**Final Thought:**

Google Gemini isn't just a productivity tool—it's an idea machine, communication coach, and personal assistant rolled into one. Whether you're a student, freelancer, teacher, or parent, it brings powerful AI into your everyday tools in the simplest way possible. The more you use it, the more it adapts to your needs.



# AI Tool 5. Khanmigo (AI Tutor from Khan Academy)

## What It Does:

Helps students understand school subjects, step-by-step.

### How to Use It:

Log into Khan Academy and access Khanmigo from your dashboard. Once there, you can chat with it like a real tutor—asking questions about math problems, reviewing grammar rules, getting feedback on writing assignments, or even preparing for the SAT. Khanmigo’s strength is breaking things down step by step so you actually learn, not just get the answer.

## Real-World Use Case:

Imagine you're stuck on a geometry problem and don't want to wait until class tomorrow. You open Khanmigo, type in the question, and it walks you through the problem line by line, explaining each step like a patient tutor. You can even ask it to quiz you afterward to make sure you've got it.

## Great Beginner Prompts:

- “Can you explain how to solve this equation step by step?”
- “Help me study for my biology quiz.”

### How to Level Up:

Once you're comfortable using Khanmigo for help with specific questions, take it further. Let it coach you through an entire subject—from algebra basics to AP Physics. Use it to quiz yourself daily or teach your younger siblings with explanations made just for kids. It's also great for adults who want to brush up on forgotten subjects or learn something completely new. Whether you're studying for school, reskilling for work, or just satisfying curiosity, Khanmigo is like having a personal tutor on demand.

## Why Khanmigo Stands Out

Unlike traditional AI tools focused on productivity or content creation, Khanmigo is a teaching-first AI built to support learners of all ages. It doesn't just give you an answer—it explains why that answer is correct. This makes it incredibly powerful for deep learning. When students struggle with concepts like fractions, grammar rules, or chemical equations, Khanmigo offers clarity in a conversational tone. The step-by-step guidance mirrors what a real tutor would provide—without the cost, travel, or scheduling conflicts.



## AI that Builds Confidence

For many learners, confidence is the biggest barrier to progress. Khanmigo gently encourages students to ask questions without fear of judgment. When a student types, “I don’t understand exponents,” Khanmigo doesn’t respond with condescension—it says, “Let’s break it down together.” This simple, supportive tone builds confidence and encourages consistent engagement. Over time, students begin to feel empowered to learn independently, explore advanced topics, and enjoy the process of discovery.

## Great for Parents and Adult Learners Too

Khanmigo isn’t just for kids. Parents can use it to help their children with homework—even if it’s been decades since they tackled long division. You can ask Khanmigo to explain a concept to you like you’re 10 years old, then reframe it for your child. Adult learners returning to school, preparing for a career change, or brushing up on math for everyday life (like budgeting or data analysis) can use Khanmigo as a pressure-free tutor. It adapts to your level, never gets tired, and is always ready to help.

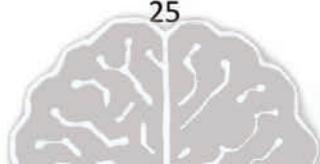
## Best Subjects to Start With

Khanmigo shines across subjects like math, science, reading comprehension, history, and test prep. New users often start with algebra, geometry, or biology—but you can also use it to practice writing essays or understanding Shakespeare. If you’re a student preparing for the SAT or ACT, Khanmigo can quiz you, track your progress, and break down answers so you know where to improve.

## Tips to Get the Most Out of Khanmigo

1. Be specific in your questions. Instead of “Help with math,” try “Can you help me factor this quadratic equation?”
2. Ask it to explain concepts multiple ways. If the first explanation doesn’t click, ask it to try again in simpler terms.
3. Use it daily. A few minutes with Khanmigo every day builds confidence and makes studying a habit.
4. Let it quiz you. You can say “Give me 5 practice questions about photosynthesis” and it will test you in real time.
5. Reflect on what you learn. After each session, ask Khanmigo to summarize what you’ve covered so it sticks.

Khanmigo is like the ultimate study partner—one that’s patient, knowledgeable, and always available. For learners of all ages, it turns frustration into curiosity and confusion into understanding.





# Part 3: Using AI Prompts Like a Pro

When people first start using AI tools like ChatGPT, Canva Magic Write, or Microsoft Copilot, they often wonder: Why did I get such a vague answer? Or why did it sound robotic, or not quite what I meant? The secret almost always comes down to one thing: the prompt you gave it. In this section, you'll learn how to craft better prompts that get you exactly what you want—from clear emails and creative graphics to solved math problems and useful summaries. Let's unpack what makes a 'good prompt' and how you can start using AI more effectively right away.

## What Is a “Good Prompt”?

A good prompt is a clear instruction or question that tells the AI what you want it to do. Think of it like talking to a super-helpful assistant—you wouldn't just say “math” or “write,” you'd say “Can you explain how to divide fractions?” or “Can you write a thank-you note to my teacher?” The more context and clarity you provide, the better the result.

## Elements of a Good Prompt

Here's what most effective prompts include:

- A clear goal – What do you want the AI to do? (Summarize? Rewrite? Create?)
- Specific details – Who is it for? What tone? What topic?
- Format or style – Do you want it in a list, paragraph, table, or email?
- Constraints or preferences – Any word count? Formal or casual? Include jokes?

## Prompt Example: Before and After

Let's say you want help writing a cover letter. Here's a basic prompt:

"Write a cover letter."

You'll likely get something generic and bland.

Now, try this instead:

"Write a professional cover letter for a customer service position at a tech company. Make it sound confident but friendly. Mention that I've worked in retail for 3 years, improved customer satisfaction by 20%, and want to move into tech because I enjoy solving problems."

This longer prompt gives the AI exactly what it needs to deliver something much more useful.



# The Prompt Formula: Easy Structure You Can Use

Here's a simple formula you can follow to write better prompts:

---

*Task + Topic + Format + Tone + Extra Details = Great Prompt*

---

Example:

"Summarize (task) a blog post about budgeting for families (topic) in 5 bullet points (format) using friendly, simple language (tone). Keep it under 100 words and focus on tips for parents (extra details)."

## Practice and Tweak

You don't have to get it perfect the first time. One of the best things about using AI tools is that you can easily revise or rephrase your prompt. If something doesn't come out right, just adjust your question or add more context. Think of it as a conversation, not a one-time command.

## Why Good Prompts Matter

With strong prompts, AI becomes a real superpower. It can help you write faster, learn quicker, make decisions, or even create things you didn't think were possible. A good prompt can save you hours of work, give you better answers, and turn AI from a mystery into a practical everyday tool.

In the next section, we'll look at real prompt templates you can copy and start using today. The more you experiment, the more confident you'll become. You're not just using AI—you're learning to guide it like a pro.



# How to Customize the Prompts in This Guide

*(Add your goals, details, tone)*

One of the biggest misconceptions about AI tools is that you have to use them exactly as-is. In reality, the power of AI lies in your ability to **customize prompts** to suit your personal goals, writing style, tone, and level of detail. Think of the prompts in this guide as helpful templates or “starter recipes.” You can—and should—adjust them depending on what you want to accomplish.

## 1. Start with Your Goal

Before typing anything into an AI tool, ask yourself:

*“What do I want this AI to help me do?”*

Are you trying to write a professional email? Learn a new concept? Get help with your kid’s homework? Create social media content? Your goal shapes how the AI will respond.

For example, if the prompt is:

**“Explain budgeting like I’m 12 years old,”**

You can customize it like this:

*“Explain how to save for a Nintendo Switch using a weekly allowance. Make it easy to understand for a 10-year-old.”*

Notice how the goal is now specific to the user’s situation—saving for a game console. That one change helps the AI give much better, more relevant advice.

---

## 2. Add Important Details

AI works best when you give it context. The more details you add, the better the output.

Original prompt:

**“Write a follow-up email.”**

Customized version:

*“Write a follow-up email to a job interview I had yesterday for a customer service role at Target. I want to sound professional but enthusiastic, and thank them for the opportunity.”*



This version helps the AI craft a message that feels personal, timely, and on-point—because you added specific facts: when the interview happened, what it was for, and how you want to come across.

---

### 3. Set the Right Tone

Tone is how your message *feels*. Do you want to sound professional? Casual? Funny? Encouraging? Just say so in your prompt.

Example prompt with tone customization:

*“Turn this text into a motivational Instagram caption that sounds upbeat and energetic.”*

or

*“Rewrite this blog post to sound more casual and friendly, like I’m talking to a friend over coffee.”*

By clearly stating the tone, the AI adapts the voice and vocabulary to better match your audience and purpose.

---

### 4. Combine Techniques

For best results, combine **goal + detail + tone** in one prompt. Like this:

*“Help me write a 3-paragraph introduction to a presentation on healthy eating for middle schoolers. Make it sound fun and a little silly so they stay interested.”*

This gives the AI clear direction, improves its usefulness, and keeps you in control of the result.

---

### Bonus Tip: Use Your Voice

You don’t need to sound robotic. Talk to AI the way you’d talk to a helpful assistant or coworker. It understands natural language like:

“Can you help me brainstorm Instagram captions for a summer sale? I want them to sound fun but still promote the discount.”

When in doubt, just type what you’re thinking. Then, tweak the results until they feel right.

---



By mastering this simple skill—**customizing prompts to reflect your goals, details, and tone**—you unlock the full potential of every AI tool in the Starter Stack. Whether you’re a student, creator, parent, or entrepreneur, this approach turns everyday prompts into powerful, personalized results.

## Tips for Refining Responses and Asking Follow-Up Questions

Even the best prompt won’t always give you a perfect answer on the first try—and that’s completely normal. Using AI is like having a conversation. If something isn’t clear, too broad, or not quite right, the best thing to do is ask a follow-up question or request a change.

Here’s how to take a good AI response and make it great:

---

### 1. Don’t Be Afraid to Say, “Try Again”

If the response feels off—maybe it’s too generic, too long, or just not what you meant—ask for a revision. You can say things like:

- “Can you make this shorter?”
- “Try again with a more casual tone.”
- “Give me a version that’s more upbeat.”
- “That’s not what I meant. I was looking for \_\_\_\_.”

AI won’t take it personally. In fact, it works better when you guide it.

---

### 2. Be Specific About What Needs Fixing

Instead of saying, “This is bad,” try:

- “This summary is too formal—can you rewrite it so it sounds like I’m explaining it to a friend?”
- “Add a joke or a light tone to the last paragraph.”
- “Include a call to action at the end.”

The more specific your feedback, the better the revision.

---



### 3. Use Follow-Up Questions to Dig Deeper

Think of AI like a smart assistant who just needs a little direction. Once you get an answer, ask questions like:

- “Can you explain that in simpler terms?”
- “What’s the next step after this?”
- “Why does this matter?”
- “Can you give me an example?”

Each follow-up helps you move from a surface-level answer to something truly useful.

---

### 4. Refine for Your Audience

After you get a response, ask yourself:

*Who am I writing this for?*

Then guide the AI accordingly:

- “Rewrite this for a high school student.”
- “Make this suitable for a business email.”
- “Turn this into a tweet.”
- “Explain this for a beginner.”

Tailoring the output to your audience instantly improves clarity and effectiveness.

---

### 5. Ask for Multiple Options

You’re not limited to one version. Try:

- “Give me 3 different versions of this introduction.”
- “What are 5 ways I could say this more clearly?”
- “Can you show a funny version and a serious version?”

This gives you more to choose from—and often sparks ideas you wouldn’t have thought of on your own.

---

### 6. Break Big Tasks into Smaller Prompts

Instead of asking the AI to write an entire presentation or article in one go, break it into parts:



- “Help me write an outline first.”
- “Now expand section 1 into 2 paragraphs.”
- “Add a catchy title for this section.”

This lets you refine each part as you go, like building with blocks instead of trying to carve a sculpture from stone.

---

## 7. Use Feedback Loops

Here’s a great trick:

After the AI gives you a result, say:

“Review what you just wrote. What could be improved?”

The AI will often spot its own weak spots and revise accordingly—like a built-in editor.

You can also try:

- “Make this more persuasive.”
- “Add more data or sources to back this up.”
- “Cut the fluff and make it more direct.”

---

## 8. Turn Mistakes into Learning

Sometimes, the AI might misunderstand your request. When that happens, rather than restarting from scratch, try:

“Let me clarify. What I meant was...”

This trains the AI on what you want and improves your future results.

You can also ask:

“Why did you choose that wording?”

This helps you understand how the AI interpreted your prompt—and teaches you how to prompt better next time.

---

## Pro Tip: Keep a Prompt Notebook

If you discover a refined prompt that works great, save it! Keep a notebook or document of prompts you’ve customized and improved. Over time, you’ll build a personal library of high-performing prompts that you can reuse again and again.



---

## Final Thought

Refining AI responses and asking smart follow-ups is like sharpening a tool—it makes every task easier. You don't need to be a tech wizard to do it. Just be curious, clear, and willing to guide the AI. The more you interact with it, the better it gets at understanding you—and the more time and energy you'll save in your daily life.

Think of it like learning how to work with a new teammate. At first, you'll need to give clear instructions and ask for revisions. But before long, you'll find a rhythm—and soon you'll be finishing each other's (digital) sentences.



# How to Use Pre-Made Prompt Libraries (like the ones in Excel)

If you've ever opened an Excel sheet packed with prompts, you might wonder: *What exactly do I do with all of these?* Pre-made prompt libraries are like starter kits for creativity and productivity. They're designed to help you skip the guesswork and get faster, better results from AI—especially if you're just getting started.

Let's break down how to use them, how to get the most from them, and how to adapt them to your unique needs.

---

## 1. What is a Prompt Library?

A **prompt library** is a collection of ready-to-use AI instructions. These are usually sorted by topic, use case, or tool (like ChatGPT, Canva, or Microsoft Copilot). Each prompt typically includes:

- The prompt itself (the command or request you send to the AI)
- What it's useful for (its purpose)
- What it should do (the expected result)

Think of a prompt library as a recipe book. You don't have to cook from scratch—you just follow the ingredients and steps, then tweak to taste.

---

## 2. Where to Find Prompt Libraries

Prompt libraries can live in:

- Excel spreadsheets (like the one that accompanies this guide)
- Notion boards
- Google Docs or Sheets
- Dedicated prompt websites or AI communities
- Built-in interfaces in apps like Canva or ChatGPT

In this guide, you'll find a spreadsheet with 50+ starter prompts for different tools. That Excel file is your launchpad.

---

## 3. How to Use a Prompt from the Library



Here's a step-by-step walkthrough:

### **Step 1: Choose a Prompt That Matches Your Goal**

Scan through the categories—are you writing an email? Making a flyer? Planning a project? Find a prompt that's close to what you want to do.

#### **Example:**

“Write a friendly email asking for a refund.”

*Good for:* Customer service, personal errands, or practice writing polite emails.

*Use it in:* ChatGPT, Gemini, or Copilot.

### **Step 2: Copy and Paste**

Open your AI tool (like ChatGPT, Gemini, Canva's Magic Write, etc.) and paste the prompt in. You can use it exactly as-is or move to the next step...

### **Step 3: Customize (Recommended)**

Add a bit of detail to make the prompt fit your task. This could include:

- Who the message is for
- What your goal is
- The tone or format you want

#### **Revised Prompt:**

“Write a friendly email asking for a refund on a pair of shoes I ordered online that arrived damaged. Keep it short and polite.”

The prompt now feels personal and will return a more useful response.

---

## **4. Build a Workflow with Prompt Libraries**

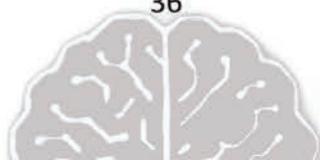
Prompt libraries are great for fast, repeatable tasks. Here's how to turn them into a daily workflow:

#### **For Work:**

- Use project management prompts to summarize meetings
- Use content creation prompts to draft emails, posts, or reports
- Use Excel prompts to generate formulas or analyze data

#### **For Side Projects:**

- Use brainstorming prompts to name your business or write social media bios
- Use Canva prompts to design assets or Etsy templates
- Use Gemini or ChatGPT to draft course content, scripts, or newsletters



## For Learning:

- Use Khanmigo prompts to study or quiz yourself
  - Use ChatGPT prompts to explain concepts like “machine learning” or “budgeting”
- 

## 5. Tips to Maximize Your Prompt Library

Use the **"What It Should Do" column** to understand whether a prompt fits your goal. This helps avoid wasted time testing random ideas.

**Duplicate and Edit Prompts** in your own version of the library. Tailor them for your personal business, writing voice, or tasks.

**Tag or color-code frequently used prompts**—this makes it easier to find your go-tos.

**Use them as writing templates**—they’re perfect for kickstarting blank documents or emails.

**Batch tasks** using similar prompts (e.g., 5 blog post titles, 3 email replies, 10 image ideas).

---

## 6. How to Make the Prompts Yours

Once you’ve picked a pre-made prompt, enhance it by adding:

- Your **goal** (e.g., persuade, inform, entertain)
- **Audience** (e.g., busy parents, tech professionals, 5th graders)
- **Tone** (e.g., friendly, formal, playful)
- Any **specific details** (e.g., product name, situation, deadline)

### Original Prompt:

“Write a product description for a handmade candle.”

### Personalized Prompt:

“Write a short, cozy product description for a handmade vanilla bean candle I’m selling on Etsy. Include sensory words and a call to action.”

This small change gives the AI clear direction and leads to better results.

---

## 7. Prompt Libraries Save Time and Mental Energy

Whether you’re:

- A teacher making lesson plans,



- A freelancer writing proposals,
- A parent creating party invites, or
- A student summarizing research...

A prompt library means you don't have to start from scratch. It lets you:

- Get inspired faster
  - Avoid writer's block
  - Use AI more efficiently
  - Feel confident using tools like ChatGPT, Copilot, Gemini, and Canva
- 

## Final Thought

A good prompt can unlock creativity, save hours, and solve problems you didn't think AI could handle. With a pre-made prompt library, all the heavy lifting is already done—you just need to take the wheel.

So whether you're answering emails, writing job descriptions, designing flyers, or explaining homework, prompt libraries give you a head start. They're not just for beginners—they're smart tools even pros rely on.

And the best part? Once you know how to tweak them, those "generic" prompts become powerful tools tailored exactly to you.



# Part 4: Your First Project – A Simple AI Win

Let's be honest—learning a new tool can feel overwhelming. You open ChatGPT or Canva, and suddenly your brain goes blank. Where do you start? What do you type? And is it really worth it?

The best way to answer those questions is simple: **just try it.**

This section is about getting your first AI “win”—something small, helpful, and done. You'll pick one tool, complete one task, and walk away with one clear result. That's it. And that one success might be the spark that helps you build confidence, create a routine, or explore bigger uses later.

---

## Why Start with One Win?

AI is powerful—but power means nothing if you don't use it. Starting with a tiny, achievable win does two things:

1. **Builds momentum** – You'll see real results in minutes, which makes it easier to try again.
2. **Reduces fear** – You don't have to master AI. You just need to see that it *can* work for you.

This isn't about mastering the entire AI ecosystem overnight. It's about checking one thing off your to-do list—with help from AI.

---

## How to Get Your First AI Win (Step-by-Step)

### 1. Pick Your Tool

Choose one of the tools from your AI Starter Stack:

- **ChatGPT** – For writing, brainstorming, summarizing, explaining
- **Canva + Magic Studio** – For creating visuals like flyers, posts, or invitations
- **Microsoft Copilot** – For writing and organizing in Word, Excel, or Outlook
- **Google Gemini** – For emails, Google Docs, and research support
- **Khanmigo** – For learning or tutoring on school subjects

Ask yourself: *What's one thing I've been meaning to do—but keep putting off?*



---

## 2. Pick Your Task

Look at your real-life to-do list. Choose something that fits into one of these categories:

- A writing task (email, bio, summary, letter)
- A design task (flyer, post, invite, logo)
- A learning task (study, quiz, explain a concept)
- An organizing task (summarizing notes, creating charts, formatting data)

Don't overthink it—just pick something you already need to do.

---

## 3. Use a Pre-Made Prompt (and Customize It)

Here are a few ready-to-use ideas from earlier in this workbook:

- **ChatGPT Prompt:** “Write a professional bio for someone with 10 years of teaching experience who is starting a tutoring business.”
- **Canva Prompt:** “Create a flyer for a garage sale with bold text and fun colors.”
- **Copilot Prompt:** “Turn these meeting notes into a one-paragraph project summary.”
- **Gemini Prompt:** “Clean up this email so it sounds more polite and professional.”
- **Khanmigo Prompt:** “Can you explain how to solve this geometry problem step-by-step?”

If it doesn't fit your exact situation, tweak the prompt. Add your details, goals, or tone. This small step makes the AI's response 10x more helpful.

---

## 4. Test the Output (and Refine if Needed)

Once you hit “enter,” read the result. Does it:

- Make sense?
- Help you move forward?
- Need a small change?

Don't be afraid to ask the AI to revise it:

“Make this shorter.”

“Add more excitement.”

“Make it sound like a parent is writing it.”

Refining responses is normal—even experienced AI users do this.



---

## Real-Life Examples of a Simple AI Win

### Use ChatGPT to Write a Professional Bio

**Context:** You're updating your LinkedIn or personal website.

**What You Do:** Tell ChatGPT your work history and what you want to highlight.

**Result:** A polished, clear bio you can use today.

### Use Canva to Make a Flyer

**Context:** You're hosting a garage sale this weekend.

**What You Do:** Use Magic Design and type in "garage sale flyer with fun graphics."

**Result:** A printable, sharable flyer in under 10 minutes.

### Use Microsoft Copilot to Organize Project Notes

**Context:** You took 2 pages of messy notes from a team meeting.

**What You Do:** Ask Copilot in Word to turn it into a summary or action list.

**Result:** A clean project update you can send to your team.

### Use Gemini to Clean Up an Email

**Context:** You wrote a frustrated email to a customer support team but want it to sound more polite.

**What You Do:** Paste the draft into Google Docs and click "Help Me Write."

**Result:** A calmer, more professional version—without losing your message.

### Use Khanmigo to Explain a Math Concept

**Context:** Your child is stuck on a math problem—or maybe you are!

**What You Do:** Paste the equation into Khanmigo and ask it to walk you through it.

**Result:** A clear, step-by-step explanation with the "why" behind it.

---

## What This Small Win Unlocks

After completing your first project, something shifts:

- You realize this isn't magic. It's just useful.
- You stop worrying about "doing it wrong" and start asking better questions.
- You start to imagine new ways you could use the tool in your work, your life, your learning.

That single win becomes a doorway into a whole new skillset.



---

## Common Mistakes to Avoid

- **Trying to do too much at once.** Stick to one task until it's done.
- **Skipping the edit.** AI isn't perfect—tweaking responses is part of the process.
- **Assuming it's cheating.** Think of AI as a tool, not a shortcut. It's helping you work smarter.

---

## Action Step

**Pick a tool.**

**Try a prompt.**

**Check something off your to-do list using AI.**

It doesn't need to be big. But it should be real. Choose a task that helps you feel a little more capable, a little more efficient, or a little more creative today.

That's your first AI win—and it won't be your last.



# Part 5: Leveling Up – Take Your AI Skills Further

By now, you’ve dipped your toes into the AI waters, tested a few beginner tools, and hopefully achieved your first “AI win.” That first project was designed to be simple, low-pressure, and practical—but once you’ve tasted what AI can do, it’s only natural to wonder: *what’s next?*

This section is your invitation to level up. You don’t need to become a programmer or a data scientist to use AI like a pro. With just a few intentional habits and some light exploration, you can turn basic use into meaningful productivity gains—and even creative breakthroughs.

Let’s explore five powerful ways to expand your skills and confidence.

---

## 1. Build a “Prompt Notebook” or Use a Spreadsheet to Save Your Best Prompts

Just like good recipes, great AI prompts are worth saving. Once you find a prompt that works well—whether it’s for writing a blog post, drafting a weekly report, or summarizing meeting notes—you’ll want to come back to it again and again.

Start a **Prompt Notebook** using:

- A simple Google Doc or Word file
- A spreadsheet with columns like “Tool,” “Prompt,” “Use Case,” and “Notes”
- A note-taking app like Notion, OneNote, or Evernote

### **Why this matters:**

Writing effective prompts is a skill, and your best prompts become *assets*. They save you time, eliminate repetition, and help you scale your productivity. Over time, you’ll build a library of reusable prompts for different tasks—work, school, content creation, personal planning, and more.

*Pro Tip:* Tag your prompts by tone or goal, like “friendly,” “professional,” “funny,” or “summary,” so you can quickly find what you need.

---



## 2. Start Combining Tools (e.g., ChatGPT + Canva, Gemini + Google Sheets)

Most people use AI tools one at a time—but the real power comes when you **combine them**.

Here's what this could look like:

- **ChatGPT + Canva:** Use ChatGPT to write a product description, then paste it into Canva to design a beautiful sales flyer.
- **Gemini + Google Sheets:** Ask Gemini to analyze survey results, then use those insights to build a graph or report in Google Sheets.
- **ChatGPT + Email + Grammarly:** Draft an email in ChatGPT, polish it with Grammarly, and send it via Outlook or Gmail.
- **Copilot + Excel:** Let Copilot auto-generate charts, formulas, or summaries based on your spreadsheet data.

### Why this matters:

When you use tools together, you create a workflow—an efficient loop that turns your ideas into outcomes faster. You'll spend less time switching tabs and more time getting results.

*Pro Tip:* Think of AI tools as teammates. Ask yourself: "Which tool is best for this part of the task?" Then pass it along to the next one.

---

## 3. Learn About Automation Tools Like Zapier or Make

If you're ready to take productivity even further, it's time to explore **automation**. Tools like Zapier or Make (formerly Integromat) help you connect apps and automate repetitive tasks—without writing code.

### Example automations:

- When someone fills out a form → auto-generate a response email with Gemini
- When you save a file in Google Drive → create a task in Trello or Notion
- When a new blog post is published → auto-share it to Twitter using ChatGPT to write the caption

### Why this matters:

AI + automation = next-level time savings. If you find yourself doing the same things over and over (copy/paste, notifications, sending reports), automation can cut hours from your week.



*Pro Tip:* Start with pre-built templates on Zapier or Make. You don't need to build from scratch—just customize what's already working.

---

## 4. Explore Beginner-Friendly AI Tools for Voice, Video, and Coding

So far, most of this guide has focused on writing, organizing, and planning. But there's a whole universe of AI tools beyond text.

Here are some beginner-friendly tools to try:

### Voice:

- **ElevenLabs** or **PlayHT** – Convert text to realistic voiceovers for videos or presentations
- **Parrot AI** – Record and summarize meetings using voice input

### Video:

- **Pictory** – Turn blog posts into short videos
- **Runway ML** – Remove video backgrounds, generate clips, or apply filters
- **Synthesisia** – Create AI avatars that speak your script

### Coding:

- **Replit AI** or **GitHub Copilot** – Learn to code with AI assistance (great for beginners!)
- **Code Interpreter in ChatGPT** – Upload CSVs or code and ask questions in plain English

### Why this matters:

Even if you don't work in video, voice, or tech, dabbling in these tools can expand what you're able to create. From creating family birthday videos to automating your hobby projects—this is where AI starts to feel magical.

*Pro Tip:* Think of these tools as assistants, not replacements. You don't need to be a coder or videographer to use them.

---



## 5. Join AI Communities or Follow Tutorials on YouTube

You don't have to figure everything out alone. The AI community is huge, helpful, and growing by the day.

### Communities to explore:

- [Reddit r/ChatGPT](#)
- Discord servers for specific tools (like Midjourney or Notion AI)
- **X (Twitter)** – Follow creators who share prompt tips
- **Facebook Groups** – Search for beginner AI groups or tool-specific forums

### YouTube channels to follow:

- **Future Tools by Matt Wolfe**
- **The AI Advantage**
- **Marques Brownlee (MKBHD)** for high-level overviews
- **Ali Abdaal** – Tech for productivity and creativity

### Why this matters:

Community speeds up your learning curve. You'll discover tips, new use cases, and even career paths you hadn't considered. It also makes learning AI more fun and less intimidating.

*Pro Tip:* Spend 10 minutes a week watching tutorials or browsing forums. That tiny habit adds up fast.

---

### Your Challenge: Pick One Way to Level Up This Week

Here's your simple challenge to end this section:

- Save one of your favorite prompts to a notebook
- Try combining two AI tools to complete a task
- Set up your first automation (even if it's just a calendar reminder)
- Test an AI tool for voice, video, or code
- Join one community or subscribe to a tutorial channel

**You don't need to do all five. Just pick one.**

That's the whole point of leveling up—it's not about mastering everything at once. It's about layering small wins on top of each other until they become a skill set.



# (BONUS) Khanmigo Beginner Project:

“Master One Math Topic with an AI Tutor”\*\*

---

## Project Goal:

Use **Khanmigo** to get step-by-step help on a math topic you find tricky (like fractions, decimals, or equations) and build real confidence through practice.

---

## What You’ll Learn:

- How to access and start a Khanmigo session
  - How to ask a good learning question
  - How to follow Khanmigo’s explanations
  - How to review, quiz yourself, and track progress
- 

## What You Need:

- A **free Khan Academy account** (<https://www.khanacademy.org>)
  - Access to **Khanmigo** (via the dashboard—may require sign-up for pilot access or donation tier)
  - A math problem, concept, or quiz you want help with
  - 15–20 minutes
- 

## Step-by-Step Instructions

---

### Step 1: Log In to Khan Academy

1. Go to <https://www.khanacademy.org>
2. Sign in (or create a free account)
3. Once signed in, locate **Khanmigo** from the menu (usually under "AI Tutor" or “Try Khanmigo”)

*Note: If you don't see Khanmigo, visit <https://www.khanacademy.org/khan-labs> to request access.*



---

### Step 2: Start a Khanmigo Chat

1. Click on **“Chat with Khanmigo”**
2. Select a topic like **Math Help**
3. Begin by typing a question such as:

“Can you explain how to divide fractions?”

or

“I’m struggling with solving this:  $3x + 5 = 20$ . Can you help?”

---

### Step 3: Follow the Step-by-Step Breakdown

Khanmigo will respond in a friendly, clear tone. You might see:

“Sure! Let’s take it one step at a time. First, what do we need to isolate when solving an equation like this?”

You’ll be guided to **think critically**, not just copy the answer.

Take time to answer each step in your own words or click suggested responses.

---

### Step 4: Practice with a Related Problem

Ask Khanmigo:

“Can you give me a similar problem to try on my own?”

It will generate a practice question. Try to solve it yourself, then check your answer with Khanmigo.

---

### Step 5: Summarize What You Learned

When you finish the problem, type:

“Can you summarize what we just covered?”

Or

“Remind me of the steps to solve equations like this.”

Khanmigo will give you a quick, bullet-style summary you can keep or copy into notes.

---

### Step 6: Build a Quick Quiz



Ask:

“Can you quiz me with 3 problems about this topic?”

Try the quiz. You’ll get immediate feedback and gentle corrections if needed.

---

### **Bonus Prompts to Try**

- “Explain this to me like I’m 10 years old: multiplying decimals.”
  - “Help me study for my algebra quiz.”
  - “Teach me how to find the area of a triangle step by step.”
  - “Can you quiz me on 5th grade fractions?”
  - “Break down how to convert decimals to percentages.”
- 

### **Project Complete!**

You’ve just:

Practiced a math skill

Got step-by-step feedback

Summarized your learning

Quizzed yourself

Boosted your confidence with Khanmigo

---

### **Want to Go Further?**

- Try Khanmigo for **science, history, or writing help**
- Let it guide you through **SAT prep** or essay practice
- Help a friend or child by co-learning with them—ask Khanmigo to explain something to both of you!



