

USING AI TOOLS

FOR FUN & EVERYDAY TASKS

Presented By:

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Trust the force

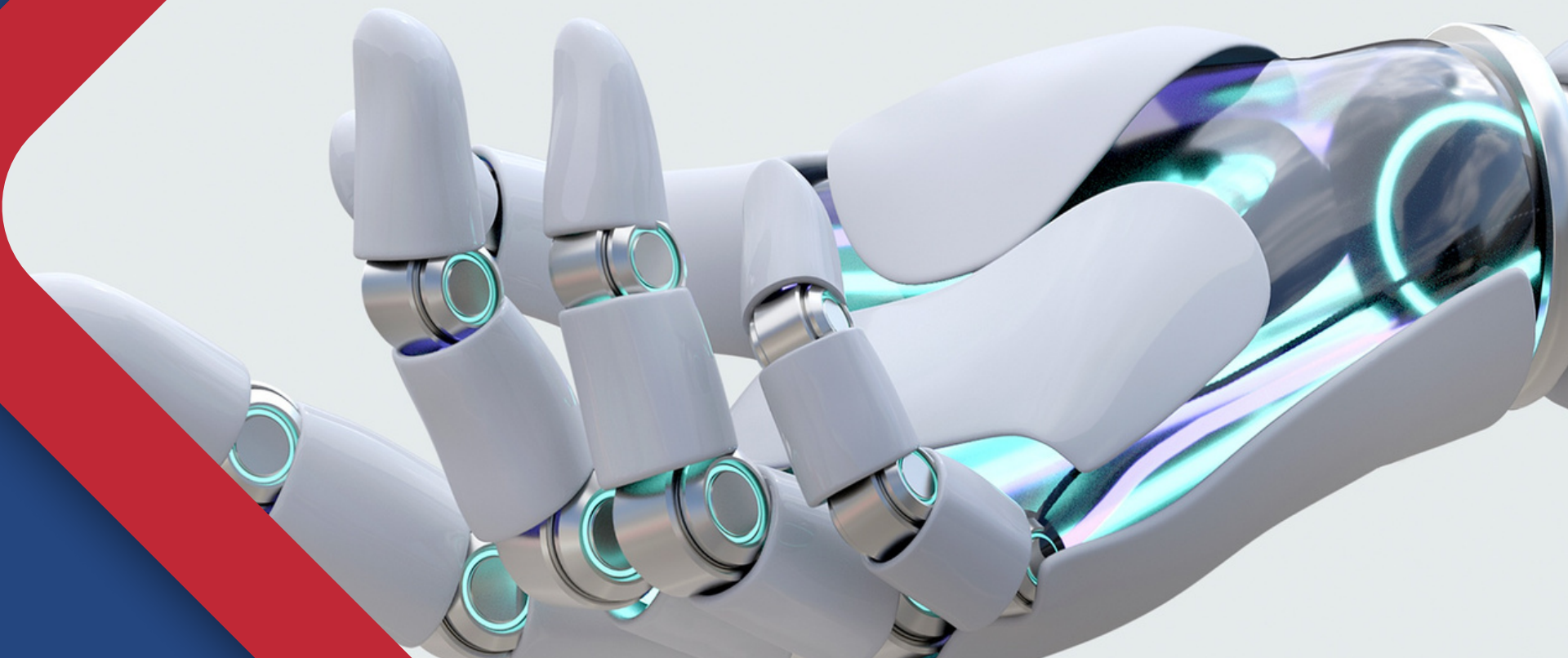
INTRODUCTION

THE IMPORTANCE OF AI IN EVERYDAY LIFE

Artificial Intelligence tools like ChatGPT are not just for tech experts — they can make daily life easier, more creative, and less stressful. From writing letters and recipes to planning events and solving problems, AI can be a powerful everyday assistant.

What We'll Cover Today

- What ChatGPT is and how it works
- How to write better prompts for better results
- Free vs. Paid features
- Everyday examples: recipes, letters, car help, planning
- Privacy, security, and using AI responsibly



WHY LEARN CHATGPT?

AI tools like ChatGPT aren't just for tech experts — they can simplify daily life, reduce stress, and help you get more done with less effort.

WITH CHATGPT, YOU CAN:

- ✓ Write letters, emails, and social media posts in minutes
- ✓ Plan meals, events, or even travel itineraries with ease
- ✓ Understand confusing documents (like medical or debt letters)
- ✓ Generate creative ideas for gifts, hobbies, or projects



📍 THINK OF CHATGPT AS YOUR EVERYDAY HELPER — AVAILABLE ANYTIME YOU NEED IT.

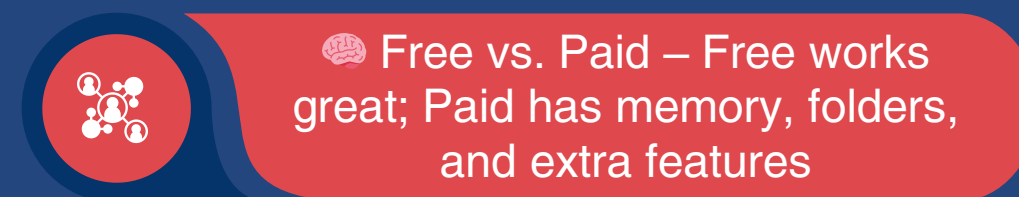
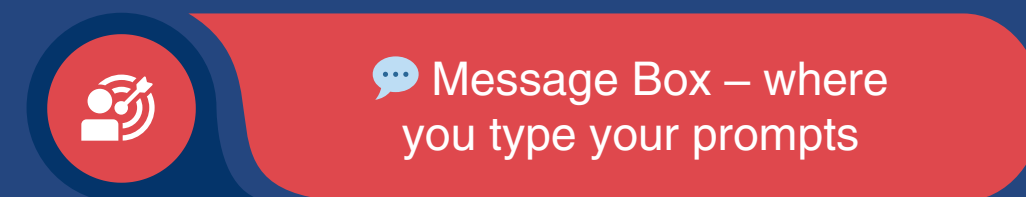
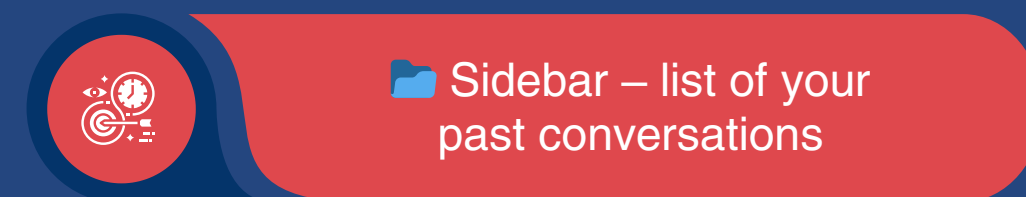


GETTING STARTED WITH CHATGPT

How to Sign Up

- Go to chat.openai.com or download the ChatGPT app
- Click Sign Up → use your email, Google, or Apple login
- Confirm your email and log in
- Free account is enough to begin

Basic Layout Overview



What you'll see on the home screen

When you first log in, you'll see:

- A welcome message
- A big box to type your question
- A sidebar where new chats are saved

It's simple: type → press Enter → get an answer!

 **NOW LET'S ACTUALLY
CREATE OUR ACCOUNTS
TOGETHER.**



PRIVACY & SECURITY IN CHATGPT

ChatGPT is designed to be private and secure. Your conversations are visible only to you when logged into your account, and chats are protected with encryption (just like email or online banking).

How this helps you feel safe using ChatGPT

Private to your account
No one else can see your chats.



You're in control
Delete chats anytime or turn off history
in settings.



WRITING BETTER PROMPTS

A prompt is the instruction given to ChatGPT, guiding it on what you want. Clear and detailed prompts yield more useful and accurate responses, similar to providing specific directions to a friend.



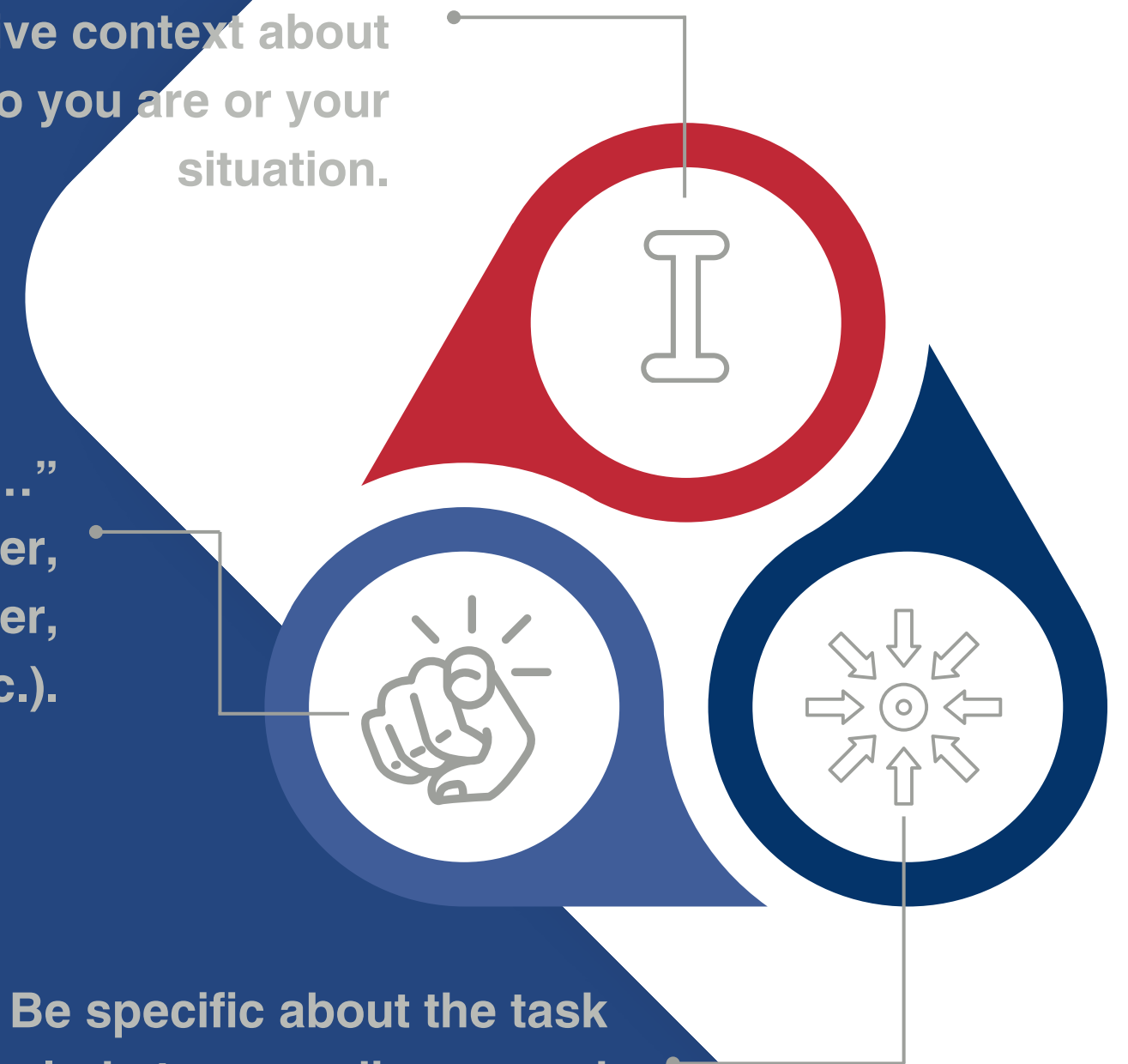
✗ Bad Prompt: “Write me a letter.”

✓ Good Prompt: “I am a grandmother writing to my grandson’s teacher. You are a professional letter writer. Please draft a polite note asking about missing assignments.”

🎭 Tell ChatGPT “You are...”
Assign a role (teacher, mechanic, event planner, etc.).

🗣️ Start with “I am...”
Give context about who you are or your situation.

🎯 Be specific about the task
Include tone, audience, and details.



LETS DO SOME EXAMPLES

MAKING PROMPTS EVEN STRONGER

Once you've practiced writing clear prompts, there are a few extra tricks that make ChatGPT even more useful. These will help you get longer, more organized answers without sending your question too early or losing track.



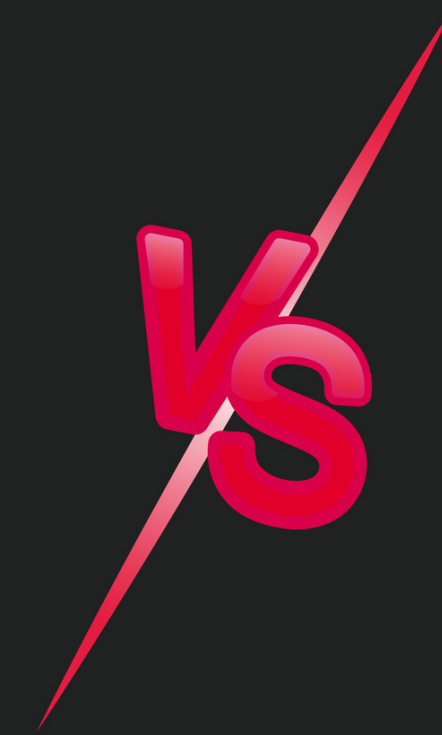
- ✓ Use Shift + Enter → Add line breaks to space out your prompt before sending.
- ✓ Give step-by-step instructions → Ask ChatGPT to explain in parts, lists, or tables.
- ✓ Label your chats → Rename conversations so you can easily find them later.



**LET'S TRY TYPING A
PROMPT TOGETHER USING
SHIFT + ENTER TO MAKE IT
STEP-BY-STEP.**

FREE VS. PAID CHATGPT ACCOUNTS

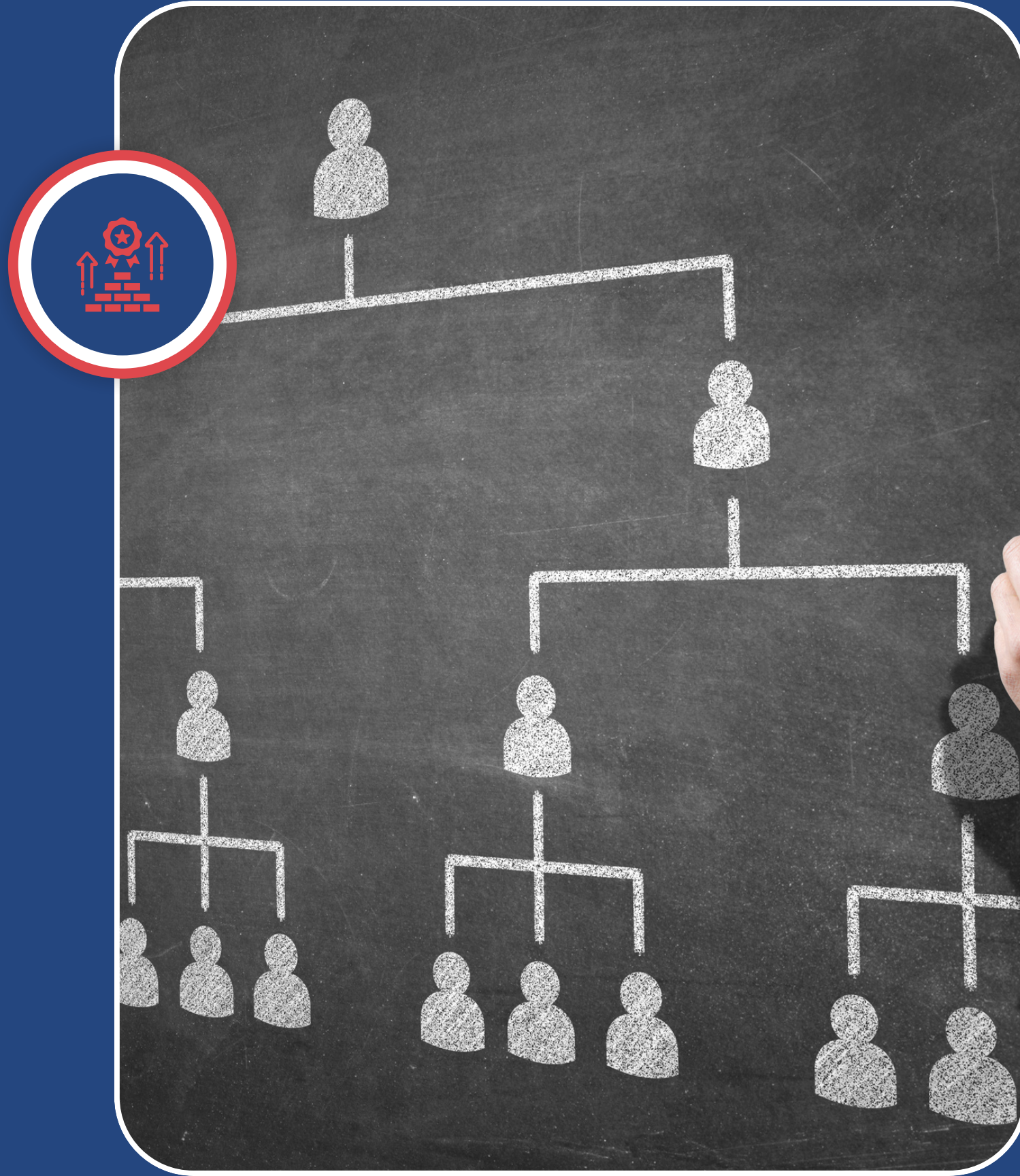
ChatGPT is powerful even with the free version, but upgrading to the paid version unlocks more advanced tools. It's helpful to know the differences so you can decide what works best for you.



FREE VS. PAID CHATGPT ACCOUNTS

- ✓ FREE → GPT-3.5, GREAT FOR EVERYDAY USE.
- ✓ PAID (\$20/MO) → GPT-4, SMARTER & HANDLES MORE.
- ✓ EXTRAS → FASTER, IMAGE UPLOAD, MEMORY TOOLS.

**LET'S TAKE A LOOK AT
WHAT FREE CAN DO
TOGETHER, THEN I'LL SHOW
YOU SOMETHING GPT-4 CAN
DO THAT FREE CAN'T.**



ORGANIZING YOUR CHATS

As you use ChatGPT more, you'll collect many conversations. Staying organized helps you quickly find past work and keep your ideas in order.



 **Folders** → Group chats by topic or project (paid feature).



 **Search Bar** → Quickly find older conversations



 **Rename Chats** → Label them clearly for easy recall.



 **Memory Tools** → Let ChatGPT remember preferences (paid feature).



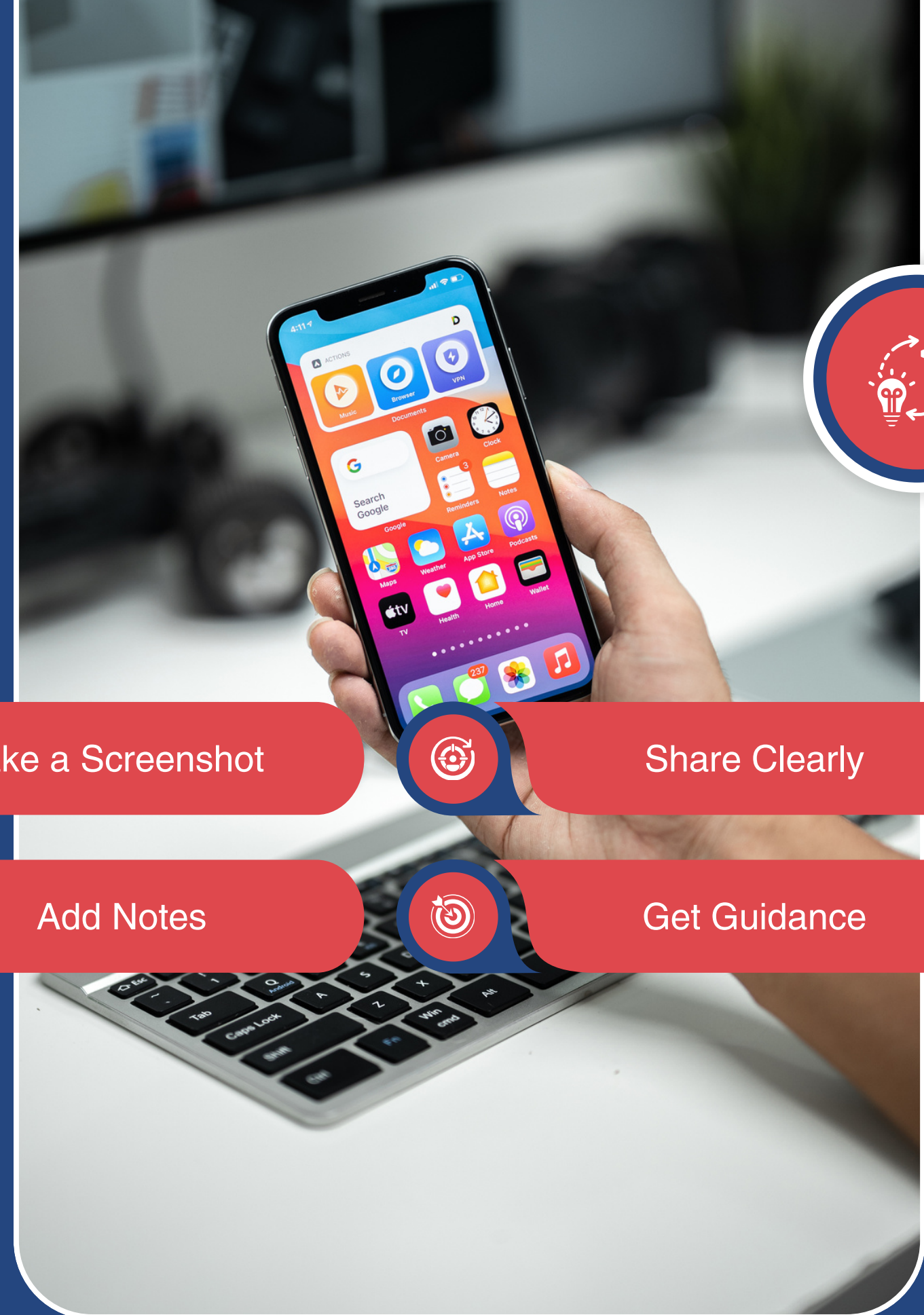
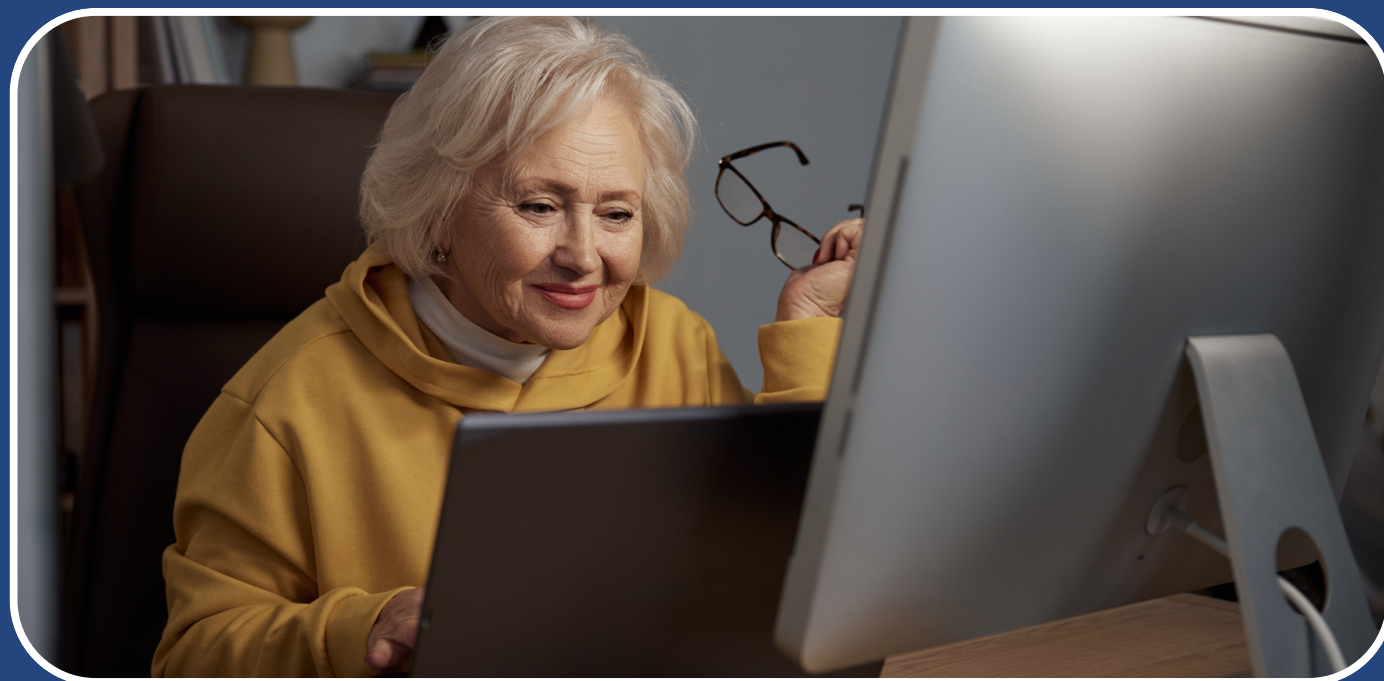
 **Delete Anytime** → Clean up old or unneeded chats.

**LET'S RENAME ONE OF OUR
TEST CHATS TOGETHER
AND THEN SEARCH FOR IT
SO YOU CAN SEE HOW
QUICK IT IS.**

USING SCREENSHOTS FOR HELP

When you're stuck in an unfamiliar program or website, screenshots make it much easier to get help. ChatGPT can guide you step-by-step when you share what you see.

Instead of trying to explain a confusing screen with words alone, a quick screenshot shows the full picture. This saves time, avoids frustration, and helps ChatGPT (or a real support person) give you the exact instructions you need.



Take a Screenshot



Share Clearly



Add Notes



Get Guidance

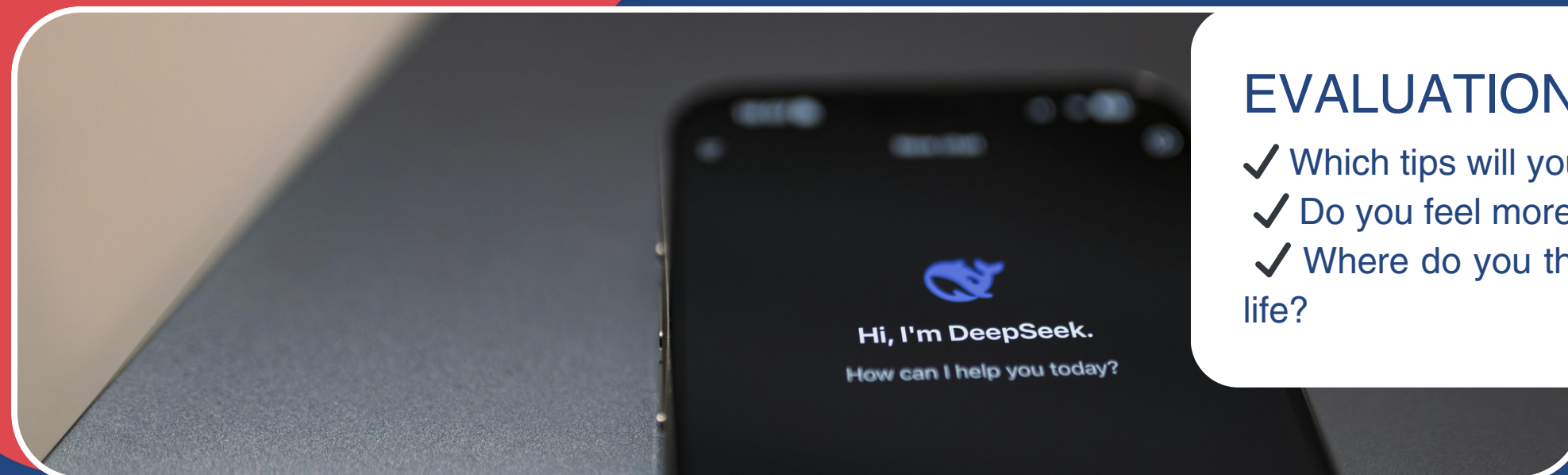
**NOW LET'S PRETEND WE'RE
STUCK ON A WEBSITE
TOGETHER — WE'LL USE A
SCREENSHOT TO ASK
CHATGPT WHAT TO DO.**

REVIEW & NEXT STEPS

In the last 90 minutes, we covered ChatGPT essentials such as account creation, effective prompts, and examples.

We discussed the differences between free and paid accounts, organization with folders and search, and using screenshots for assistance. **Key points included how AI can save time, enhance creativity, and simplify tasks.**

Now, apply these insights to your daily life for tasks like drafting letters, planning trips, troubleshooting, or exploring ideas.



EVALUATION

- ✓ Which tips will you try first?
- ✓ Do you feel more confident using ChatGPT?
- ✓ Where do you think AI could save you time in your daily life?



THANK YOU

📌 Practice a little each day — that's how you get comfortable.

📌 Remember: Better prompts = better answers.

📌 Explore free first, then upgrade only if you need extra tools.

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