



AI Made Simple

HOW ARTIFICIAL INTELLIGENCE CAN MAKE YOUR LIFE EASIER

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Agenda

- What is AI?
- AI we use every day
- Creative fun with AI
- Easy ways to get started
- Q&A

What is AI?

- AI (Artificial Intelligence) is the ability of machines (computers/software) to perform tasks that typically require human intelligence.
- AI is when a computer system can:
 - Learn from data/experience
 - Reason and make decisions
 - Solve problems
 - Understand language
 - Perceive the world (vision, sound, etc.)
 - Plan and act toward goals



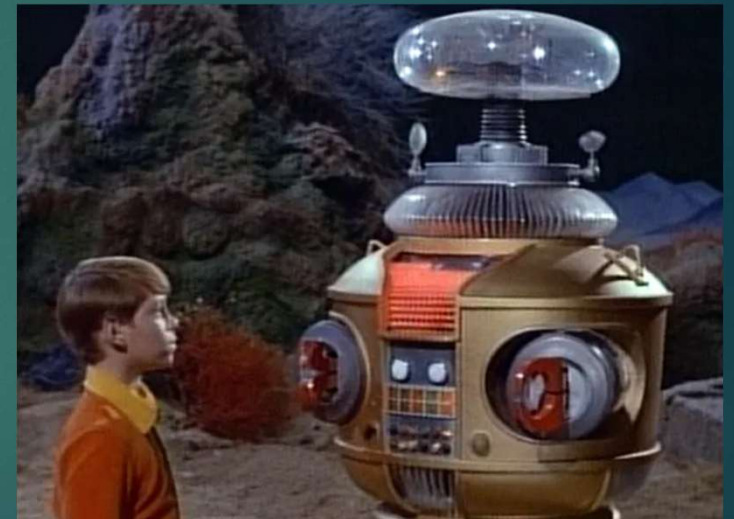
What is AI NOT?

- Perfect - AI can make mistakes and give you bad recommendations.
- Confidential – **ANYTHING** you submit to a public AI can end up in a public AI system.

Gemini is AI and can make mistakes. Chats are reviewed and used to improve Google AI. Learn about your choices. Info about your location is also stored with your Gemini Apps activity. Our Terms and Privacy Notice apply.

Where is AI?

- AI is NOT new
- We have been using AI for years
- AI is in
 - Phones and Tablets
 - Voice assistants (Siri, Alexa)
 - Maps
 - Shopping
 - Streaming Services
 - Spam filters
 - Photos



Major AI Models for personal use

- Freely available public AI models:

- ChatGPT.com
- Grok.com
- Gemini.Google.com

- Plus, several others, just ask an AI for help



Simple AI Prompt Sheet

The Basic Formula, tell AI:

What you want

Who it is for

Any important details

How you want the answer formatted

Template:

Act as a [role]. Help me [task]. The audience is [audience].
Include [details]. Format the response as [format].

Examples

Writing

Write a friendly email to a neighbor thanking them for their recent party

Learning

Explain how solar panels work as if you were teaching a 12-year-old

Planning

Create a 3-day itinerary for a trip to Austin focused on food, history, and walking tours

Brainstorming

Give me 20 creative birthday party ideas for a 12-year-old girl who loves animals and art

Summarizing

Summarize this article in 5 bullet points and include the three most important takeaways

Improving Writing

Rewrite the following paragraph to sound more professional and concise

The Creative Side of AI (The Fun Part)

- AI can help you when
 - Planning a trip
 - Cooking
 - Writing e-mails, letters, or cards
 - Creating images
 - Creating songs or music
 - Trouble shooting household issues
 - Working on hobbies & family projects



Is AI Safe?

- Yes, when used carefully
- Tips:
 - Do NOT share personal bank/financial information
 - Share as little personal information as possible
 - Double check important facts
 - Use it like a helpful tool, not a replacement for your judgement



AI is a paintbrush – You are still the artist

Guidelines for using AI

- Is this the best use of AI?
- Is the data safe?
- Will someone review the output?
- What could go wrong?

- Automate repeatable, low-risk, checkable work
 - Drafting routine messages
 - Creating first versions
 - Summarizing documents

Guidelines for using AI

- Augment human work
 - Brainstorming
 - Comparing options
 - Preparing decisions
- Keep HUMANS in charge
 - Final Decisions
 - Ethical choice
 - Sensitive conversations
 - High-Stakes decisions

Handout

Q & A

