



■ AI Beginner Cheat Sheet

Your quick-start guide to understanding and using AI — no tech background required!

What AI Is (and Isn't)

- AI = Machines that mimic human-like tasks (understanding, reasoning, learning, creating).
- Not magic, not a human brain.
- Examples: chatbots, image generators, spam filters.

Key Terms Made Simple

- AI: Machines doing smart tasks.
- Machine Learning (ML): AI that learns from data.
- Generative AI: AI that creates text, images, or audio.
- Prompt: The question or instruction you give AI.

Everyday Examples of AI

- Autocorrect / predictive text
- Voice assistants (Siri, Alexa)
- Netflix / Spotify recommendations
- Google Maps traffic updates
- Spam filters in email

How to Talk to AI (Prompt Tips)

- ■ Be clear and specific
- ■ Give context (who, what, style, tone)
- ■ Try step-by-step instructions
- ■ Experiment and refine
- ■ Example:
 - - Weak: "Write about dogs."
 - - Better: "Write a 3-sentence fun fact about why dogs make great pets, for kids."

Quick Wins for Beginners

- Draft an email faster
- Summarize long text
- Brainstorm ideas
- Generate social media posts
- Create simple images

Do's and Don'ts

- Do: Double-check facts; Use AI as a helper, not the final word; Keep prompts short and clear
- Don't: Share private info; Assume AI is always right; Forget to add your own style

AI Myths (Busted)

- ■ AI will replace everyone → ■ It's a tool to assist, not replace.
- ■ Only techies can use it → ■ Anyone can start with free tools.
- ■ AI is always correct → ■ It often makes mistakes (hallucinations).

Recommended Free Tools

- Text: ChatGPT, Claude.ai, Gemini
- Images: DALL·E, Canva AI, Microsoft Designer
- Audio: ElevenLabs (voices), AIVA (music)
- Video: Pika, Runway (basic use)

Ethics & Safety

- Respect copyright
- Don't generate harmful/false content
- Always fact-check before sharing

Try These Prompts

- "Summarize this news article in 3 bullet points."
- "Write a friendly LinkedIn post about learning a new skill."
- "Give me 5 ideas for healthy keto meals."
- "Explain AI to me as if I were 12 years old."
- "Write a short motivational quote about learning."