

# Applied AI Skills – From Theory to Practice

ReSkill45+ E-Learning Course

Mastering real-world AI tools for daily and work tasks

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# Welcome to Your AI Journey

## Who This Course Is For

This self-paced course is part of ReSkill45+, a program focused on reskilling adults aged 45 and above for today's modern labor market. We're here to improve your digital literacy and build your confidence with AI tools that are transforming how we work and live.

You're in the right place if you're an adult learner between 45 and 65 with basic AI knowledge, now ready to apply AI in practical scenarios. Low-to-medium digital skills are absolutely fine - no advanced tech expertise needed.

## How to Learn

Go at your own pace through each section. Every slide explains concepts clearly for independent learning, with reflection prompts and real-world examples to help you engage actively.

Think of this course as your friendly guide - we'll walk together through practical applications, hands-on exercises, and real scenarios where AI can make your daily life easier and more productive.

# Why Learn Applied AI Skills?

## AI Is Everywhere

In 2025, AI has become inescapable. Tools like ChatGPT, Google's Bard (Gemini), and Microsoft's Copilot are part of daily tech life. Even if you try to avoid it, you likely use AI every day - your phone's autocorrect, voice assistant, and app recommendations all rely on AI.

## Stay Current & Confident

This course will help you understand and leverage AI so you don't get left behind by technology. AI skills can enhance your productivity, creativity, and problem-solving in both personal and work contexts. It's about empowerment, not intimidation.

## Personal & Professional Benefits

AI can save time on routine tasks like scheduling and emails while opening new opportunities for learning new skills and exploring creativity. Embracing these tools can improve employability and adaptability in today's digital world.



# Learning Objectives

By the end of this course, you will have practical skills to confidently use AI in your daily life and work. Here's what you'll be able to do:

01

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## Identify AI Tools

Recognize AI tools used in everyday life and work, understanding their purposes and how they can help you.

02

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## Apply AI in Daily Tasks

Use AI assistants like ChatGPT and voice assistants for writing, planning, learning, and creative hobbies.

03

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## Use AI for Productivity

Utilize tools for summarization, automation of simple tasks, translation, and creating presentations.

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## Recognize Ethical Considerations

Understand privacy, accuracy, and bias issues, using AI responsibly and safely.

05

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## Practice Hands-On Skills

Perform mini-challenges using AI tools to build confidence through real application.



# Course Roadmap

We've designed this course as a journey from understanding to application. Each section builds on the previous one, taking you from recognizing AI around you to confidently using it for personal and professional tasks.



# AI in Everyday Life – Overview

Artificial Intelligence isn't just futuristic science fiction - it's part of daily life in many subtle ways. From unlocking your phone with face recognition to getting movie suggestions on Netflix, AI works behind the scenes to make technology more helpful and intuitive.

## Everyday Examples

Navigation apps use AI for real-time traffic routing, smartphones use AI for autocorrect and voice typing, and social media uses AI to filter content and suggest friends. Even appliances like smart thermostats and robot vacuums have AI capabilities that help them learn and adapt to your preferences.

## At Home and Work

In the slides ahead, we'll explore how AI appears both in personal life - like digital assistants or recommendation systems - and in work settings with spam filters, calendar schedulers, and grammar checkers. You might be surprised how often you already rely on AI!

# AI in Personal Life – Common Examples



## Digital Voice Assistants

Devices like Amazon Alexa, Google Assistant, and Siri respond to voice commands, answer questions, play music, or set reminders. These use AI natural language processing to understand you and fulfill requests, making interaction feel natural and conversational.



## Smartphone Features

Unlocking your phone with Face ID or using fun camera filters relies on AI-driven facial detection. Autocorrect and predictive text in texting and email apps use AI to suggest or correct words as you type, learning from your writing patterns over time.



## Recommendations

When Netflix suggests a show or Amazon recommends a product, that's AI analyzing your past choices to predict what you might like. Similarly, social media uses AI to curate your feed and suggest friend connections based on shared interests and networks.



## Smart Home Gadgets

Learning thermostats like Nest learn your temperature preferences and optimize heating and cooling schedules. Robot vacuums map your home to clean efficiently. AI helps these devices adapt to your lifestyle, becoming more helpful over time.



# AI in Work Life – Common Examples

## Email & Communication

- Spam filters automatically sort out junk mail using AI that learns from millions of examples
- Grammar tools like Grammarly check tone and clarity in emails and documents
- Smart Compose suggests sentence completions as you write

## Customer Service

- Chatbots answer FAQs and help customers 24/7 in natural language
- AI handles basic queries like order status and appointment scheduling
- Frees human staff for complex customer needs

## Data & Analysis

- AI analyzes large data sets and finds trends quickly
- Excel's Ideas feature summarizes spreadsheet data into insights
- Businesses use AI for forecasts and decision support





# Popular AI Tools at a Glance

Let's introduce some AI-driven tools you may encounter or use throughout this course. Each serves different purposes but shares the goal of making tasks easier and faster:



## ChatGPT

A conversational AI chatbot from OpenAI that answers questions, writes text, and helps with countless tasks in plain English. We'll use it often for examples throughout the course.



## Google Bard

Google's AI chatbot that integrates with Google services. Bard can pull current information via Google search and work with Gmail or Drive to help summarize or draft content.



## Microsoft Copilot

An AI assistant integrated into Microsoft 365 apps like Word, Excel, and Outlook. Copilot can draft emails, summarize meetings, and create documents or slides based on your prompts.



## Canva AI

Canva's Magic Studio includes AI features like Magic Write for text generation and Magic Design that automatically creates graphic designs or slide decks from a prompt, helping non-designers create professional visuals quickly.



## Grammarly

An AI writing assistant that checks grammar, spelling, clarity, and tone in your writing. It works in browsers and apps to underline mistakes and suggest improvements in real time.



## AI Scheduling Assistants

Tools like Clara or Reclaim AI coordinate meeting times and manage your calendar automatically, handling the back-and-forth scheduling that saves you from "calendar Tetris."

# Types of AI Tools

A brief refresher from your AI introduction course to set context for what we'll be using. Understanding these categories helps you recognize what each tool can do for you:



## Chatbots & Assistants

These AI tools converse in natural language and perform tasks. Examples include ChatGPT, Bard, and Alexa. They rely on Large Language Models trained on vast text data to generate human-like responses.



## Generative AI for Content

AI that creates new content - text, images, or music. ChatGPT can generate stories or code, DALL-E and Canva can generate images, and Copilot can generate document drafts from prompts.



## Analytical AI

These systems analyze data or make predictions, often behind the scenes. Examples include fraud detection in credit cards or recommendation engines that suggest products based on your behavior.



## AI in Devices

This includes computer vision for face recognition in cameras, speech recognition for voice-to-text, and decision algorithms like navigation route planning in GPS apps.

**Key point:** AI tools use techniques like machine learning, but you don't need to know the technical details. Our focus is practical use - knowing what they can do for you. Think of AI as software that "learns" patterns from data to assist with tasks that normally require human intelligence.

# Reflection – AI Around You



## Take a Moment to Think

Can you identify **two examples** of AI you've encountered in the past week? Think about your phone, computer, or services you used - did any involve recommendations, voice input, or automatic corrections?

**Question:** Before this course, were you aware those were AI-driven? Sometimes AI operates behind the scenes, making our lives easier without us even noticing.

How comfortable do you feel knowing these everyday features are powered by AI? This reflection is just for you - recognizing AI's presence in your life can build confidence and curiosity as we move into using these tools more deliberately.



# AI for Daily Tasks – Introduction

Now let's explore how AI can assist you in personal daily tasks. These are practical, everyday ways to lighten your load or enhance your routines. The goal is to see AI as a helpful assistant in your daily life, not an obstacle.



## Communicating & Writing

Getting help drafting or correcting text for emails, letters, and social posts.



## Planning & Scheduling

Using AI for meal plans, travel itineraries, calendar reminders, and organizing your day.



## Learning & Information

Asking AI to explain something or tutor you on a topic of interest.



## Creative Hobbies

Using AI for generating ideas, stories, or even art and music for fun.



## Personal Organization

Delegating reminders or to-do lists to AI assistants and getting advice on managing tasks.



# AI for Communication

## Writing & Messages Made Easy

You can use AI to compose a first draft of emails, letters, or messages. If you're not sure how to word a message to a friend or a formal email, tools like ChatGPT can generate a polite, well-structured draft for you. For example, you could ask: *"Write a friendly invitation email for a school reunion."*

**Grammar and tone checking:** Before sending important communications, you can paste your text into Grammarly or a similar AI tool. It will highlight mistakes and suggest fixes. It can also flag tone issues - if an email sounds too harsh, it suggests more polite phrasing.

**Text messages or social posts:** AI can suggest responses or posts. Some smartphones have AI that suggests quick replies. ChatGPT can even help with creative touches like adding humor to a birthday text.

## Confidence Boost

These tools are especially useful if you're unsure about wording or worried about mistakes. They act like a friendly editor, so you can communicate with confidence and professionalism.

- ❏ **Example:** "Help me write a happy birthday text to my brother, with a joke." The AI will produce a message you can then personalize and send.

# AI for Planning & Scheduling



## Daily Schedules & To-Do Lists

AI can help organize your day. ChatGPT can create a simple daily schedule if you tell it your tasks: "Help me plan my day: 1 hour for exercise, 2 hours for reading, etc." Some dedicated apps use AI to automatically slot tasks into your calendar at optimal times.



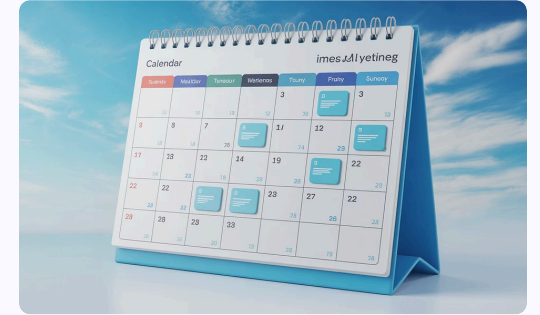
## Travel & Event Planning

You can ask AI to plan a trip itinerary or event. Example: "Plan a 3-day trip to Rome for a family of four, including key attractions and restaurant suggestions." The AI will outline a daily plan with activities and tips, saving hours of research.



## Meal Planning & Recipes

If you have ingredients at home, you could prompt AI for recipe ideas: "I have chicken and rice - what's a simple dinner I can make?" ChatGPT can suggest a recipe with steps. You can even specify dietary needs: "Make it heart-healthy" or "for two people."



## Appointment Scheduling

Tools like AI scheduling assistants can coordinate meeting times via email. If you CC such an assistant, it handles the back-and-forth of finding a meeting slot that works for everyone, saving you from endless email chains.



# AI for Learning & Knowledge

## Your Personal Tutor

Treat AI chatbots like ChatGPT as a research helper or tutor. You can ask questions like "What were the causes of the French Revolution?" or "Explain quantum physics in simple terms." The AI will provide a summary answer, often easier than wading through search engine results.

### Explaining Complex Topics

If you come across something you don't understand - a medical term, a tech concept - you can prompt AI: "Explain in simple terms what [X] means." ChatGPT is good at adjusting to your level and can break down jargon. Always remember: it might not be 100% correct, so critical information should be verified with a trusted source.

### Language Translation or Practice

AI translation tools like Google Translate and DeepL can translate text between languages instantly. You can also practice a language by chatting with AI in that language or asking for help: "How do I say [phrase] in Spanish?"

### Interactive Learning

You can use ChatGPT to quiz you: "Give me a quiz about world capitals" or even play educational games like trivia or word puzzles. It can adapt to your interests - from history facts to solving math problems - providing a personalized learning experience anytime.

- ❑ **Tip:** AI's ability to handle multiple languages is improving constantly, making it a powerful tool for lifelong learning in any subject area.

# AI for Creativity & Hobbies

Feeling stuck creatively? AI can help generate ideas and bring your imagination to life. Whether you're writing, crafting, or exploring artistic hobbies, AI can be your creative collaborator.

## Brainstorming Ideas

Ask ChatGPT for plot ideas like "Give me a prompt for a short story about friendship" or request DIY project suggestions: "What are some fun woodworking projects for beginners?" AI's suggestions might spark your next hobby project.

## Storytelling and Fun

Have AI write a short story or poem on any theme. For instance, "Tell a lighthearted story set in the 1950s" or "Write a funny poem about gardening." These can be for your amusement or something to share with grandkids - kids love customized bedtime stories!

## Visual Creativity

Even if you're not an artist, AI tools can create images from text. Canva's AI image generator or apps like DALL-E can produce pictures based on your description: "a painting of a sunset over a mountain in watercolor style." This can be a fun way to bring imaginative ideas to life.

## Jokes and Entertainment

Need a laugh? You can prompt AI for a joke or riddle: "Tell me a clean joke" or "Knock-knock joke about retirement." It's available 24/7 for a quick bit of fun and can even help compose melodies or edit photos with auto-enhancement features.



# AI for Personal Organization



## Reminders & Notes

Smart assistants on your phone or speaker like Siri and Google Assistant can set reminders: "Remind me to take my medication at 8 PM daily" or note down a shopping list by voice. They use AI to understand your request and ensure it's logged.



## Managing Information

AI can help summarize or extract key points from large personal documents. Imagine you have a long PDF manual to read - an AI tool could summarize each section for quicker understanding. If you recorded a meeting or lecture, AI transcription services can transcribe and highlight key topics.



## Email Sorting & Priority

Email clients increasingly use AI to prioritize important emails, notify you of urgent ones, or draft replies. Gmail's Priority Inbox and Outlook's Focused Inbox are driven by algorithms learning what matters to you.



## Health & Wellness

AI-powered apps analyze your activity like steps and sleep patterns, giving personalized suggestions. A wellness app might notice you haven't walked much today and gently suggest a short walk, based on learned habits.

Virtual personal assistants like Siri Shortcuts or Google Routines can automate sequences - when you say "Good morning," AI can read the weather, news brief, and your day's agenda. These convenient helpers adapt to your routines over time.



# Reflection – Your Tasks & AI



## Think About Your Day-to-Day Life

**Identify one task** you regularly do that is tedious or time-consuming. Examples might include writing similar emails, meal planning every week, sorting through long articles for information, or scheduling appointments.

**Could AI help?** Consider if any tool we discussed might make that task easier. Jot down how you might use it. For instance: "I spend time planning weekly dinners - I could ask ChatGPT for a week's meal plan with simple recipes." Or "I get too many emails - maybe use an AI email summary or filter."

## Personal Application

This reflection will help personalize your learning. By the end of this course, you should attempt to apply at least one AI solution to a real task in your life. Start imagining it now!

# Hands-On: Using AI Tools

Now that we've discussed applications, let's get hands-on. This section will demonstrate, step-by-step, how to use some of the popular tools introduced. By actually using the tools (or seeing exactly how one would), you'll build confidence to integrate AI into your routine.

01

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## ChatGPT

Practice using it for different tasks like writing, planning, and learning

02

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## Grammarly

See how it catches writing errors and improves clarity

03

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## Canva's AI

Use it to create something visual easily

04

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## Scheduling Assistant

Example of automating meeting planning

Follow along with the scenarios. You can pause and try these on your own device if you like. The more you experiment, the more versatile your skills become.





# Getting Started with ChatGPT

## Simple Access, Powerful Tool

**Accessing ChatGPT:** It's simple - open a web browser and go to [chat.openai.com](https://chat.openai.com). You'll need to sign up with an email to create a free account (or log in with Google/Microsoft). There are also ChatGPT mobile apps for iOS and Android. No installation needed for web use.

**Interface:** Once logged in, you see a chat box. You just type your question or request in plain English. For example, you might type: "How do I write a short resume summary for a customer service job?"

**Conversational format:** ChatGPT will reply in seconds with an answer or draft. You can then type follow-up questions to refine the result like "Make it shorter" or "Use a friendlier tone." It remembers context in the conversation, so you can have a back-and-forth dialogue.

## No Tech Jargon Needed

You can interact with ChatGPT like you would with a person - using everyday language. There are no "wrong" questions - be curious! If the response isn't what you want, you can ask it to try again or be more specific.

- ❏ **Free vs Paid:** The basic version is free and quite capable. There is a paid "Plus" version with a more advanced model, but you do not need it for our purposes.

# Using ChatGPT – Example 1: Writing Assistance

**Scenario:** You want to write a polite but firm email to a neighbor about a minor issue (loud music at night), but you're not sure how to phrase it.

## Type Your Prompt

Go to ChatGPT and type: "My neighbor plays loud music late at night. Help me write a polite email asking them to keep it down after 10 PM."

## Refine if Needed

If the draft is too formal or not to your liking, you can tell ChatGPT: "Make it shorter" or "Add a friendly tone." It will adjust the wording accordingly.

## Review the AI's Draft

ChatGPT will produce a courteous message like: "Hi [Neighbor Name], I hope you're doing well. I wanted to mention that I've been hearing music late at night... Would it be possible to keep it down after 10 PM? I'd really appreciate it. Thank you for understanding!"

## Use Your Email

Copy the text from ChatGPT and use it in your email app, making any final personal tweaks like adding your neighbor's name or your signature.

**Result:** In minutes, you have a well-written email without the stress of composing from scratch. This approach works for many writing tasks - from cover letters to invitations - just adjust your prompt accordingly.



# Using ChatGPT – Example 2: Planning a Trip

**Scenario:** You're planning a weekend getaway and want help drafting an itinerary.



## Step-by-Step Trip Planning

**Step 1 - Your Prompt:** In ChatGPT, write: "Plan a 2-day trip to Paris for me and my spouse. We like history, good food, and easy activities (no heavy walking)."

**Step 2 - AI Response:** ChatGPT will likely list out a day-by-day plan:

- **Day 1:** Morning visit to the Louvre (with elevator tips), lunch at a cozy café in the Marais, afternoon relaxation at Luxembourg Gardens, dinner at a classic bistro
- **Day 2:** Breakfast at hotel, guided boat tour on the Seine (minimal walking), lunch in Latin Quarter, visit Notre-Dame area, evening wine tasting

It may also sprinkle in travel tips like "book tickets in advance" or recommend less crowded times.

**Step 3 - Ask Follow-ups:** If you need adjustments - say you prefer museums over parks - you can clarify: "Add another museum on Day 2 and remove the garden." The AI will modify the plan. Or ask, "What's the cost for the boat tour approximately?"

**Step 4 - Use the Itinerary:** You now have a structured plan. Verify key details like opening hours, but the heavy lifting of research and organization is done. This shows how AI can serve as a travel planner, tailoring suggestions to your interests and saving significant time.



# Using ChatGPT – Example 3: Learning Aid

**Scenario:** You're reading an article about economics and stumble on a concept that confuses you - say, "inflation vs. recession differences." You want a clear explanation.

## Step 1: Ask Simply

In ChatGPT, you ask: "Explain the difference between inflation and recession in simple terms for someone who doesn't have an economics background."

## Step 2: AI Explanation

ChatGPT will provide a simplified explanation: *Inflation is when prices of things go up over time, so money buys a bit less than before. Recession is when the economy slows down or shrinks - companies make less money, some people lose jobs, and overall spending drops.* It might also give everyday examples to clarify.

## Step 3: Follow-up

If any part is still unclear, you might ask: "What causes inflation?" or "How does inflation affect me day to day?" The AI will elaborate as needed, adapting to your questions.

- ❏ **Caution:** Always consider verifying important information. For everyday learning, ChatGPT is convenient, but it might occasionally simplify too much or get a detail slightly wrong. Use it as a guide, and double-check if it's something critical.

**Bonus use:** You could also ask ChatGPT to summarize the whole article you were reading, to ensure you grasp the main points - a great way to check your understanding.





# Using Grammarly – Writing Improvement

**Scenario:** You have drafted a short cover letter for a job application. You want to make sure it's well-written and error-free.



## Access Grammarly

Go to [grammarly.com](https://www.grammarly.com) and paste your text into the online editor (or use the Grammarly plug-in in Word/Google Docs if you have it set up). Grammarly's AI will automatically start checking your writing.



## View Suggestions

Grammarly underlines issues in different colors. For example, a misspelled word, a missing comma, or a sentence that's unclear. On the side, it lists suggestions like "Replace with \_\_\_\_\_" or "Consider rephrasing for clarity."



## Apply Fixes

Click on each suggestion to accept the change, or edit the text as guided. For instance, it might suggest changing "I am confidence I will be a good fit" to "I am confident I will be a good fit."



## Tone and Style

Grammarly might indicate tone issues with an emoji. If your letter sounds too casual, it will suggest more formal wording. It ensures your letter maintains a professional tone.



## Final Polish

After accepting changes, your cover letter is now polished: free of grammar mistakes, clearly worded, and appropriately toned. This gives a professional impression.

Effectively, you had an AI proofreader and editor. Many people, even native speakers, use such tools to catch mistakes they miss - it's like having a second pair of eyes. Grammarly can be used for any important writing - from emails to reports - to improve overall clarity and build your confidence.

# Using Canva's AI – Creative Design

**Scenario:** You need to create a simple presentation or flyer, but you have little design experience. Canva's AI features can help generate a starting design and text.

## Magic Design for Presentations

**Step 1:** In Canva, try the "Magic Design" tool. Input a prompt like "5-slide presentation about healthy eating tips, with a simple and clear style."

**Step 2:** Canva's AI will produce a draft set of slides with suggested layouts, images from its library, and placeholder text/content relevant to "healthy eating tips." For example, it might create a title slide "Healthy Eating 101" with a food image, plus slides like "Tip 1: Eat More Vegetables - explanation..."

**Step 3:** You then edit this draft: replace any dummy text with your own specifics, adjust wording, and change images if needed. The AI gives you layout and text ideas, but you remain in control to finalize it.

## Magic Write for Text

**Step 4:** If you need help writing a short paragraph or slogan for the flyer, use Magic Write in Canva. For example, ask it "Write a catchy tagline about fresh food for health." It might return "Fuel Your Life with Fresh Foods!" - if you like it, great; if not, regenerate or tweak.

**Result:** In a short time, you have a nicely designed visual without starting from a blank page. AI handled the heavy lifting on design consistency and initial text, which you then refined.

- 📄 **Other AI in Canva:** You can also use AI to generate unique images or remove image backgrounds, speeding up the creative process for non-designers.



# Using an AI Scheduling Assistant

**Scenario:** You're trying to schedule a meeting with several people via email. Instead of emailing back and forth about availability, you use an AI assistant to do it.

1

## Involve the AI

You could use a service like Clara. CC the assistant's email address in the email thread and write: "Clara, please help schedule a 30-minute call next week with everyone."

2

## Autonomous Scheduling

The AI assistant will respond to participants on your behalf, proposing times based on your calendar: "Hi, I'm scheduling on behalf of [Your Name]. Would X date at Y time work?"

3

## Coordination

Each invitee replies with their availability. Clara parses these replies and continues the thread, finding a common slot. It may send follow-ups if someone doesn't respond.

4

## Confirmation

Once it finds a time everyone can make, Clara sends a calendar invite to all. You didn't have to do anything beyond the initial request - the AI handled the rest.

**Benefits:** This saves you from the tedious back-and-forth. AI scheduling tools excel at this because they can juggle preferences and time zones quickly. As one review put it, they let you "focus on the meeting, not the scheduling."

**Alternatives:** If you don't use an email assistant, some calendar apps like Reclaim or Motion use AI to auto-schedule tasks and appointments on your own calendar. For privacy, you typically give these assistants limited access to your calendar.



# AI at Work – Introduction

In the workplace, AI can significantly boost productivity by handling time-consuming tasks. Let's introduce how AI is applied in professional settings:

## Information Management

AI helps manage information overload - summarizing long documents or email threads, extracting key points so you don't have to read everything in detail.

## Insight & Analysis

AI can quickly analyze data and provide insights that would take a human much longer to compile.



## Content Creation

From drafting reports to creating presentations, AI like Microsoft 365 Copilot can generate initial drafts that you refine, saving you from staring at a blank page.

## Task Automation

Automating routine processes like scheduling, data entry, and form filling frees you to focus on more important work.

## Global Communication

Need to communicate across languages or time zones? AI translation and 24/7 chatbots come to the rescue.



# AI for Summarization

**Too long; didn't read? AI has you covered.** Modern AI can read through large texts - reports, articles, lengthy email threads - and produce a concise summary of the main points. This is incredibly useful when you have to digest information quickly.



## Email Thread Summary

Microsoft Outlook with Copilot can analyze a long email thread and generate a summary at the top, highlighting key decisions or questions. Instead of scrolling through 20 replies, you get:  
"Summary:  
Agreement reached on Project X timeline  
- kickoff on Jan 10;  
pending tasks: A, B."



## Meeting Minutes

AI tools like Otter.ai or Microsoft Teams with AI can transcribe meetings and then summarize the discussion. You receive a neat outline: "Discussed budget, decided to cut 5% expenses, next steps assigned to John and Maria."  
This helps even if you missed the meeting.



## Documents and Articles

If you have a 50-page report, you might use a tool like ChatGPT:  
"Summarize the attached report focusing on the financial findings."  
The AI will return a few paragraphs covering the highlights - revenue increased 10%, main challenges were X, recommendations are Y.

**Benefit:** Consider the time saved - what used to take an hour of reading might take 5 minutes to get the gist. It's like having a diligent assistant who reads everything and briefs you on the essentials, helping you stay on top of information and make decisions faster.



# AI for Writing & Editing in the Workplace

## Drafting Content

At work, you may need to write reports, proposals, or client emails. AI can generate a first draft if you provide the key points. For instance, with Copilot in Word you could say, "Draft a project update report based on these bullet points," and it will produce a structured document. You then refine it, but a lot of grunt work is done.

## Email Assistance

Outlook's Copilot can draft emails. For example, if you have an email thread and need to respond, Copilot might offer a suggested reply summarizing your stance. You can prompt it: "Draft a response thanking the team for their input and agreeing to the new deadline." The AI will compose a courteous, well-phrased email for you to review.

**Outcome:** With AI's help, your writing process becomes faster and often yields a more polished end product. It's like having a virtual writing assistant or coach in real-time. Many professionals find that routine emails or reports take a fraction of the time with AI support, freeing them for higher-level work.

## Consistency and Tone

In professional writing, tone matters. AI writing aids ensure your tone is appropriate - formal for an official memo, friendly but polite for client communication. They can even translate jargon-heavy text into plain language if you need to communicate with a non-specialist.

## Document Editing

If you have an existing draft, AI can help improve it. Tools can suggest rephrasing sentences for clarity or brevity. Microsoft Word now has AI-powered Rewrite Suggestions that can restructure sentences for better readability.



# AI for Data Analysis

Not everyone is a data analyst, but AI can help anyone interpret data. Many spreadsheet programs and Business Intelligence tools now have AI querying capabilities that make data analysis accessible to all skill levels.

## Making Sense of Data

In Excel, you can ask in plain English: "What were the total sales by region in 2024?" The AI will understand the data in your sheet and generate the answer or even a chart. No complex formulas needed.

## Detecting Patterns

AI can quickly spot trends or anomalies that might take hours for a human to notice. For example, an AI system might analyze sales data and highlight "Sales spiked in March due to product X launch" or "This one expense category has grown unusually fast."

## Automating Calculations and Charts

If you find pivot tables or formulas daunting, AI can do the heavy lifting. Some tools let you simply request "Create a chart of revenue vs expenses over the last 6 months" and it will produce one, choosing the appropriate chart type.

## Natural Language Questions

Products like Power BI with the "Q&A" feature or Google's Data Explore let you ask things like "Show me total hours worked by project this week" - the AI understands and fetches it. This lowers the barrier to analyze data.

**Accessibility:** For someone with low-to-medium digital skills, this is empowering. Instead of being intimidated by a spreadsheet full of numbers, you can converse with an AI tool to guide you. It's akin to having a data expert on call who you can ask questions and get answers or visuals from.





# AI for Task Automation

Do you find yourself doing the same clicks or steps over and over? AI and automation can handle those repetitive tasks, freeing you up for work that requires your human judgment and creativity.

## Automating Repetitive Tasks

Robotic Process Automation (RPA) bots can be set up with low-code tools to input data from one system to another every week. Smart email triage goes beyond spam filtering - AI can automatically route emails to folders by learning from your sorting habits.

## Schedule and Workflow Optimization

Tools like Reclaim or Motion use AI to rearrange your task schedule on the fly. If a meeting pops up, they automatically move your planned tasks to free slots so nothing is dropped. Essentially, your to-do list and calendar "talk" via AI to maximize your productivity.

**Outcome:** Mundane tasks consume a lot of time. By automating them, AI frees you up for tasks that do require your human judgment, creativity, or personal touch. Plus, automated tasks reduce errors - the AI doesn't get tired or distracted. The key is identifying what tasks are rule-based or pattern-based - those are ripe for AI automation.

## Customer Support Automation

In a work context, if you manage a support inbox, AI can categorize tickets (urgent vs low priority, topic A vs B) and even draft initial responses. This speeds up response times as trivial issues might be solved without human input.

## Macros and Scripts, Evolved

AI can often generate automation workflows for you. For example, "Copilot, create a flow that takes every email attachment and saves it to SharePoint." Microsoft's Power Automate with AI or Zapier's AI integration can often create automations based on simple descriptions.



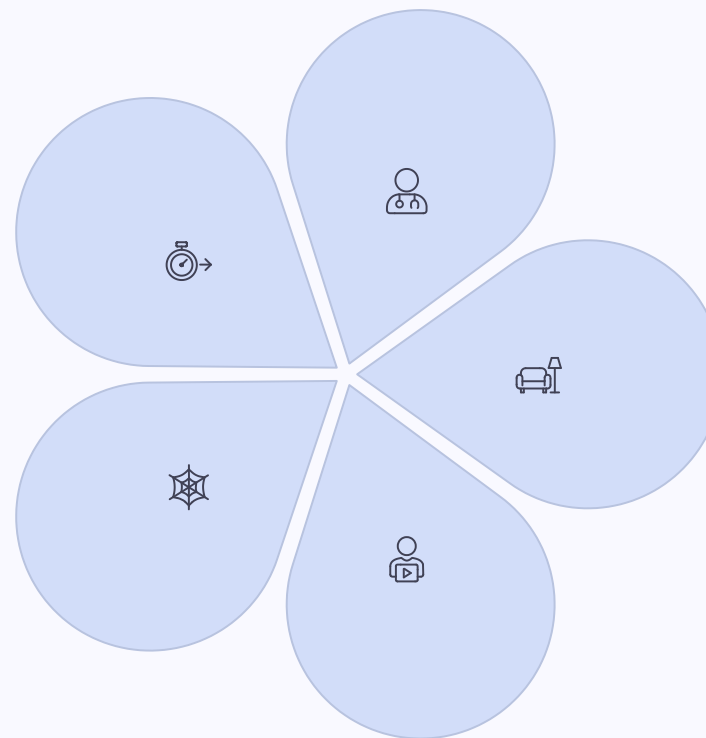
# AI for Translation & Multilingual Support

## Instant Translation

Need to read or write in another language at work? AI translation tools like Google Translate and DeepL can translate emails, documents, or chats almost instantly with fairly high accuracy. If you receive a document in French, you can understand it in English in seconds.

## Confidence to Engage

With AI support, you might feel empowered to engage with customers or colleagues in markets you previously felt unprepared for linguistically. It broadens your reach without needing you to be fluent in every language.



## Integrated Translators

Many platforms like Microsoft Word, Outlook, Teams, and Slack have built-in translation features now. With one click, you can translate a message. This fosters smooth communication in global teams.

## Live Translation

AI can do live speech translation. In a Teams video meeting, someone speaks Spanish and the subtitles in English appear for you in real time - AI is transcribing and translating on the fly. This breaks language barriers in international collaboration.

## Content Localization

If your job involves creating content like product descriptions or user manuals that need to be in multiple languages, AI can produce drafts in each language. A human might then review them for nuance, but it's much faster than starting from scratch.

**Caution:** While AI translations are impressive, subtle tone or idioms sometimes don't translate perfectly. For important or sensitive communications, a quick review by a native speaker is wise. But for general understanding and routine messages, AI translation is a game-changer.



# AI for Presentations

Need to prepare a presentation deck? AI can assist by generating content and design, making the entire process faster and more professional-looking.

## Slide Creation

PowerPoint Designer in Microsoft 365 suggests slide layouts and images based on the text you add. It's driven by AI to make your slides look professional with minimal effort.

## Outline to Slides

With Copilot in PowerPoint, you can feed an outline or document, and it will generate a draft set of slides. If you give it a document about a project, Copilot can produce slides summarizing each section with bullet points, saving hours of manual work.

## Design and Formatting

Canva's Magic Design ensures the design is on-brand and visually appealing. AI picks relevant imagery, consistent icons, and suggests color schemes. You don't need graphic design skills to get a slick look.

## Charts and Visuals

If your presentation needs a chart or smart art, AI can recommend the best way to visualize the data you have. It might even create the chart automatically from data like Copilot's integration with Excel charts.

## Speaker Notes & Coaching

Some AI tools can generate speaker notes from slide content. There are also AI "coach" features that can listen to you practice and give feedback on pacing or filler words - using AI to improve your public speaking.

## Language & Accessibility

Need the slides in another language? AI can translate the text quickly. Need alt-text for images for accessibility? AI can describe images automatically, making presentations more inclusive.





# Case Study: Microsoft 365 Copilot

Let's see how one integrated AI assistant can encompass many productivity functions across different applications:

## What is Copilot?

Microsoft 365 Copilot is an AI integrated across Word, Excel, PowerPoint, Outlook, and Teams. It's like having an assistant in each application, helping with whatever you're doing.

## Security & Privacy

Copilot is designed not to leak your data outside your organization - it uses your company's data (documents, emails) as needed to give context-specific help. This means if you ask it to draft a report, it can pull relevant info from files you have access to, but it won't expose that info to others.

## In Word

Copilot can draft documents, rewrite text, or summarize documents. Tell it "Write a two-page project proposal about X" and it gathers info to create a draft.

## In Excel

Copilot can analyze data. Ask: "What are the key trends in this sales data?" and get insights or a chart. It can also create formulas or pivot tables based on plain language requests.

## In Outlook

It can summarize long email threads and even suggest replies. You might see a "Copilot" pane that with one click drafts a polite reply to an email.

## In Teams

Copilot can generate meeting summaries or action item lists in real time. If you join a meeting late, you could ask "Copilot, what did I miss?" and it will recap the discussion.

**The experience:** You typically interact with Copilot via a chat or prompt box in each app. It's seamless - you don't leave Word to get writing help, it's right there. This illustrates the future of AI at work - rather than using separate tools, the AI is built into the software you already use, making everything faster and smarter.





# Ethical & Safety Considerations

Using AI comes with responsibilities and cautions. While these tools are powerful, we must use them wisely. Being informed is the best way to ensure a positive experience.

## Privacy

What data you input into AI and how it's used. Are you sharing sensitive info? Avoid doing so with public AI tools.

## Digital Well-being

Balancing AI use so that it augments your life without causing dependency or reducing human interaction where it matters.



## Accuracy

AI can sometimes be wrong or "hallucinate" information. How do we verify what it tells us?

## Bias & Fairness

AI can reflect biases in its training data, potentially producing outputs that are unfair or inappropriate. We should be alert to this.

## Ethical Use

Using AI in an honest way - not misusing it to cheat or plagiarize, being transparent when AI is involved.

Remember: AI is a tool, and like any tool, its value or harm comes from how we use it. We'll explore each consideration in the following slides.



# Privacy & Data Security

## Be Careful What You Share

When using public AI services like ChatGPT free version, **do not input sensitive personal information** - e.g., your ID numbers, bank details, passwords, or confidential company data. Treat it like a public conversation. OpenAI itself advises users not to share sensitive info because it might be seen by human reviewers improving the AI.

## AI Memory

Many AI tools retain your conversations (at least for some time) to learn or for support. For instance, ChatGPT saves your chat history unless you delete it. While companies have policies to protect data, there's always some risk when data is on external servers.

**Bottom line:** Think of AI as a person you don't fully know - you wouldn't tell a stranger your credit card number; similarly, don't give AI tools information you wouldn't want potentially exposed. It's better to be cautious up front than sorry later.

## Company Guidelines

If using AI at work, follow your organization's policies. Some companies restrict use of tools like ChatGPT with official data. There have been cases where employees pasted proprietary code or documents into AI and inadvertently leaked info. When in doubt, don't put any confidential text into a third-party AI.

## Privacy Settings

Some tools allow opting out of data collection. For example, ChatGPT has an option to not use your chats for training future models. If privacy is a concern, enable such settings or use paid enterprise versions that promise data isolation.

# Accuracy & Misinformation

## Not Infallible

AI can generate incorrect or made-up information very confidently - a phenomenon often called "hallucination" in AI. For example, ChatGPT might fabricate a statistic or quote if it doesn't actually know the answer. Always approach factual outputs with some skepticism.

## Verification is Key

If you use AI to get information (especially for important matters), **verify it via trusted sources**. If AI gives a health tip or legal info, double-check with a professional or official reference. Bard tries to include sources for factual queries, but even then, click and read those sources to confirm.

## Recognizing AI Output

Sometimes AI's errors are obvious (e.g., a historical date wrong by a century). Other times, they are subtle. If something looks odd or too convenient, it could be partially false. Cross-check facts and figures.

## When AI Summarizes

Skim the original if possible. Summaries might omit nuance or context. Translations might slightly alter meaning. Use AI as a first pass, not the final authority on content fidelity.

## Updates and Knowledge Cutoff

Some AI models have a knowledge cutoff (e.g., currently 2021 data for some versions). They won't know recent events or changes. Bard and Bing can pull current info from the web, but then you rely on the internet's accuracy. Always consider the timestamp of the information.

## Critical Decisions

For serious decisions (medical, financial, etc.), use AI as a support tool, not the decision-maker. It can help gather info or options, but the final judgment should involve human expertise and common sense.

**Encourage critical thinking:** One benefit of AI is it might present information in a structured way, but it's up to us to think critically about it. Ask yourself, "Does this answer make sense? Should I double-check this claim?" That habit will guard you against misinformation. As a rule of thumb: Trust but verify.



# Bias & Fairness

AI learns from data, and if the data had biases (which much human-generated data does), the AI can reproduce or even amplify those biases. Understanding this helps us use AI more responsibly.

## Examples of Bias

A hiring AI might inadvertently favor candidates similar to past hires. If mostly men were hired before, it might rate male candidates higher - this actually happened in some early AI hiring tools. A translation AI might default to "he" for doctors and "she" for nurses due to biases in training data. These are not intentional, but they can have real consequences.

## Stay Alert

When using AI outputs, watch for any unfair or stereotypical content. If you ask for a story and it produces a cliché or biased scenario, recognize it and adjust. If an AI image generator repeatedly shows a certain type of person for "CEO" vs "nurse," that's a bias.

**Inclusivity:** Try to use AI outputs that are inclusive. For instance, if generating images or examples for a presentation, ensure representation of different groups if relevant. AI might default to the majority in its data, so sometimes you need to prompt for variety: "show people of different ages/backgrounds."

## Mitigation

Many AI developers are working on reducing bias, but it's not solved. As a user, if you notice bias, you can often correct it by instructing the AI: "No, try again and ensure gender-neutral language" or "Show diverse examples." In ChatGPT, you can explicitly prompt for fairness: "list candidates without assuming gender."

## Fairness in Practice

When using AI in work decisions like lending, hiring, or evaluations, fairness is critical. However, even personally, be mindful: if you use AI to evaluate something, remember the AI's bias could skew results. Human oversight is essential.



# Responsible & Ethical Use

- **Transparency**

If you use AI to help create something (a written piece, an image), consider being transparent about it when appropriate. For example, if you write an article with AI assistance, some contexts might expect you to disclose that. In everyday work, be open internally: "I used an AI tool to draft this report and then refined it."

- **Avoiding Plagiarism**

Don't present AI-generated content as entirely your original work if that's unethical in context. In a learning environment, turning in an essay written by AI as if you wrote it is plagiarism. Use AI to brainstorm and outline, but ensure anything that needs to be your work truly reflects your own input.

- **Copyright Considerations**

Be careful using AI-generated images or text commercially. The laws are evolving, but note that AI might have been trained on copyrighted material. If you ask it to write in the style of a specific author or generate lyrics "like" a song, you tread into ethical grey areas.

- **Don't Misuse AI**

AI can create misinformation (deepfake images, fake news text) or could be used to spam or scam. Ethically, we should commit to not using these tools to deceive or harm others. Never use AI to impersonate someone's voice or writing to trick people - that's fraud.

- **Human Judgment**

Always keep a human in the loop for important decisions. For example, if AI suggests rejecting a loan application, a human should review that decision. In your own use, treat AI advice as suggestions, not absolute commands.

- **Digital Well-being**

It's easy to lean on AI for everything. But maintain your skills - keep writing, thinking, and creating yourself, using AI as an enhancer. Be mindful of screen time; use the time saved by AI for meaningful work or rest, not just to do double work.

- **Continuous Learning**

The ethical landscape is changing. Stay informed about new guidelines or regulations about AI. Being a responsible AI user means evolving with the technology and society's expectations.



# Practice & Challenges – Introduction

## Now It's Your Turn!

In this section, we present a few practice prompts and mini-challenges. These are designed to help you gain hands-on experience and confidence with AI tools. Try to do these exercises on your own: open the relevant tool and give it a go. If you can't execute them now, you can at least plan your approach and do them later.

Our challenges will cover:

1. Using ChatGPT for a personal task
2. Using an AI tool for a work-related task
3. A creative use of AI for fun or learning

After these, we'll reflect on the experience and discuss next steps for your AI skill development.



**Don't worry** - there are no grades here, only opportunities to experiment and learn. Enjoy the process and be curious!



# Practice Challenge 1 – ChatGPT for a Personal Task

**Task:** Use ChatGPT to help with a personal communication scenario.



## Pick Your Scenario

You want to send a message to a family member or friend, but need inspiration or better wording. For example, maybe a birthday note, a thank-you message, or an apology.



## Evaluate the Output

Does it sound like you? Is it warm and clear? Edit or regenerate if needed. You can add: "mention the fishing trip we took together" or "make it shorter and more casual" if the first attempt isn't perfect.



## Your Challenge

Pick one scenario (birthday greeting, thank-you, etc.). In ChatGPT, write a prompt for it. E.g.: "Help me write a heartfelt birthday message to my younger brother. Include a fond memory and a joke."



## Personalize & Send

Make sure to personalize it (add something only you would know, like a nickname or specific detail). Then you can send it as a handwritten card, email, or text as appropriate.

**Reflection:** How did ChatGPT do? Did it capture the sentiment you wanted? Would you feel comfortable sending that message? This exercise shows how AI can add a bit of eloquence to personal communications, while you still ensure it's authentically from you with the final touches.



# Practice Challenge 2 – AI for a Work Task

**Task:** Use an AI tool to boost your productivity on a work-like task. Choose one of the following options:

## Option A: Summarization

Find a lengthy article (perhaps a news feature or a report relevant to you). Use an AI of your choice (ChatGPT can do this, or a summarizer tool) and prompt: "Summarize the key points of this text:" then paste a portion of the article. See if the summary captures the essence.

## Option B: Email Drafting

Imagine you need to email a colleague about a meeting outcome. Prompt ChatGPT with the context: "Draft an email to my team summarizing the decisions from today's meeting about project deadlines. Be polite and encourage questions." Check the draft - did it save you time formulating the structure and wording?

## Option C: Presentation Outline

Tell ChatGPT (or Canva's Magic Write) something like: "Outline a 5-slide presentation on the benefits of time management in the workplace." See the suggested outline or content, and then you can flesh it out yourself. This tests how AI can break writer's block.

**Complete the task:** Whichever you choose, actually use the AI to generate the content. Then review and refine it as you normally would. The goal is to experience how quickly you can go from nothing to something with AI's help.

**Reflection:** Did the AI output require heavy editing or just minor tweaks? Were you comfortable trusting it, or did you feel the need to verify a lot? This will help identify how you can integrate AI into your work routine and what precautions to take.



# Practice Challenge 3 - Creative AI Exploration

**Task:** Try out an AI tool for a creative or learning purpose, something fun and exploratory. Choose one or more ideas:

## Creative Ideas

### → Image Generation

Go to a free AI image generator (e.g., Canva's image app) and enter a fun prompt: "a painting of a cat reading a book in a library" or any whimsical idea you like. How close is it to what you imagined?

### → ChatGPT Games

Ask ChatGPT to play a game or create one for you: "Let's play 20 questions" or "Give me a small brainteaser puzzle to solve." This shows the interactive side of AI.

### → Learn Something New

Ask the AI to teach you a quick lesson: "Teach me 5 words in Italian and how to pronounce them," or "Give me a quick history lesson on the pyramids of Egypt."

## Creative Writing

Have ChatGPT co-create something with you. For instance, write one paragraph of a short story and ask it to continue the next paragraph, then you write the following, and so on. It's like tag-team writing - often results are amusing and it stimulates creativity.



**Execution:** Whichever mini-project appeals to you, dive in. The stakes are zero - it's just for exploration. Notice how the AI responds and where your own imagination or knowledge has to guide it.

**Outcome:** Share your favorite result with someone (show them the funny image or riddle the AI gave). Many people find that experimenting in a low-stakes, playful way builds their confidence for more serious uses.

# Reflection – Your AI Journey Forward

Now that you've tried using AI hands-on, let's reflect on your experience and plan your next steps:



## What Felt Easy?

Did any tool or task feel surprisingly straightforward? For instance, "ChatGPT helped me write that email in 2 minutes - that was easy and saved me stress." Identifying these wins shows you where AI can be your go-to assistant.



## What Felt Challenging?

Maybe the AI gave an odd answer, or you weren't sure how to phrase a prompt initially. That's normal. Note these down. Over time, you'll learn how to ask AI the right way (prompting is a skill!).



## Comfort Level

On a scale from 1 (still very unsure) to 10 (super comfortable), how do you feel about using AI tools regularly? Think back to before the course and see if your number moved up. What would help increase it?



## Personal Implementation Plan

Identify one or two specific ways you will use AI in the next week. For example, "I will use ChatGPT to draft my team newsletter," or "I'll try using Google Translate AI features to communicate with our office in Spain."



## Lifelong Learning

AI technology will keep evolving. Commit to keeping up: perhaps follow a tech blog or join a community of learners where people share AI tips. An occasional refresh of knowledge will ensure you continue to benefit from the latest tools.



## Share & Discuss

If possible, discuss with peers or friends/family what you've learned and how you plan to use AI. Teaching others or simply talking about it reinforces your knowledge and could inspire them too.

# Summary & Next Steps

## Congratulations on Coming This Far!

We're almost at the end of the course. Let's wrap up what we've covered and look at how you can continue building your AI skills from here. We'll summarize key points, highlight takeaways, and point you to resources for further learning.

Remember, this course was a starting point - the world of AI is vast and always changing, but you now have a solid foundation to navigate it. You've transformed from someone learning about AI in theory to someone who can confidently apply it in practice.



# Course Summary – What We Covered

## AI in Everyday Life

You learned how AI is already part of daily experiences - from map navigation to autocorrect to streaming recommendations. You can now recognize AI's presence around you and understand its basic functions.

## Hands-On Tool Use

We dove into specific tools - ChatGPT for conversational assistance, Grammarly for writing help, Canva for design, scheduling assistants for calendar management. You have step-by-step approaches for using these tools effectively.

## Ethics and Safety

We highlighted important considerations like not sharing sensitive data with AI, verifying AI outputs, being mindful of biases, and using AI responsibly. You're aware that with great power comes the need for caution and good judgment.

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## Practical Daily Applications

We discussed using AI for personal tasks like writing communications, planning schedules or trips, aiding learning, and adding creativity to hobbies. The key message: AI can be a helpful personal assistant in many non-technical areas of your life.

## Workplace Productivity

We explored how AI can streamline work tasks - summarizing information, drafting content, analyzing data, automating repetitive tasks, translating languages, and creating presentations. Tools like Microsoft 365 Copilot bring AI right into office workflows.

## Interactive Practice

Through reflection and challenges, you actively engaged with AI, which solidified your understanding. Hands-on practice is crucial for skill-building, and you've taken those first steps.

**Overall:** You went from theory (what AI is) to practice (using AI). You should now feel more equipped to integrate AI tools into your daily and work life, improving productivity and continuing to learn by doing.

# Key Takeaways



## AI is a Tool, Not a Threat

It's here to assist you, not replace you. By learning to work with AI, you enhance your own capabilities. Embrace it as a handy helper that can take over mundane parts of tasks, while you apply the critical thinking and personal touch.



## You Don't Need to be a Tech Expert

As demonstrated, many AI tools have user-friendly interfaces (chat boxes, simple buttons). If you can type or speak a request, the AI does the complex work behind the scenes. Low digital confidence is okay - practice and you'll see results.



## Effective Communication is Key

The quality of output often depends on how you ask. Learning to phrase good prompts (clear, specific instructions) is valuable. But even if your first try isn't perfect, AI is forgiving - you can iterate by refining your request.



## Double-Check Important Results

AI can speed up work, but always review its outputs, especially when stakes are high. Your judgment is irreplaceable. Use AI for first drafts and ideas, then apply your knowledge to finalize.



## Continual Learning

The AI landscape evolves quickly. The skills you learned (how to prompt, how to integrate tools into tasks) will apply to new tools as they emerge. Stay curious and experiment with new AI features when you hear about them.



## Empowerment

The ultimate goal of ReSkill45+ and this course is to empower you. Don't shy away from technology. Many learners like you have found that once they start using AI for small things, they discover more and more use cases.

# Further Resources for Learning

Your journey doesn't end here. Here are some resources and next steps to continue building your AI skills:

## Online Learning

- **Online Tutorials & Courses**

Platforms like Coursera, LinkedIn Learning, and free YouTube channels have courses on specific tools (e.g., "Mastering ChatGPT," "AI for Beginners"). OpenAI's own tutorials on prompt engineering can deepen your understanding.

- **Community Forums**

Join communities where you can ask questions and share experiences. Examples: Reddit's r/ChatGPT, Stack Exchange's AI section, or local Facebook/WhatsApp groups for digital learning. Hearing others' use cases sparks new ideas.

- **Product Documentation**

Explore the official docs or blogs of tools you use. OpenAI's help center, Microsoft's Copilot blog updates, Canva's tutorial blog - these are written in accessible language and keep you updated on new features.

## Ongoing Practice

- **AI Newsletters/Blogs**

Subscribe to a simple AI newsletter (some are geared towards non-techies) to keep you informed without overwhelm. They often highlight one cool use of AI per week.

- **Local Workshops**

Keep an eye out for workshops - some community centers or libraries offer digital skills sessions for seniors/adults which increasingly include AI topics. Attending one can give you live support and practice.

- **Practice Projects**

Set yourself a fun project - like "I will write a short story with AI and publish it for my friends," or "I will use AI to plan and document our next family trip." Having a project gives you a reason to use the tools in a sustained way.

**Stay critical, stay curious:** Cultivate a habit of asking, "Can AI help me with this?" whenever you face a task. Often the answer will be yes, and then you can go find the tool or method. Over time this becomes second nature.



# Next Steps – Applying What You Learned



## Use It Daily

In the coming weeks, consciously integrate at least one AI tool into your routine. Even for small tasks - use voice assistant to set reminders, or ask ChatGPT a question instead of googling once in a while. Regular use cements your skills.



## Share with Others

If you're working, maybe introduce one AI tip in your team: "Hey, I found Grammarly really helps catch errors - shall we all try it?" Or show a family member how you planned a trip with AI. Teaching others reinforces your knowledge.



## Stay Updated with ReSkill45+

Being part of this project, there might be follow-up courses or group meet-ups for alumni. Engaging in those can provide continued learning and encouragement. If available, do participate or at least stay in the loop.



## Gather Feedback from Yourself

After a month, reflect: which AI tool did I end up using the most? Did it make a clear difference? Your skill with AI will improve over time, so tasks that felt awkward now might feel easy later.



## Explore Advanced Features

Once comfortable with basics, you can try more advanced prompting techniques or explore AI plugins/extensions. This is optional, but can unlock even more powerful uses when you're ready.



## Mindset of Adaptability

The modern labor market values adaptability. By getting comfortable with AI, you're demonstrating that you can adapt to new tools. Keep this mindset with any new tech you encounter, and you'll continue to thrive.

**Celebrate progress:** Acknowledge what you've achieved. Many people are intimidated by AI; you not only confronted it, you learned and applied it. That's a big step. Use this momentum to continue growing your digital skills broadly.



# Thank You & Conclusion



## Congratulations! 🎉

You've completed **Applied AI Skills - From Theory to Practice!**

You've taken significant steps toward enhancing your digital skillset. What was once "just theory" is now something you can do. Thank you for engaging with the material, trying the exercises, and bringing your open mind. Adult learning is a journey, and your dedication proves it's never too late to learn new tricks.

## Moving Forward

Keep experimenting, keep asking questions, and don't hesitate to revisit these slides whenever you need a refresher. The more you practice, the more second-nature it will become to leverage AI in beneficial ways.

We hope you feel more confident and empowered to navigate a world where AI is increasingly prevalent. You are reskilled and ready to apply these tools in real life for personal growth and professional success.

**Feedback:** We'd love to hear about your experience - what you enjoyed, what can be improved. Your insights will help us refine the course for future learners. If there's a survey or forum, please take a moment to share your thoughts.

**All the best:** Embrace these new skills and continue to learn fearlessly. Remember, **you plus AI can achieve things faster and smarter.** Stay curious and tech-positive! Good luck on all your future endeavors.