

AIVISTA ACADEMY

Baby Steps With AI

Module 2

Your First AI Tool

AI made simple. One step at a time.

Where we left off

- A very good guesser
- First draft: trust it
- Final fact: check it

Today you leave with something finished

- An account
- Prompts that worked
- One real task, done

Step by step, together

- Go to claude.ai
- Click sign up
- Enter your email
- Get the code, enter it
- Answer the questions
- Find the box

Check your spam folder

The code email hides there sometimes.
This is normal. Not a failure.

Your first message

"Explain what you can help me with,
in plain English, as if I have
never used AI before."

You have now used AI.

The rest is learning to ask better.

The recipe

- ROLE - who it acts as
- TASK - what you want made
- CONTEXT - what only you know
- FORMAT - how long, what tone

Weak prompt

"Write an email declining a meeting."

Same request, four parts

- "You are an experienced office manager.
- Write an email to my boss declining
- Tuesday - I have a client deadline -
- and offer Thursday. Under five
- sentences, warm but professional."

The part everyone skips

Beginners take the first answer.

Users have a conversation.

Just reply

- "Make it shorter."
- "Too formal - warm it up."
- "You missed that she's a longtime client."
- "Give me three versions."

When it goes wrong

- Too generic? Add context.
- Doesn't sound like you? Paste your writing.
- Too long? Say 'half that.'
- Wrong fact? Say so - then verify.

Your turn

- 2.2 - build with the recipe
- 2.3 - reply three times
- 2.4 - your real task

Before Module 3

- Use it once tomorrow
- Recipe on a sticky note
- Save the conversation that worked

Who got something they'd actually use?

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