

AI Made Easy

A friendly, hands-on workbook for getting started with AI

Honcho Digital · for anyone who can browse the web or use Facebook, and is curious about AI

Before we start

Who this is for: you can turn on your phone or computer, use the internet, and maybe Facebook. That's all you need. **What you'll walk away with:**

1. You'll know what "AI" means, in plain English.
2. You'll know the main kinds of AI and what each is good for.
3. You'll write prompts that get you what you want.
4. You'll know how to spot AI scams.
5. **You'll make something fun with AI and share it with friends.**

Pick your track and follow the matching boxes through the book:

-  **Phone or tablet track:** everything is done in an app or your phone's web browser.
-  **Computer track:** everything is done in a web browser (Chrome, Edge, Safari).

Go at your own pace. There's no wrong question. Check each ☐ box as you finish it.

Part 1: What is AI, really? (10 minutes)

AI (artificial intelligence) is software that has learned patterns from huge amounts of examples, so it can write, answer questions, describe pictures, or make new pictures when you ask.

Think of it like a very well-read helper. It's fast, it's patient, and it's often right. **But it can be confidently wrong**, so you stay the boss.

Words you'll hear: | Word | What it means | |---|---| | **Chatbot** | An AI you talk to by typing (or speaking), like texting a helper. | | **Prompt** | What you type or say to the AI: your request. | | **Model** | The "brain" behind a chatbot. Different companies have different models. | | **Generate** | When AI *creates* something new: words, a picture, a voice, a video. | | **Hallucination** | When AI makes something up and says it like a fact. Always double-check important things. | | **Free tier** | The free version of an app. It's usually enough for this course. |

☐ I can explain to a friend what a "prompt" is.

Part 2: The main kinds of AI (15 minutes)

Kind	What it does	Everyday example
Chat / writing AI	Answers questions, writes and explains	"Help me write a birthday message for my granddaughter."
Image AI	Makes pictures from a description	"A golden retriever wearing a cowboy hat at sunset."
Voice AI	Reads text aloud, or understands what you say	The talking assistant on your phone
Video AI	Makes short clips, or turns pictures into a video	A 10-second animated birthday card
AI inside apps you already use	Built into Facebook, Messenger, your phone camera, email	"Suggested replies" in email

Popular free places to try AI (names change often; we'll pick one together):

- **ChatGPT** (by OpenAI): app or chatgpt.com
- **Gemini** (by Google): app or gemini.google.com
- **Claude** (by Anthropic): app or claude.ai
- **Meta AI**: built into Facebook, Messenger and WhatsApp (where available)
- **Canva**: a free design app with AI picture tools and easy video templates

 **Phone track:** install **one** chat app from your App Store or Google Play.  **Computer track:** open **one** of the websites above in your browser.

Signing up: you type your own email and password. **Nobody else should ever type your password for you, including your teacher.**

☐ I opened one AI chat and said hello.

Part 3: Your first conversation (15 minutes)

Type these exactly, one at a time, and read the answers:

1. Hi! I'm new to AI. Explain what you can help me with, in simple words.
2. Give me 3 easy dinner ideas using chicken, rice and frozen vegetables.
3. Make that third idea simpler, for one person.

Notice: you can **keep talking**. The AI remembers the conversation, so you can say "shorter", "simpler" or "make it funny".

☐ I asked a follow-up question, and the answer changed.

Part 4: The prompt recipe (20 minutes)

Good prompts are like good orders at a restaurant: the clearer you are, the better the dish.

The 4-part recipe: WHO · WHAT · HOW · EXTRA

- **WHO** should the AI be? *"Act as a friendly travel agent..."*
- **WHAT** do you want? *"...plan a 3-day trip to San Antonio..."*
- **HOW** should it look? *"...as a simple list, one line per activity..."*
- **EXTRA** details. *"...I'm 68, I walk slowly, and my budget is \$500."*

Weak prompt: trip ideas

Strong prompt: Act as a friendly travel agent. Plan a 3-day trip to San Antonio as a simple list, one line per activity. I'm 68, I walk slowly, and my budget is \$500.

Practice (write your own)

For	Your prompt (write it here)
A letter or message	
A recipe or meal plan	
Understanding something (a bill, a medicine leaflet, a news story)	

Magic follow-ups that fix most answers:

- "Make it shorter." / "Explain it like I'm new to this."
- "Give me 3 options." / "Ask me questions first, then answer."
- "What should I double-check?"

☐ I wrote one strong prompt with all 4 parts.

Part 5: Choosing a model (10 minutes)

The free chat apps can all handle everyday tasks. Simple guidance:

- **Use what's already on your phone** or the one you find easiest to read.
- **For something important** (health, money, legal), ask two different AIs, then **confirm with a real person**: your doctor, pharmacist, bank or lawyer.
- **Paid plans** add more use per day and newer models. **You don't need one for this course.**

☐ I know which AI I'll keep using.

Part 6: Stay safe: spotting AI scams (15 minutes)

AI makes scams more convincing. Learn these 5 rules:

1. **The voice-clone call.** A "grandchild" calls in trouble, asking for money. **Hang up and call them back on their real number.** Agree on a **family code word** today.
2. **Urgency is a red flag.** "Act now", "your account will close", "gift cards only": stop and check.
3. **Too-perfect photos and videos.** Celebrities "endorsing" miracle products are often AI fakes.
4. **Never share** passwords, bank numbers, Social Security numbers or one-time codes with anyone, AI or human.
5. **When unsure,** ask someone you trust, or ask an AI chatbot: *"Is this message a scam? Here's what it says: ..."*

☐ My family code word is: __ (keep this page private)

Part 7: Your project: make something to share (25 minutes)

Goal: create a fun picture or short video with AI and share it on Facebook. You made this!

Option A: an AI picture.

1. In your AI app, use the recipe: *WHO / WHAT / HOW / EXTRA*. Example: Make a cheerful picture of a porch in Texas at sunset with a rocking chair, a glass of sweet tea and a sleeping dog, in a painted storybook style.
2. Not quite right? Say: Make the dog a beagle and add bluebonnets.
3. Save the picture to your phone or computer.

Option B: a short video.

1. Make 3–4 AI pictures on one theme (for example "my dream vacation").
2. Open **Canva** → pick a **video** or **slideshow** template → add your pictures → add a song from the library → **Download**.

Share it: Facebook → **Create post** → add your picture or video → write one line, like "*Made this with AI today at my class!*" → **Post**. **Good manners:** say it's AI-made, and **don't use pictures of real people without their OK**.

☐ I made something, and I shared it (or saved it to share later).

Part 8: What's next

- Practice one prompt a day (a recipe, a letter, a question you're curious about).
- Keep this workbook. Part 4's recipe works everywhere.
- **Questions after class?** Visit **honchoent.com/ai-made-easy** or email **contact@honchoent.com**.

My notes

Disclosure: some links in this workbook may be affiliate links. If you sign up through them, Honcho Digital may earn a small commission at no extra cost to you. We only list tools we'd recommend anyway. AI tools and their free plans change often. If a button has moved, ask the AI itself: "Where do I find ___ in this app?"

