

AI in 2 Weeks

Beginner's Workbook — Print & Follow Along

Baby Steps with Gigi

by Gigi

babystepswithgigi.com

Welcome! This printable workbook is your companion to the free online course at **babystepswithgigi.com**. Use it to take notes, answer the quizzes, and write ideas in your own words. Two gentle weeks, one small lesson a day — and remember, one little thing learned is a victory and an adventure. — Gigi

Week 1 — Learn the Basics

Seven small lessons. Read, take the quiz, jot a note.

WEEK 1 · DAY 1

What is Artificial Intelligence?

Key points to remember

- AI stands for Artificial Intelligence.
- AI is a computer program that can learn, think, and make suggestions — like a brain in a machine.
- AI can recognize pictures, understand words, and make suggestions.
- AI learns from DATA, the way humans learn from experience.
- Everyday examples: spell-check, face unlock, Google autocomplete.

■ **Memory tip:** Say this out loud — “AI learns from data the way I learn from experience.”

Quick quiz

1. What does AI stand for?

- A) Automatic Internet
- B) Artificial Intelligence
- C) Advanced Imaging

2. Which of these can AI do?

- A) Feel emotions
- B) Recognize pictures
- C) Cook dinner

3. What does AI learn from?

- A) Feelings
- B) Magic
- C) Data

Answer key: Q1=B | Q2=B | Q3=C

Say it in your own words

Explain what AI is, as if you're telling a friend (don't look back!):

WEEK 1 · DAY 2

Talking to an AI Chatbot

Key points to remember

- A chatbot is an AI you can have a text conversation with.
- Famous chatbots: Claude, ChatGPT, Gemini.
- To use Claude: open your browser, go to claude.ai, click the “Message Claude...” box, type your question, press Enter.
- Never share passwords, bank details, or personal ID with a chatbot.

■ **Memory tip:** Think of a chatbot like texting a very knowledgeable friend!

Quick quiz

1. Which of these is an AI chatbot?

- A) Microsoft Word
- B) Claude
- C) Adobe Photoshop

2. Where do you type your question on Claude?

- A) The address bar
- B) The “Message Claude...” box
- C) A separate app

3. What should you never share with a chatbot?

- A) Your favorite color
- B) A recipe question
- C) Your bank password

Answer key: Q1=B | Q2=B | Q3=C

Say it in your own words

Describe how you would start a conversation with Claude — what would you do first?

WEEK 1 · DAY 3

AI-Generated Images

Key points to remember

- AI can create images from a text description called a “prompt.”
- The AI generates brand-new images — it does NOT copy existing photos.
- Try it free at firefly.adobe.com.
- The more detail in your prompt, the better the image.
- Example prompt: “A cozy log cabin in the mountains at sunset, watercolor style.”

■ **Memory tip:** “Prompt” means instruction. A prompt tells AI exactly what to create.

Quick quiz

1. What is a “prompt” in AI image generation?

- A) A warning message
- B) A text description telling AI what to draw
- C) A digital brush

2. Where can you try making a free AI image?

- A) firefly.adobe.com
- B) microsoft.com
- C) wikipedia.org

3. AI images are made by...

- A) Copying internet photos
- B) Scanning your sketches
- C) Generating from your description

Answer key: Q1=B | Q2=A | Q3=C

Say it in your own words

Explain to a friend what a “prompt” is and how AI images are created.

WEEK 1 · DAY 4

AI in Your Everyday Life

Key points to remember

- AI is already in apps you use every day — often without you realizing it.
- Netflix recommends shows based on what you've watched.
- Gmail spots and filters spam emails.
- Google Maps predicts traffic and suggests routes.
- Spotify builds playlists from your listening habits.
- Face ID on your phone uses AI to recognize your face.

■ **Memory tip:** Think of AI as a very attentive shop assistant who remembers everything you've ever bought!

Quick quiz

1. Which service uses AI to filter spam emails?

- A) Microsoft Paint
- B) Gmail
- C) Notepad

2. How does Netflix decide what to recommend?

- A) It picks randomly
- B) It studies your habits using AI
- C) A human picks shows

3. Which of these is AI on your phone?

- A) The volume button
- B) The charging cable
- C) Face ID unlock

Answer key: Q1=B | Q2=B | Q3=C

Say it in your own words

Name 3 apps you use that have AI in them, and what the AI does in each.

WEEK 1 · DAY 5

Writing with AI Help

Key points to remember

- AI can help you write emails, letters, birthday messages, and more.
- Give AI details: who the person is, what the occasion is, what tone you want.
- Example: "Write a warm birthday message for my friend Sarah who loves gardening and just turned 60."
- Always read what AI writes before you send it — make sure it sounds like you.
- Great uses: birthday cards, thank-you notes, emails to doctors, complaint letters.

■ **Memory tip:** Who + What + Tone = a great writing prompt. Three things that make all the difference.

Quick quiz

1. What makes an AI writing prompt better?

- A) Using fancy words
- B) Adding detail — who, what, tone
- C) Typing in capitals

2. What should you do before sending AI-written text?

- A) Send it immediately
- B) Read and check it sounds right
- C) Print it in color

3. Which is a great use of AI writing help?

- A) Writing a birthday card
- B) Getting a legal diagnosis
- C) Filing taxes without checking

Answer key: Q1=B | Q2=B | Q3=A

Say it in your own words

Describe one situation in your own life where AI writing help could be useful to you.

WEEK 1 · DAY 6

Staying Safe with AI

Key points to remember

- AI can make mistakes — it can give wrong information very confidently.
- This is called a “hallucination” — AI making things up.
- NEVER share: passwords, bank details, address, phone number, personal ID.
- AI is NOT a doctor — always check health information with a real professional.
- Fake AI images and videos exist — verify shocking photos with a trusted news source.

■ **Memory tip:** AI is like a helpful encyclopedia — great for general knowledge, but check the important facts with a real expert.

Quick quiz

1. What is AI “hallucination”?

- A) When AI draws pictures
- B) When AI confidently states wrong info
- C) When AI goes to sleep

2. Which is safe to ask an AI?

- A) To diagnose a serious illness
- B) For a cookie recipe
- C) For legal advice about your case

3. If AI gives surprising health information, you should...

- A) Follow it immediately
- B) Share it with everyone
- C) Check with a real doctor first

Answer key: Q1=B | Q2=B | Q3=C

Say it in your own words

Name 2 things to be careful about when using AI, and explain why in your own words.

WEEK 1 · DAY 7

What's Next? Keep Exploring!

Key points to remember

- You now know what AI is, how to chat with it, how AI images work, where AI appears daily, how to write with AI, and how to stay safe.
- Voice assistants are also AI: Amazon Alexa, Apple Siri, Google Assistant.
- Use AI for hobbies: cooking recipes, gardening tips, travel advice.
- Teaching someone else is the best way to remember what you've learned.
- Next week is all about practice — doing it for real!

■ **Memory tip:** Spaced review — coming back to this material over the next week — doubles how much you remember long-term.

Quick quiz

1. Which is an AI voice assistant?

- A) Microsoft Excel
- B) Amazon Alexa
- C) Google Chrome

2. What is the best way to deepen understanding?

- A) Re-read the same page
- B) Teach it to someone else
- C) Watch a movie about it

3. What should you do after finishing Week 1?

- A) Stop — you know everything!
- B) Move on to Week 2 to practice
- C) Delete the course

Answer key: Q1=B | Q2=B | Q3=B

Say it in your own words

What is the ONE most important thing you learned this week about AI?

Week 2 — Practice for Real

Now we do it — gentle hands-on practice so everything sticks.

WEEK 2 · DAY 8

Review & Practice — What is AI?

Key points to remember

- This week we practice what we learned, so it sticks for good.
- Quick recap: AI is a computer program that learns from data and can chat, write, and create.
- Practicing — not just reading — is what turns new knowledge into lasting memory.

■ **Try it:** Open claude.ai and type: “Explain what AI is in one simple sentence, like I’m brand new to it.” Read the answer out loud.

■ **Memory tip:** Active recall: close your eyes and try to explain AI before you peek. That little effort is what builds memory.

Quick quiz

1. Why are we practicing in Week 2?

- A) To fill time
- B) Because doing it for real makes it stick
- C) Because reading doesn’t matter

2. AI mainly learns from...

- A) Data and examples
- B) Lucky guesses
- C) Television

Answer key: Q1=B | Q2=A

Say it in your own words

Without looking back at Week 1 — what is AI? Write it in your own words:

WEEK 2 · DAY 9

Practice — Have a Real Conversation

Key points to remember

- Today you'll actually use a chatbot for something useful to YOU.
- Remember: be specific, and never share private details like passwords.
- You can ask follow-up questions — it's a conversation, not a one-time search.

■ **Try it:** Go to claude.ai and ask one real question from your life — a recipe with what's in your fridge, a gardening tip, or a story idea for your grandkids. Then ask one follow-up question.

■ **Memory tip:** If the first answer isn't quite right, just say "make it simpler" or "make it shorter." You can always ask again.

Quick quiz

1. What makes a chatbot answer more helpful?

- A) Being vague
- B) Being specific about what you want
- C) Typing in all capitals

2. If an answer isn't quite right, you should...

- A) Give up
- B) Ask a follow-up to adjust it
- C) Never use AI again

Answer key: Q1=B | Q2=B

Say it in your own words

What did you ask the chatbot today, and how did it go?

WEEK 2 · DAY 10

Practice — Make Your Own Image

Key points to remember

- Today you'll create a picture from your imagination using words.
- Detail makes a big difference: subject, setting, mood, and style.
- Remember it's brand-new art made just from your description.

■ **Try it:** Visit firefly.adobe.com, click "Generate", and try this prompt (or your own): "A black-and-white French café with flower boxes and a little dog by the door, cozy watercolor style."

■ **Memory tip:** Try the SAME idea with two different styles (watercolor, then photo) and see how the picture changes!

Quick quiz

1. What gives you a better AI image?

- A) A short, vague prompt
- B) A detailed description
- C) Pressing Enter many times

2. AI-made images are...

- A) Copied from the internet
- B) Created fresh from your prompt
- C) Photographs of real places

Answer key: Q1=B | Q2=B

Say it in your own words

Describe the image you made (or want to make) in your own words:

WEEK 2 · DAY 11

Practice — Find the AI Around You

Key points to remember

- AI is woven through your day — noticing it builds your confidence.
- Recommendations, spam filters, maps, photo sorting, and voice assistants are all AI.
- The more you spot it, the less mysterious it feels.

■ **Try it:** For one day, keep a little list of every time you think AI helped you — a Netflix suggestion, a map route, a spam email caught, a song recommendation.

■ **Memory tip:** Connect new ideas to your real life — that link is what makes a memory stay put.

Quick quiz

1. Which is an example of AI in daily life?

- A) A paper calendar
- B) Netflix recommendations
- C) A wall clock

2. Noticing AI around you helps because...

- A) It makes AI feel less mysterious
- B) It uses up the AI
- C) It hides your data

Answer key: Q1=B | Q2=A

Say it in your own words

List 3 times today you noticed AI helping you:

WEEK 2 · DAY 12

Practice — Write Something Real

Key points to remember

- Today you'll use AI to help write something you actually need.
- Use the recipe: Who is it for + What is it about + What tone.
- Always read it over and make it sound like you before sending.

■ **Try it:** Ask a chatbot to help you write a real thank-you note, birthday message, or email. Give it the who, what, and tone — then edit it to sound like you.

■ **Memory tip:** AI gives you a first draft, not the final word. You are always the author.

Quick quiz

1. The simple writing recipe is...

- A) Who + What + Tone
- B) Fast + Loud + Fancy
- C) Copy + Paste + Send

2. Before you send AI-written text you should...

- A) Send it right away
- B) Read it and make it sound like you
- C) Translate it twice

Answer key: Q1=A | Q2=B

Say it in your own words

What did you write with AI's help today?

WEEK 2 · DAY 13

Practice — Your Safety Check-Up

Key points to remember

- Staying safe is a habit worth practicing.
- Keep private things private: passwords, bank info, address, ID numbers.
- Double-check anything important — health, legal, money — with a real expert.
- If a photo or claim seems shocking, verify it with a trusted source.

■ **Try it:** Think through your week with AI: did you keep your private details private? Make a little rule for yourself to follow from now on.

■ **Memory tip:** When in doubt, leave it out — if you're unsure whether to share something, don't.

Quick quiz

1. Which should you NEVER type into a chatbot?

- A) A cookie recipe question
- B) Your bank password
- C) Your favorite movie

2. For serious health questions, you should...

- A) Trust the AI completely
- B) Check with a real doctor
- C) Ask three chatbots

3. A shocking photo online should be...

- A) Shared right away
- B) Verified with a trusted source
- C) Believed without checking

Answer key: Q1=B | Q2=B | Q3=B

Say it in your own words

Write your own personal AI safety rule:

WEEK 2 · DAY 14

Your AI Plan & Celebration

Key points to remember

- Look how far you've come — two whole weeks of learning AI!
- You can explain AI, chat with it, make images, spot it around you, write with it, and stay safe.
- The secret to keeping it: use a little AI each week, and teach someone else.
- You are no longer a beginner who's scared of AI — you're a confident learner.

■ **Try it:** Make a simple plan: pick ONE way you'll use AI this week (a recipe, a note, a question). Write it down — and if you can, teach one thing you learned to a friend.

■ **Memory tip:** Teaching is the strongest memory trick of all. If you can teach it, you truly own it.

Quick quiz

1. The best way to keep what you've learned is to...

- A) Never touch AI again
- B) Use it a little and teach someone
- C) Forget it all

2. After two weeks, you are...

- A) Still scared of AI
- B) A confident beginner who can use AI
- C) An AI scientist

3. AI images are created from...

- A) A description you type
- B) Copying photos
- C) Scanning sketches

Answer key: Q1=B | Q2=B | Q3=A

Say it in your own words

What is the ONE most important thing you learned in these two weeks? Write it proudly:

Final Quiz — All 10 Questions

Circle the best answer for each question.

1. What does “AI” stand for?

- A) Automatic Internet
- B) Artificial Intelligence
- C) Advanced Imaging
- D) Automated Input

2. Which of these is an AI chatbot you can type questions to?

- A) Microsoft Word
- B) Google Maps
- C) Claude
- D) Adobe Photoshop

3. What is a “prompt” when using an AI image generator?

- A) A warning message
- B) A text description telling AI what to draw
- C) A type of digital brush
- D) A keyboard shortcut

4. Which service uses AI to filter spam emails?

- A) Microsoft Paint
- B) Gmail
- C) Notepad
- D) Wikipedia

5. When AI gives wrong information confidently, this is called...

- A) A virus
- B) Spamming
- C) A hallucination
- D) Downloading

6. What should you NEVER share with a chatbot?

- A) Your favorite color
- B) A poem for help
- C) Your bank account password
- D) A recipe question

7. Netflix uses AI to do which of the following?

- A) Film movies for you
- B) Recommend shows based on what you've watched
- C) Print DVDs at home
- D) Replace your TV remote

8. What should you do before sending AI-written text?

- A) Send it immediately
- B) Read and check it sounds right before sending
- C) Never use AI for writing
- D) Ask AI to check its own writing

9. Which of these is an AI voice assistant?

- A) Microsoft Excel

- B) Amazon Alexa
- C) Adobe Firefly
- D) Google Chrome

10. AI images are created from...

- A) Cameras that photograph scenes automatically
- B) A description (prompt) you type
- C) Copying existing internet photos
- D) Scanning hand-drawn sketches

Answer key: Q1=B | Q2=C | Q3=B | Q4=B | Q5=C | Q6=C | Q7=B | Q8=B | Q9=B | Q10=B

Memory Tips — How to Remember What You Learn

Spaced repetition: Review information a few days after learning it — not the same day. That’s why Week 2 exists!

Active recall: Close the lesson and try to remember it without looking. The quizzes do exactly this.

Teach it: Explain what you learned to another person. If you can teach it, you truly know it.

Connect to life: Link new ideas to things you already know. Example: “Chatbot = texting a knowledgeable friend.”

Say it out loud: Reading silently is the weakest way to learn. Saying it aloud or writing by hand doubles retention.

Sleep on it: Your brain stores memories while you sleep. Do a lesson before bed and sleep helps seal it in!

Share this course with anyone who’d love to learn about AI! Visit babystepswithgigi.com to take the lessons online, leave Gigi some flowers, and follow along. One little victory at a time.
— Gigi