

DIGITAL SKILLS & PRACTICAL AI

Getting started with AI in everyday life

Clear requests, useful examples and the habit of checking



AI illustration - fictional people

ILLUSTRATED GUIDE + PRACTICAL WORKSHOPS

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THE GUIDE

Start small, stay in control

This guide is for adult beginners using generative AI to write, understand, prepare or imagine. No subscription, particular software or CENIV account is required to read it and use its worksheets. Access to a compatible tool depends on that service's terms.

Choose a simple, non-confidential task. Read an example, adapt the request and check the result before using it. Sample answers are written for this guide: they are not screenshots or service test results.

The five final working pages cover an exercise, its answer and practical worksheets. Everything is static and printable; conversations and annotations are not sent to CENIV.

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What generative AI does

It produces text, images or other content from a request and available context. For text, a plausible response is not necessarily true. A confident tone, polished layout or citation does not establish a fact.

A prompt is simply your instruction. Context is the information available for the task. A model is the system generating the response; an application may add search, files or other functions. Do not assume every feature is active.

Treat the result as a draft to examine. AI does not automatically know what actually happened in your life or what you are permitted to share.

01**Your request****02****Proposed content****03****Your check**

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Choose a first use

Start with a task that is easy to review and correct. Checking time is part of the work. If you cannot recognise an important error, narrow the task or seek appropriate help.

These examples are not a ranking of tools. They help you decide what to try with fictional data.

Task	Useful first step	Check
Write	A short fictional message	Facts, tone, recipient
Understand	Explain a simple concept	Definition and example
Organise	Steps within constraints	Time, order, omissions
High-stakes decision	Prepare questions only	Source and qualified professional