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AI for Beginners · Book 1

ChatGPT for Daily Life

A friendly, start-from-zero guide to using AI at home, at school and at work

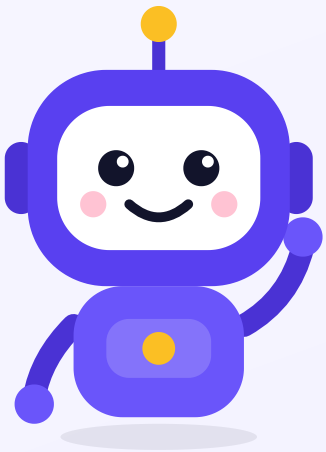
Total beginner · ages 12 and up

About 75 minutes

10 chapters with quizzes

Free

Hi! I'm Kiko. I'll walk with you, one small step at a time. No experience needed.



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ChatGPT for Daily Life

A friendly, start-from-zero guide to using AI at home, at school and at work
AI for Beginners, Book 1 · First edition, November 2026

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What you will learn

- What AI and ChatGPT really are — in plain, everyday words
- How to open ChatGPT safely and send your very first message
- A simple recipe called **CARE** for asking questions that get great answers
- How to fix an answer you don't like, just by replying
- More than 20 ways to use ChatGPT for food, money, writing, learning and planning
- How to protect your private information and check if an answer is true

This book is for you if you have never used ChatGPT, or if you tried once and felt lost. That is completely normal. Everyone starts somewhere.

You can do this

If you can send a text message, you can use ChatGPT. You don't need to know anything about computers or coding.

What you need

You need	Why
A phone, tablet or computer	This is where you will open ChatGPT.
An internet connection	ChatGPT works online, like a website.
About 15 minutes a day	Short lessons are easier to remember than one long one.
A curious mind	The more you try, the faster you learn.

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How to use this book

1. **Read one chapter at a time**
   Each chapter is short. Stop after one if you like.

2. **Try every "Try it now" box**
   You learn by doing, not just reading. Have ChatGPT open next to the book.

3. **Take the 3-question quiz**
   It is not a test. It just helps the idea stick. The answers are right below.

4. **Do the practice task**
   A small real-life job to try on your own.

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WHAT'S NEXT Your Next Learning Path

EXTRA Free ToolsKo Tools for This Book

EXTRA Words to Know (Glossary)

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CHAPTER 1

Why This Skill Matters

Before we learn how, let's see why. What can ChatGPT actually do for a normal person on a normal day?

Imagine a helper who has read millions of books and websites. This helper is awake day and night. It never gets tired of your questions. It never laughs at you.

That is a good way to think about **ChatGPT**. It is a computer program you can chat with. You write a message, and it writes back.

It can help you write a message, plan meals, explain a hard idea, or make a to-do list. It does it in seconds.

PICTURE 1 **Before vs after: finding a dinner idea**

BEFORE

Looking for a dinner idea the old way

- ○ Search websites for 30 minutes
- ○ Find recipes that need things you don't have
- ○ Give up and cook the same thing again

AFTER

Asking ChatGPT

- ✓ Type what is in your fridge
- ✓ Get 3 ideas that use only those things
- ✓ Done in about 20 seconds

The same job, two ways. ChatGPT turns a long search into one short question.

A real-world example

Rosa gets home late. She has eggs, rice, tomatoes and an onion. She types this:

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YOU TYPE

```
I have eggs, rice, 2 tomatoes and an onion. Give me 3 easy dinner ideas I can cook in 20 minutes.
```

ChatGPT gives her three ideas, like tomato egg fried rice. Each idea has short steps. Rosa picks one and starts cooking.

Why learn it now?

- **It saves time.** Jobs that took 20 minutes can take 3.
- **It is becoming normal.** Many schools, offices and shops now use AI helpers.
- **Asking well is a new life skill.** Years ago, people learned how to "Google" things. Today, people are learning how to ask AI.
- **It is patient.** You can ask the same question five times. It will explain again, in a new way.

Everyday job	Without help	With ChatGPT
Write a polite email you have been avoiding	About 20 minutes	About 3 minutes
Plan meals for the week	About 1 hour	About 10 minutes
Understand a confusing letter	Ask around, maybe days	A few minutes
Make a study quiz for a test	About 30 minutes	About 2 minutes

Times are examples. Your time will be different, and you still check the result.

A helper, not a boss

ChatGPT gives ideas and drafts. **You** stay in charge. You decide what to keep, what to change and what to ignore.

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QUICK RECAP

ChatGPT is a computer helper you chat with. It saves time on everyday jobs like writing, planning and learning — and you stay in charge.

TRY IT NOW

Find your slow jobs

1. Get a piece of paper or open the notes app on your phone.
2. Write down 3 jobs in your week that feel slow, boring or hard. For example: "writing emails" or "deciding what to cook."
3. Keep this list. You will use ChatGPT on these jobs later in the book.

Key takeaways

- ChatGPT is a computer program you can chat with, like texting a very well-read helper.
- It is great for writing, planning, explaining and making lists.
- It saves time, but you always decide what to use.
- Learning to ask AI well is a useful new skill, like learning to search the internet.

Quiz: 3 quick questions

1. What is the best way to describe ChatGPT?

A A person who answers your messages
B A computer program you can chat with
C A search engine that only shows links

2. Who is in charge when you use ChatGPT?

A ChatGPT
B The internet
C You

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3. Which job is ChatGPT good at?

A Writing a first draft of an email

B Fixing your car engine by itself

C Paying your bills for you

Answers

1. **B. A computer program you can chat with** — ChatGPT is a computer program. No person is typing the answers.
2. **C. You** — ChatGPT gives ideas and drafts. You decide what to keep.
3. **A. Writing a first draft of an email** — ChatGPT works with words. It can draft an email, but it cannot touch things in the real world.

PRACTICE TASK

Your "why" list

Look at your list of 3 slow jobs. Next to each one, write how much time it takes you now. At the end of this book, come back and write how long it takes with ChatGPT.

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CHAPTER 2

Beginner Basics: What Are AI and ChatGPT?

Let's learn a few simple words. Don't worry — every word is explained right away, with an example.

What is AI?

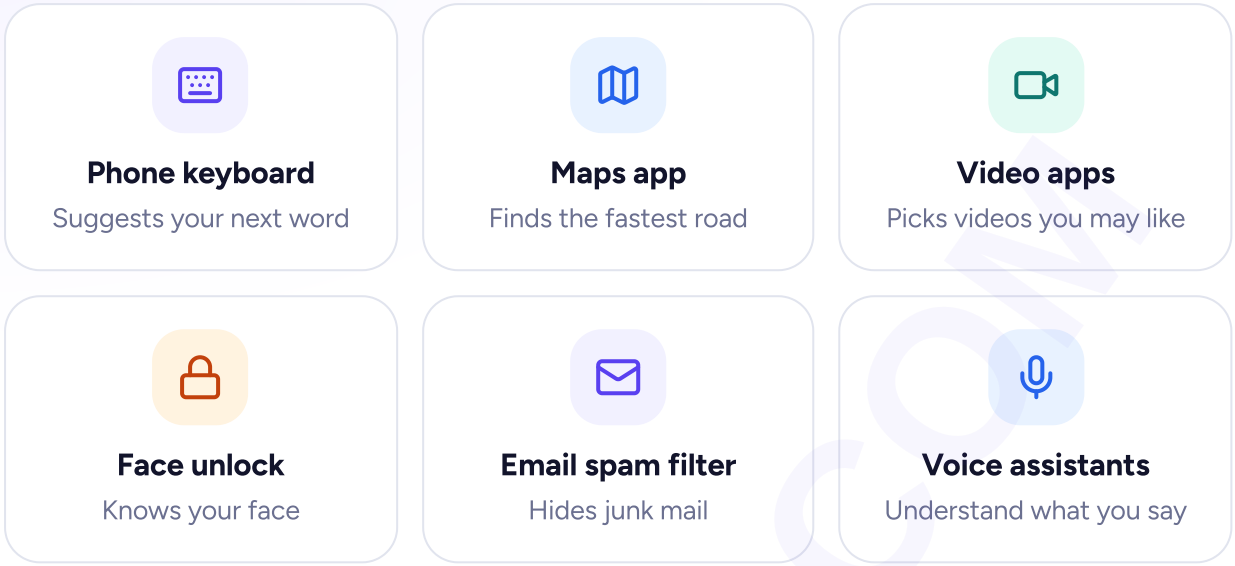
New word: AI

AI means **Artificial Intelligence**. "Artificial" means made by people, not by nature. "Intelligence" means being able to learn and solve problems. So AI is a computer program that can do some things that usually need a human brain — like understanding words or recognizing faces.

You have probably used AI already, without knowing it. Look at these:

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PICTURE 2 **AI you already use**



Six everyday tools that use AI. You are not starting from zero — you already use AI every day.

What is ChatGPT?

ChatGPT is one kind of AI. It was made by a company called **OpenAI**. It is a **chatbot**.

New word: chatbot

A **chatbot** is a computer program that you talk to by typing or speaking. "Chat" means talk. "Bot" is short for robot. So a chatbot is a talking robot that lives inside your phone or computer.

What about "GPT"? It is just the technical name of the system inside. You don't need to remember what the letters mean. Most people just say "ChatGPT."

How does it work? (The simple version)

ChatGPT learned by reading a huge amount of text — books, articles and websites. From all that reading, it learned which words usually go together.

When you ask something, it builds an answer one small piece at a time. Each time, it picks the word that fits best next. It is like the word suggestions on your phone keyboard, but much, much bigger and smarter.

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PICTURE 3 How ChatGPT picks the next word



ChatGPT guesses which word most likely comes next, again and again, until the answer is done. (The numbers are made up to show the idea.)

Why this matters

ChatGPT does not "know" things the way a person does. It is very good at guessing which words fit. Most of the time the guess is right. **Sometimes it is wrong — and it can sound very sure even when it is wrong.** That is why, later, you will learn how to check answers.

What is it good at? What should you be careful with?

PICTURE 4 Great at vs be careful with

GREAT AT

- Explaining ideas in simple words
- Writing first drafts of messages
- Giving ideas and lists
- Making summaries of long text
- Translating and practicing languages
- Planning trips, meals and schedules

BE CAREFUL WITH

- Today's news and prices (check a trusted site)
- Exact facts, dates and big numbers
- Facts about real people
- Health, law and money decisions
- Anything that must be 100% correct

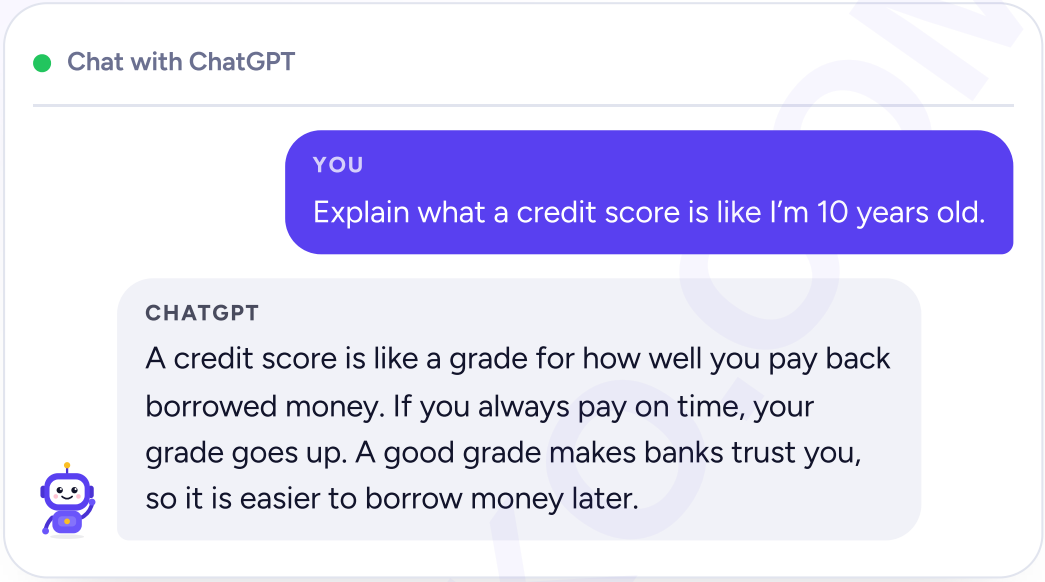
Use ChatGPT freely for ideas and drafts. Slow down and double-check when facts really matter.

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A real-world example

Ben heard the words “credit score” at the bank, but he did not understand them. He asked ChatGPT:

PICTURE 5 **Asking for a simple explanation**



The words “like I’m 10 years old” tell ChatGPT to use simple language. You can use this trick for any topic.

Words to know

Word	What it means	Example
Prompt	The message you type to ChatGPT	“Give me 3 dinner ideas.”
Response	The answer ChatGPT writes back	The 3 dinner ideas it gives you
Chat	One conversation, from start to finish	All the messages about dinner
AI model	The “brain” program inside ChatGPT	Like the engine inside a car

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QUICK RECAP

AI is a computer program that can do some “brain” jobs. ChatGPT is a chatbot made by OpenAI. It answers by picking the best next words, which is why it is usually helpful but sometimes wrong.

TRY IT NOW

Spot the AI

1. Look at your phone.
2. Find 2 apps that use AI. Hint: anything that suggests, recommends or recognizes things.
3. Write them down. Now you know you already use AI!

Key takeaways

- AI = Artificial Intelligence: computer programs that can do some “thinking” jobs.
- ChatGPT is a chatbot — a program you talk to by typing or speaking.
- It writes answers by guessing the best next words, like a giant phone keyboard suggestion.
- It is great for ideas and drafts, but it can be wrong, so check important facts.
- A prompt is what you type. A response is what it writes back.

Quiz: 3 quick questions

1. What does “artificial” mean in “Artificial Intelligence”?

A Fake and useless

B Made by people, not by nature

C Very fast

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2. What is a “prompt”?

A The message you type to ChatGPT

B A type of computer

C The answer ChatGPT gives

3. Why can ChatGPT sometimes be wrong?

A Because it is lazy

B Because it guesses which words fit best, and guesses can be wrong

C Because the internet is slow

Answers

1. **B. Made by people, not by nature** — Artificial means made by people. AI is intelligence made by people, inside a computer.
2. **A. The message you type to ChatGPT** — The prompt is your message. The answer is called the response.
3. **B. Because it guesses which words fit best, and guesses can be wrong** — ChatGPT predicts words. Predictions are usually good, but not always correct.

PRACTICE TASK

Explain it to someone

Explain to a friend or family member, in your own words, what ChatGPT is and how it picks words. Teaching someone else is the best way to remember.

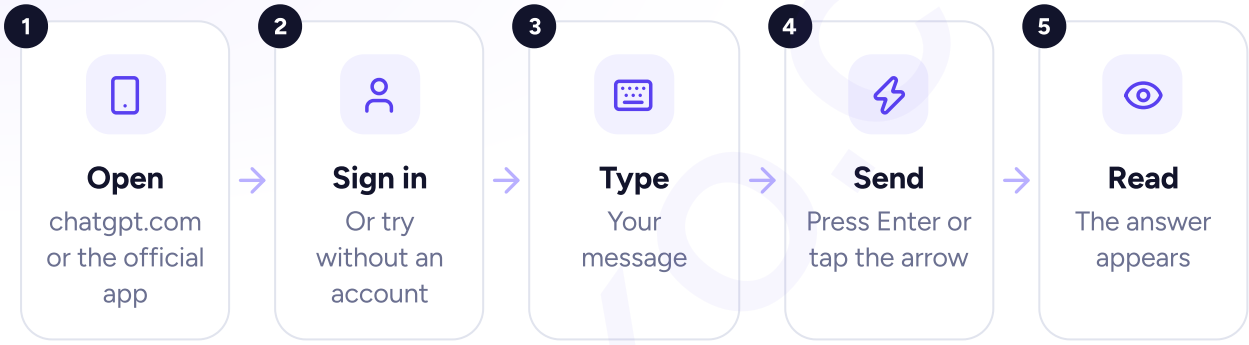
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CHAPTER 3 · LESSON 1

Your First Chat, Step by Step

Time to try it! In this lesson you will open ChatGPT and send your very first message.

PICTURE 6 **Your first chat in 5 steps**



The whole process, from opening ChatGPT to reading your first answer.

1 **Go to the real ChatGPT**

On a computer, open your web browser and go to **chatgpt.com**. On a phone, get the **ChatGPT** app from the App Store or Google Play. Check that the maker is **OpenAI**.

2 **Sign up, or just try it**

You can try ChatGPT without an account. A free account lets you save your chats and come back to them. You can sign up with an email, or with a Google, Apple or Microsoft account.

3 **Find the message box**

Look at the bottom of the screen. You will see a box that says something like “Ask anything.” This is where you type.

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4 **Type your first message**

Try this: “Hi! I’m new here. What can you help me with?”

5 **Send it**

Press **Enter** on a keyboard, or tap the **arrow button**. Wait a second or two. The answer appears, word by word.

Watch out for fake apps

Some fake “ChatGPT” websites and apps exist. They may show bad ads or try to take your information. Use **chatgpt.com** or the official app made by **OpenAI**.

Age rule

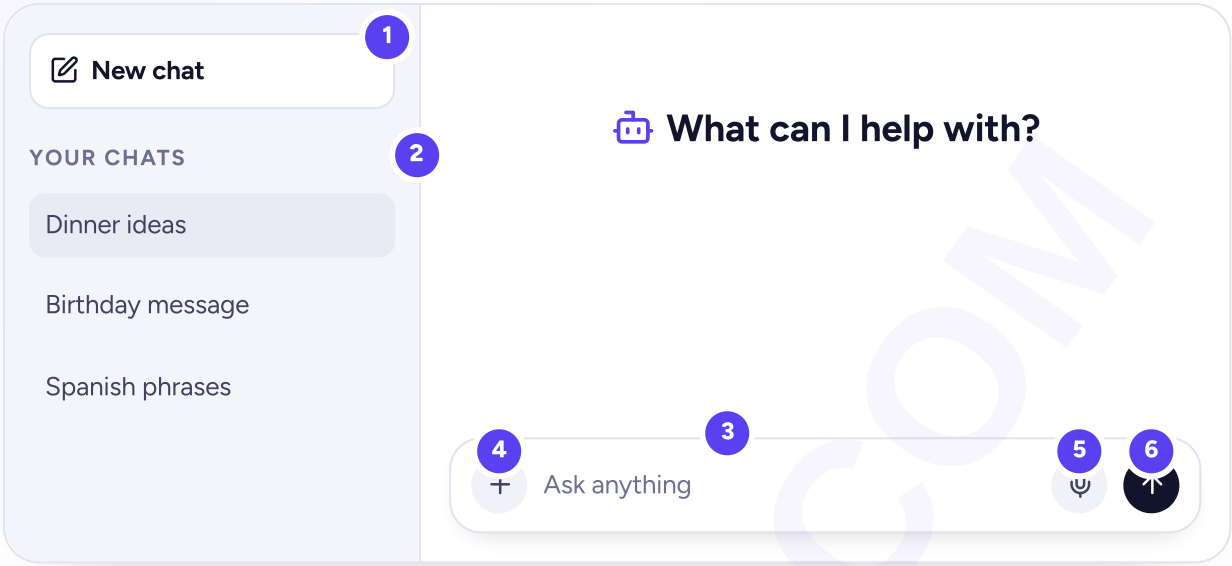
ChatGPT’s rules say you must be at least **13 years old** (older in some countries). If you are **under 18**, you need permission from a parent or guardian. Parents can also turn on parental controls.

Meet the screen

Here is a simple map of the ChatGPT screen. The real one may look a little different, because apps change their look often. The message box is always the main thing.

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PICTURE 7 **A map of the ChatGPT screen**



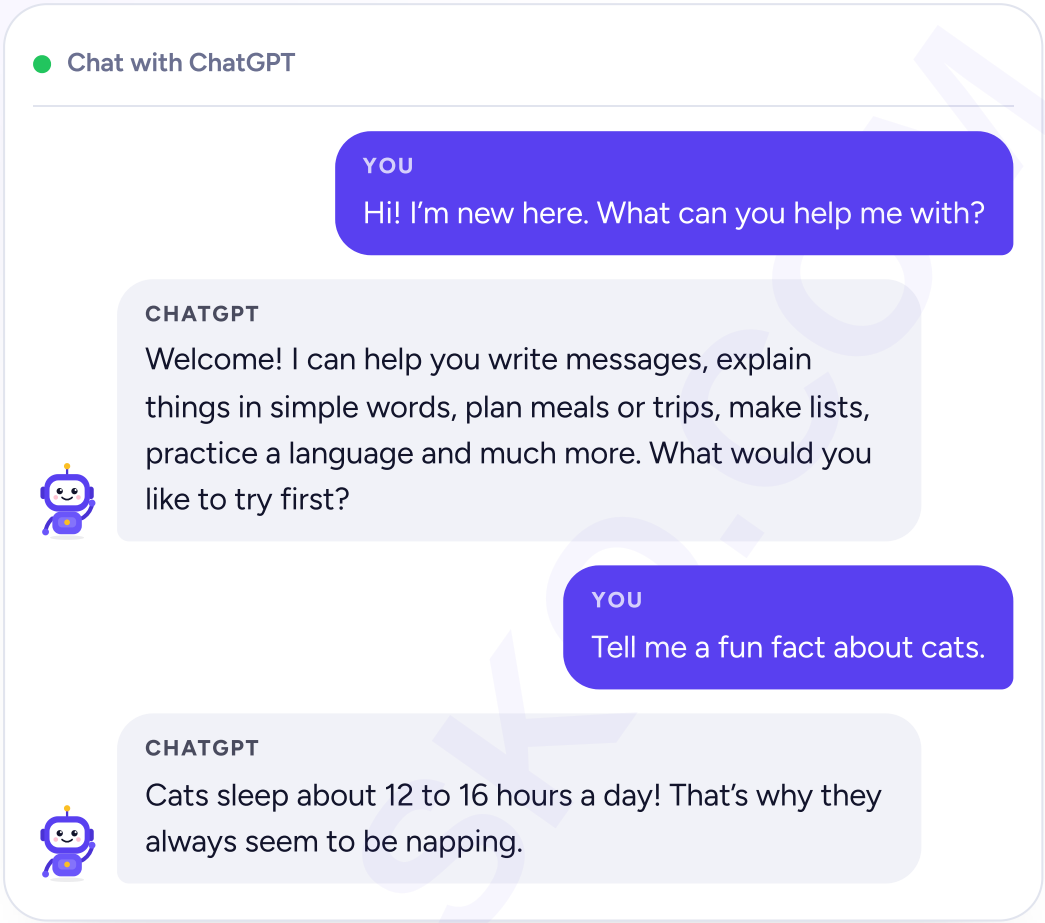
A simplified drawing (not a real screenshot). The numbers match the list below it.

#	Part	What it does
1	New chat	Starts a fresh conversation, like a new page in a notebook.
2	Past chats	Your old conversations. Click one to continue it.
3	Message box	Where you type your prompt.
4	Plus (+) button	Adds a photo or a file to your message.
5	Microphone	Lets you speak instead of type.
6	Send arrow	Sends your message.

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Your first conversation

PICTURE 8 **A first conversation**



Your first chat can be simple. Say hello, then ask about anything you like.

Kiko's tips

Start a **New chat** for each new topic. You can **speak** instead of typing by tapping the microphone. And don't worry about spelling — ChatGPT usually understands anyway.

QUICK RECAP

Open chatgpt.com or the official app, find the message box, type, and send. Use "New chat" for each new topic.

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TRY IT NOW

Send three messages

1. Say hello and ask what ChatGPT can do.
2. Ask about something you love, like a hobby, a sport or a food.
3. Ask for a clean joke. Did it make you smile?

Key takeaways

- Use chatgpt.com or the official ChatGPT app by OpenAI. Avoid look-alikes.
- You can try it without an account; a free account saves your chats.
- Type in the message box, then press Enter or tap the arrow.
- Users must be 13 or older, and under-18s need a parent's or guardian's permission.
- Start a new chat for each new topic.

Quiz: 3 quick questions

1. Where do you type your message?

A In the message box at the bottom
B In the sidebar
C In the address bar of the browser

2. How can you tell if a ChatGPT app is the real one?

A It has the most ads
B The maker is OpenAI
C It asks for your bank card first

3. When should you click "New chat"?

A Never
B Every time you start a new topic
C Only when ChatGPT is broken

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Answers

1. **A. In the message box at the bottom** — The message box, usually at the bottom of the screen, is where you type.
2. **B. The maker is OpenAI** — The official app is made by OpenAI. Fake apps exist, so always check the maker.
3. **B. Every time you start a new topic** — A new chat keeps topics separate, like using a new page in a notebook.

PRACTICE TASK

Explore the screen

Open ChatGPT and find all six parts from the screen map. Then start a new chat and ask: “What are 5 fun things I can ask you?” Try two of them.

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CHAPTER 4 · LESSON 2

How to Ask Well: Ask with CARE

The secret to great answers is a great question. In this lesson you will learn a simple 4-part recipe.

Imagine you walk into a sandwich shop and say, “Food, please.” The worker will be confused. What kind of food? How big? Anything you don’t eat?

Now imagine you say, “A chicken sandwich, toasted, no onions, to take away.” You get exactly what you want.

ChatGPT works the same way. The message you type is called a **prompt**. A clear prompt gets a clear answer.

PICTURE 9 **Unclear vs clear prompt**

UNCLEAR PROMPT

“dinner ideas”

- ChatGPT has to guess
- You may get fancy recipes
- Maybe with food you don’t eat
- You ask again and again

CLEAR PROMPT

“I’m cooking for 2 kids. Give me 5 cheap dinner ideas, under 30 minutes, no peanuts, as a short list.”

- ChatGPT knows exactly what you need
- Ideas fit your family and budget
- Easy to read list
- Done in one try

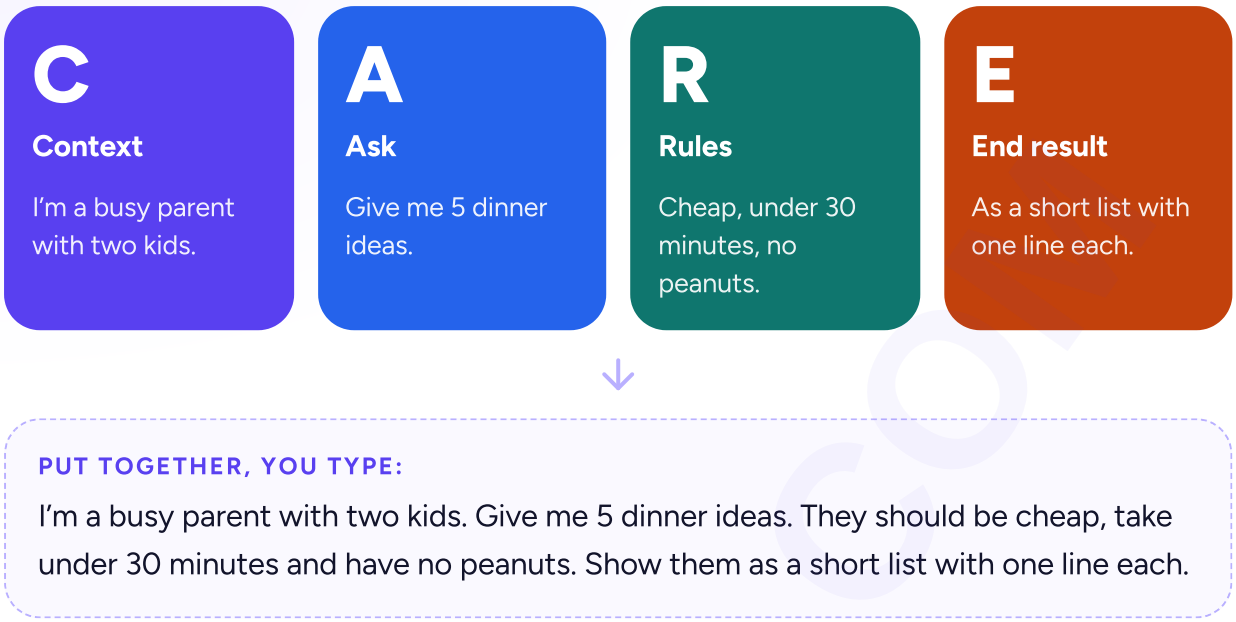
More useful details in = more useful answer out.

The CARE recipe

To remember what to include, think of the word **CARE**. Each letter is one part of a good prompt.

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PICTURE 10 **The CARE recipe for a good prompt**



Four small pieces — Context, Ask, Rules, End result — join together into one clear prompt.

Letter	Means	Ask yourself	Example
C	Context	What is my situation?	"I'm a student in grade 7."
A	Ask	What job do I want done?	"Explain fractions."
R	Rules	What details or limits matter?	"Use simple words. Use pizza as an example."
E	End result	How should the answer look?	"In 5 short steps."

Another example: a message to your landlord

The kitchen faucet is leaking. You want to tell your landlord, politely but clearly.

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YOU TYPE

```
I rent an apartment and my kitchen faucet has been leaking for 3 days.
Write a message to my landlord asking for a repair this week. Keep it
polite but firm. Make it short enough to send by text.
```

Can you find the four parts? **Context:** you rent, the faucet leaks. **Ask:** write a message. **Rules:** this week, polite but firm. **End result:** short, for a text message.

You don't need CARE every time

For quick questions, just ask! "What is the capital of Japan?" is perfect as it is. Use CARE when the answer really matters to you.

Magic phrases that help

Add this to your prompt...	...to get this
"Explain it like I'm 10."	Very simple words
"Give me 3 options."	Choices, so you can pick
"Use a table."	Neat rows and columns
"In 5 short steps."	Easy-to-follow instructions
"Keep it under 100 words."	A short answer
"Ask me questions first if you need more information."	ChatGPT asks you what it needs before answering

Try the best magic phrase

Add "Ask me questions first if you need more information" to any big request. ChatGPT will ask you a few questions — like a good shop worker — and then give a much better answer.

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QUICK RECAP

A prompt is your message. Ask with CARE: Context, Ask, Rules, End result. Clear prompts get clear answers.

TRY IT NOW

Upgrade a prompt

1. Start with this unclear prompt: “help me study.”
2. Add Context (what class? what grade?), Ask (what kind of help?), Rules (how long? what topic?) and End result (a quiz? a list?).
3. Send your new prompt to ChatGPT. Compare the answer with what “help me study” gives you.

Key takeaways

- A prompt is the message you send. Better prompts get better answers.
- CARE = Context, Ask, Rules, End result.
- Magic phrases like “Explain it like I’m 10” or “Give me 3 options” shape the answer.
- “Ask me questions first” turns ChatGPT into a helpful interviewer.
- Quick questions don’t need the full recipe.

Quiz: 3 quick questions

1. In CARE, what does the “R” stand for?

A Rules
B Repeat
C Robot

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2. Which prompt is clearer?

A "email"

B "Write a short, friendly email to my teacher saying I will miss class on Friday because of a doctor's visit."

C "write something"

3. What does "End result" mean?

A The last word of your prompt

B How you want the answer to look, like a list or a table

C When you close the app

Answers

1. **A. Rules** — R is for Rules: the details and limits that matter, like time, budget or tone.
2. **B. "Write a short, friendly email to my teacher saying I will miss class on Friday because of a doctor's visit."** — It has context, a clear ask, rules (short, friendly) and the end result (an email).
3. **B. How you want the answer to look, like a list or a table** — End result describes the shape of the answer: a list, steps, a table, a short message.

PRACTICE TASK

CARE for a real job

Pick one job from your "slow jobs" list in Chapter 1. Write a CARE prompt for it, send it, and use the answer for real.

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CHAPTER 5 · LESSON 3

Keep Talking: Fixing and Improving Answers

The first answer is not the final answer. You can reply to ChatGPT to make it better — just like texting a friend.

ChatGPT remembers what you said earlier **in the same chat**. So you don't have to start over. You can simply reply.

Think of a hairdresser. After the first cut, you might say, "A little shorter on the sides, please." You don't walk out and find a new hairdresser! You give feedback, and they fix it.

PICTURE 11 **The improve loop**

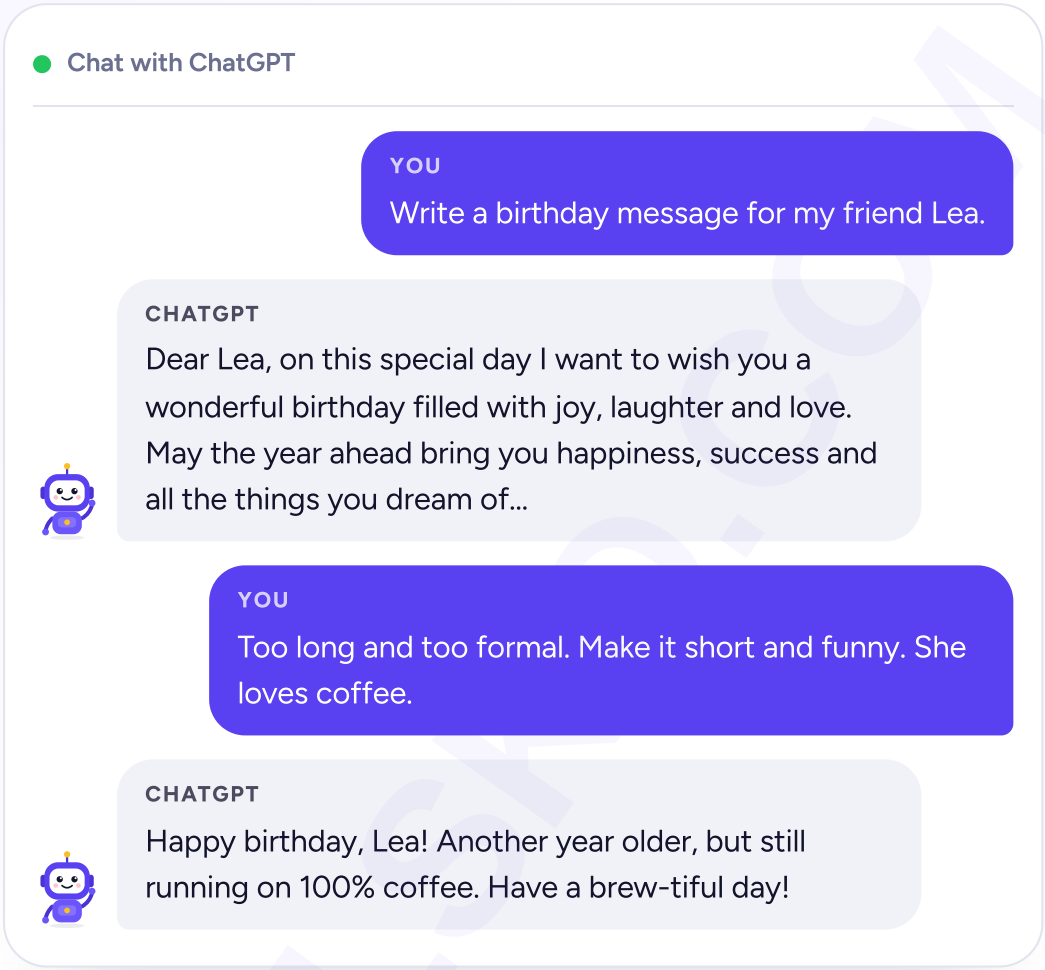


Ask, read, adjust, and get a better answer. Go around the loop as many times as you like.

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Example: a birthday message

PICTURE 12 **Fixing an answer by replying**



The first try was too long. One short reply — "make it short and funny" — fixed it.

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Handy fix-it phrases

If the answer is...	Reply with...
Too long	"Make it shorter." or "In 3 sentences."
Too hard to understand	"Use simpler words." or "Explain like I'm 10."
Too stiff or cold	"Make it warmer and more friendly."
Too casual	"Make it more professional."
Missing something	"Add an example." or "Add a part about prices."
Just not right	"Try a different idea."
Wrong about a fact you know	"That's not right. My budget is $50, not $500. Please redo it."

Try again button

Most versions of ChatGPT have a small "try again" (circle arrow) button under an answer. It writes a brand-new version of the same answer. Handy when you want more choices.

When to start a new chat

If you change topic — say from birthday messages to fixing a bike — start a **New chat**. Otherwise ChatGPT may mix in old details, like adding coffee jokes to your bike instructions!

Remember

Same topic → keep replying in the same chat. New topic → start a new chat.

QUICK RECAP

Don't accept the first answer if it isn't right. Reply with what to change — shorter, simpler, friendlier — and ChatGPT will fix it.

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TRY IT NOW

Change a story three times

1. Ask: “Write a 5-sentence story about a cat who wants to fly.”
2. Reply: “Make it funnier.”
3. Reply: “Now make it rhyme.”
4. Reply: “Now make it for a 5-year-old.” See how much it changes!

Key takeaways

- ChatGPT remembers earlier messages in the same chat.
- Treat the first answer as a rough draft.
- Reply with simple instructions: shorter, simpler, friendlier, add an example.
- Correct it when it gets a fact wrong.
- Start a new chat when the topic changes.

Quiz: 3 quick questions

1. The answer is too long. What do you do?

A Close the app
B Reply: “Make it shorter.”
C Type the same prompt again

2. Does ChatGPT remember what you said earlier in the same chat?

A Yes
B No
C Only on Mondays

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3. You were asking about recipes. Now you want help with homework. What is best?

A Keep going in the recipe chat

B Start a new chat

C Restart your phone

Answers

1. **B. Reply: "Make it shorter."** — Just reply with what you want changed. ChatGPT remembers the conversation.
2. **A. Yes** — Inside one chat, it remembers earlier messages, so you can build on them.
3. **B. Start a new chat** — A new topic deserves a new chat, so old details don't get mixed in.

PRACTICE TASK

Polish a real message

Ask ChatGPT to draft a message you actually need to send this week. Improve it at least 3 times with follow-up replies. Then read it one last time, change anything that doesn't sound like you, and send it.

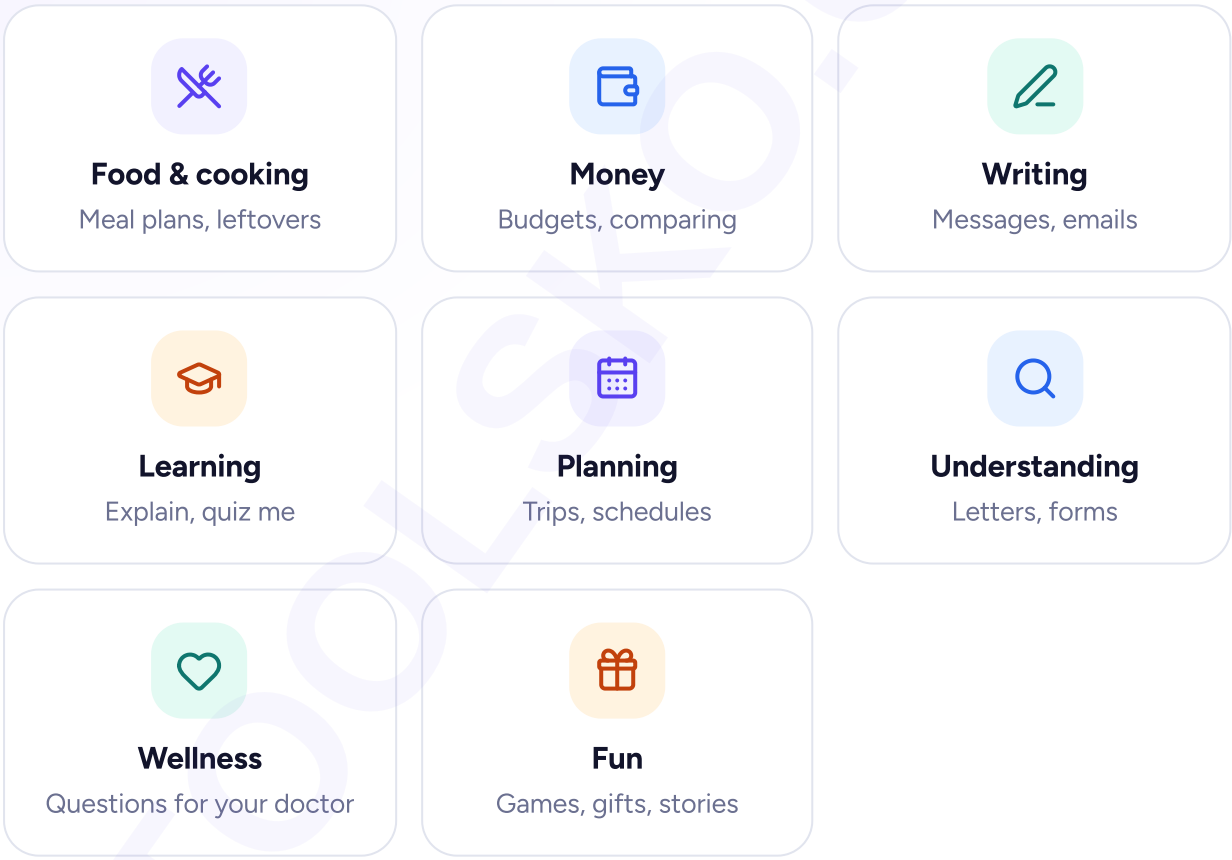
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CHAPTER 6 · LESSON 4

ChatGPT Around the House: 20+ Everyday Uses

Now the fun part. Here are real ways to use ChatGPT in normal life — with prompts you can copy and change.

PICTURE 13 **Eight areas of daily life**



ChatGPT can help in almost every part of your day. This lesson gives you prompts for each area.

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1. Food and cooking

YOU TYPE

```
Make a 5-day dinner plan for a family of 4 on a small budget. Use simple ingredients I can find at any grocery store. Add a shopping list at the end.
```

YOU TYPE

```
I have leftover chicken, rice and frozen peas. What can I make for lunch in 15 minutes?
```

YOU TYPE

```
This recipe serves 4 but I need it for 10 people. Change the amounts for me: [paste recipe].
```

2. Money

YOU TYPE

```
I earn $1,800 a month. Rent is $700, food is about $400 and transport is $150. Help me make a simple monthly budget that saves a little each month. Show it as a table.
```

YOU TYPE

```
Compare these two phone plans in a table and tell me which is cheaper for someone who uses 10 GB of data a month: [paste plan details].
```

Check the math

ChatGPT can make mistakes with numbers. For money, check the totals with a calculator. And never type bank account numbers, card numbers or passwords.

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3. Writing messages and emails

YOU TYPE

```
Help me write a short apology text to my friend. I forgot her
birthday. I want to sound sincere, not dramatic.
```

YOU TYPE

```
Write a polite email to an online shop. My order arrived broken. I
want a replacement. Order number: [your order number].
```

YOU TYPE

```
Turn these notes into a friendly thank-you card for my neighbor who
watered my plants: away 2 weeks, plants look great, wants to bake her
cookies.
```

4. Learning anything

YOU TYPE

```
Explain how vaccines work like I’m 12. Then give me a 5-question quiz
to check if I understood.
```

YOU TYPE

```
I want to learn basic Spanish for a trip. Teach me 10 useful phrases
for a restaurant, with how to say them.
```

YOU TYPE

```
I don’t understand what “inflation” means on the news. Explain it with
an example about buying bread.
```

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5. Planning

YOU TYPE

Make a packing list for a 3-day beach trip with two small kids. Group it by clothes, toiletries, snacks and fun stuff.

YOU TYPE

Make a weekly cleaning schedule for a small apartment. I have 20 minutes each weekday and 1 hour on Saturday.

YOU TYPE

Help me plan a simple birthday party for a 7-year-old at home. 10 kids, budget $100, 2 hours. Give me a timeline.

6. Understanding confusing things

YOU TYPE

Explain this letter in simple words and tell me what I need to do: [paste the letter, with your name, address and account numbers removed].

YOU TYPE

What do these words on my electricity bill mean: “kWh”, “generation charge”, “distribution charge”?

7. Health and wellness (carefully)

YOU TYPE

I have a doctor’s appointment about my back pain. Help me prepare a list of questions to ask the doctor.

YOU TYPE

Give me 5 simple stretches I can do at my desk. Keep them gentle.

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Not a doctor

ChatGPT can give general information, but it is **not a doctor**. For symptoms, medicine or emergencies, talk to a real health professional. In an emergency, call your local emergency number.

8. Fun

YOU TYPE

```
Give me 10 gift ideas under $25 for my dad, who loves fishing and old movies.
```

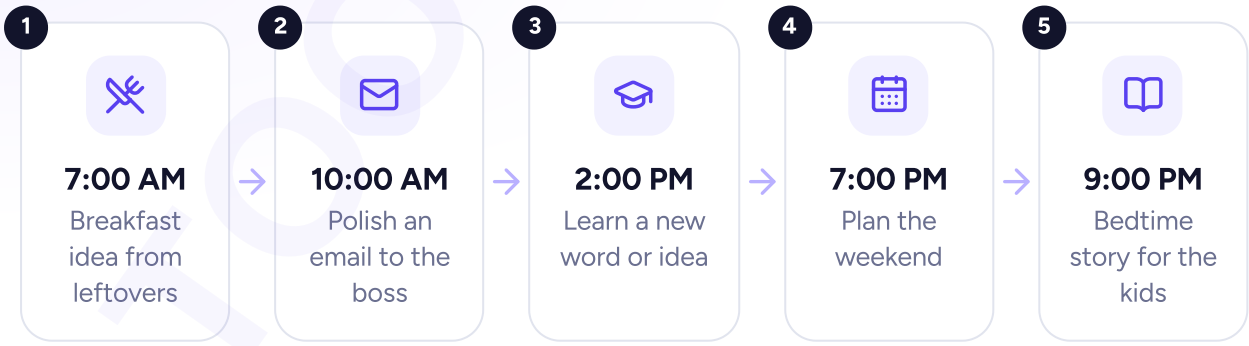
YOU TYPE

```
Let’s play a guessing game. Think of an animal and I will ask yes-or-no questions.
```

YOU TYPE

```
Write a bedtime story about a brave little turtle. Make it 3 minutes long to read out loud.
```

PICTURE 14 **A day with ChatGPT**



Small jobs, all day long. Each one takes only a minute or two.

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Use [square brackets]

In the prompts above, words in [square brackets] are places to put your own information. Replace them before you send.

QUICK RECAP

ChatGPT can help with food, money, writing, learning, planning, understanding letters, wellness and fun. Copy a prompt, change the details, and try it.

TRY IT NOW

Pick two areas

1. Choose 2 of the 8 areas that matter most to you this week.
2. Copy one prompt from each area and change the details to fit your life.
3. Send them and use the answers for real.

Key takeaways

- ChatGPT can help in almost every part of daily life.
- Copy a sample prompt and change the details in [square brackets].
- Check any math, especially with money.
- For health, use it to prepare questions — not to replace a doctor.
- Remove names, addresses and account numbers before you paste letters or bills.

Quiz: 3 quick questions

1. What should you do before pasting a letter from your bank into ChatGPT?

A Nothing

B Remove your name, address and account numbers

C Print it first

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2. ChatGPT made you a budget. What should you do with the totals?

A Trust them completely

B Check them with a calculator

C Ignore them

3. What is a good health-related use of ChatGPT?

A Deciding what medicine to take

B Preparing questions to ask your doctor

C Handling an emergency

Answers

1. **B. Remove your name, address and account numbers** — Remove private details first. ChatGPT can still explain the letter without them.
2. **B. Check them with a calculator** — AI can make number mistakes. A quick calculator check keeps you safe.
3. **B. Preparing questions to ask your doctor** — Use it to prepare and understand. Real decisions belong with a health professional.

PRACTICE TASK

One week, one helper

For one week, use ChatGPT once a day for a real job from a different area each day. Write down which use saved you the most time.

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CHAPTER 7 · LESSON 5

Stay Safe and Smart

ChatGPT is a great helper, but like any tool, you use it wisely. Here are the safety rules everyone should know.

PICTURE 15 **The safety traffic light**



Go ahead

Ideas, drafts, explanations, lists, practice, fun.

Slow down and check

Facts, dates, numbers, news, prices, anything about real people.

Stop

Passwords, bank or card numbers, ID numbers, emergencies, big health or legal decisions.

Green: use freely. Yellow: double-check. Red: don't share it, or get help from a real person.

Rule 1: ChatGPT can be wrong

New word: hallucination

When an AI makes something up but says it like it is true, people call it a **hallucination**. Example: it might name a book that does not exist, or give a wrong date — in a very confident voice.

This is not because it is trying to trick you. Remember: it guesses the best next words. Sometimes the guess sounds right but isn't.

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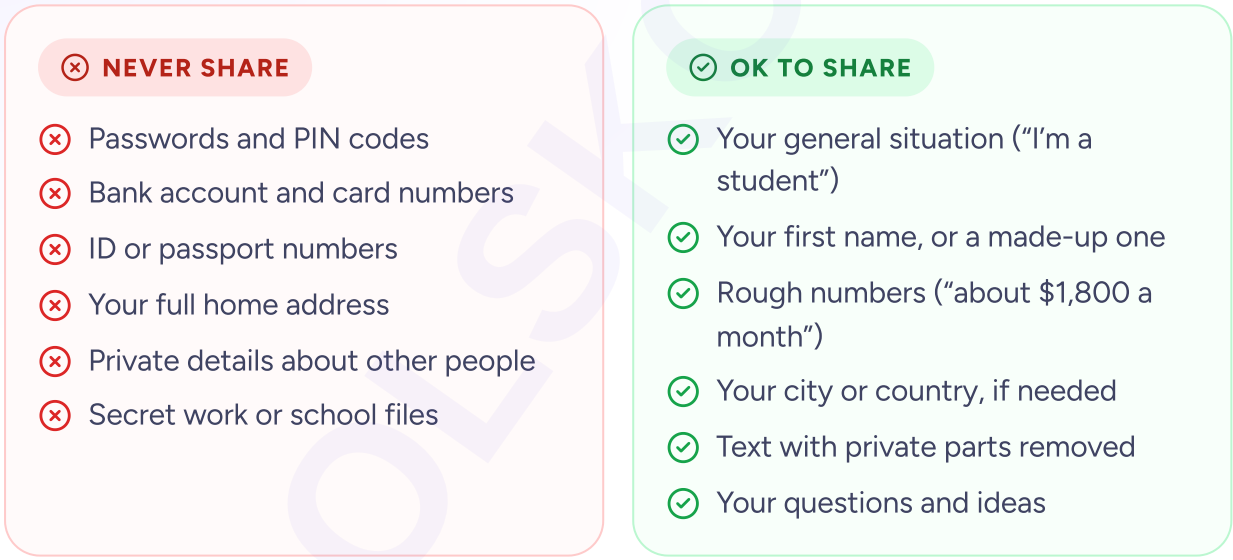
- Before you trust an answer, ask yourself: **Does it make sense?**
- **Can I check it in one more place?** For example, an official website, a teacher or a trusted news site.
- **Is this a big decision?** If yes, ask a real expert too.

Ask for sources

You can ask: "Where can I check this?" Then visit those websites yourself. If a link or book doesn't exist, that is a sign the answer may be made up.

Rule 2: Keep private things private

PICTURE 16 **Never share vs OK to share**



Give ChatGPT enough to help, but not the keys to your house.

A good trick: use made-up names. Instead of "my boss Maria Santos," say "my boss." ChatGPT can help just as well.

Rule 3: Know your privacy settings

- **Temporary Chat:** a special chat that is not saved in your history and is not used to train ChatGPT. OpenAI says these chats are deleted from its systems after 30 days.

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- **Training setting:** in **Settings → Data controls** there is a switch called “Improve the model for everyone.” Turn it off if you don’t want your chats used to improve ChatGPT.

Menus can change

App menus move around over time. If you can’t find a setting, ask ChatGPT itself: “Where do I find Temporary Chat?” or check OpenAI’s help pages.

Rule 4: Big decisions need real people

For health, law, money and safety, ChatGPT can help you **understand** and **prepare**. But the decision should involve a real doctor, lawyer, financial adviser or official office.

Emergencies

In an emergency, don’t chat. Call your local emergency number, or a trusted person, right away.

Rule 5: Be honest about your work

At school or work, follow the rules about AI. Use ChatGPT to learn, plan and check — not to pretend its work is yours. Book 2, **AI for Students**, shows how to study with AI the right way.

QUICK RECAP

Check important facts, keep private details private, know your privacy settings, ask real experts for big decisions, and be honest about AI help.

TRY IT NOW

Fact-check practice

1. Ask ChatGPT a fact question, like “How tall is Mount Everest?”
2. Then check the answer on a trusted website or in a book.
3. Did they match? If not, which one would you trust more, and why?

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Key takeaways

- AI can “hallucinate”: make things up in a confident voice.
- Check important facts in one more trusted place.
- Never share passwords, card or bank numbers, ID numbers or other people’s private details.
- Temporary Chat and the “Improve the model for everyone” setting give you more privacy.
- Use real experts for health, legal, money and safety decisions.

Quiz: 3 quick questions

1. What is an AI “hallucination”?

A When the app crashes
B When the AI makes something up but sounds sure
C When you dream about robots

2. Which of these is safe to share with ChatGPT?

A Your bank password
B “I’m a student who struggles with math”
C Your passport number

3. You feel very sick suddenly. What should you do?

A Ask ChatGPT what to do
B Call your local emergency number or a doctor
C Wait and see

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Answers

1. **B. When the AI makes something up but sounds sure** — A hallucination is made-up information said in a confident way. That is why we check facts.
2. **B. "I'm a student who struggles with math"** — General information about your situation is fine. Passwords and ID numbers are never shared.
3. **B. Call your local emergency number or a doctor** — Emergencies need real people right away. ChatGPT is not an emergency service.

PRACTICE TASK

Set up your safety

Open ChatGPT and find two things: how to start a Temporary Chat, and the "Improve the model for everyone" setting. Decide which settings are right for you. Then write the 3 "trust check" questions on a sticky note near your screen.

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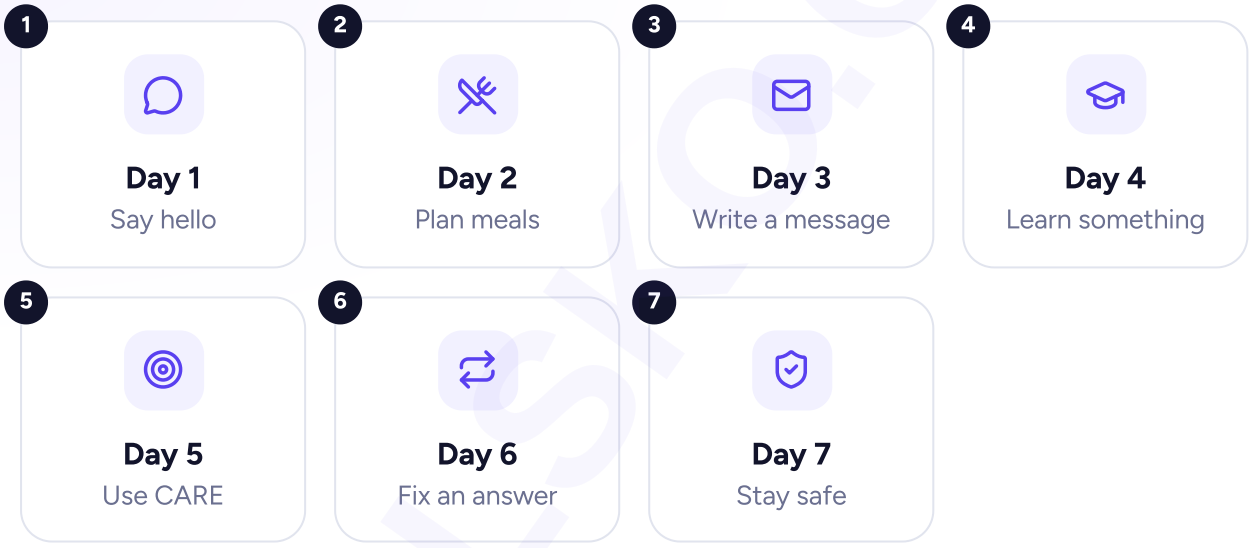
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CHAPTER 8

Practice Exercises: Your 7-Day Starter Challenge

Practice turns knowing into doing. Spend about 10 minutes a day for one week. By Day 7, ChatGPT will feel easy.

PICTURE 17 **Your 7-day path**



One small mission a day. Each day builds on the one before.

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Day	Mission	Try this prompt	Done?
1	Say hello and explore	“Hi! I’m new. What are 10 useful things you can help me with?”	☐
2	Plan tomorrow’s meals	“Plan breakfast, lunch and dinner for tomorrow using [what you have at home].”	☐
3	Write a real message	“Help me write a short, friendly message to [person] about [topic].”	☐
4	Learn something new	“Explain [a topic you’re curious about] like I’m 12, then quiz me with 3 questions.”	☐
5	Use the CARE recipe	Write a full CARE prompt for one of your “slow jobs”.	☐
6	Fix an answer 3 times	Ask for anything, then reply 3 times: shorter, simpler, friendlier.	☐
7	Check and protect	Fact-check one answer, then find Temporary Chat and Data controls.	☐

Bonus challenges

- **Voice challenge:** use the microphone to ask a question out loud.
- **Photo challenge:** take a photo of a plant or a sign and ask ChatGPT about it (the plus button). Don’t use photos with people’s faces or private papers.
- **Teacher challenge:** ask ChatGPT to teach you a card game, step by step.
- **Kindness challenge:** ask for 5 small ways to help a neighbor this week. Do one.

Missed a day?

No problem. Just continue tomorrow. Learning is not a race.

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QUICK RECAP

Ten minutes a day for seven days turns ChatGPT into a habit. Each mission practices one skill from this book.

TRY IT NOW

Start Day 1 now

1. Open ChatGPT.
2. Copy the Day 1 prompt and send it.
3. Tick the Day 1 box. You have started!

Key takeaways

- Short daily practice works better than one long session.
- Each day practices one skill: chatting, planning, writing, learning, CARE, fixing, safety.
- Bonus challenges help you try voice and photos.
- Missing a day is fine. Just keep going.

Quiz: 3 quick questions

1. How long should each daily mission take?

A About 10 minutes
B 3 hours
C All day

2. On Day 6, what do you practice?

A Deleting your account
B Fixing an answer with follow-up replies
C Buying a new phone

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3. You missed Day 4. What should you do?

A Start the whole book again

B Give up

C Just continue tomorrow

Answers

1. **A. About 10 minutes** — Ten minutes is enough. Small daily steps build the habit.
2. **B. Fixing an answer with follow-up replies** — Day 6 practices the improve loop from Lesson 3.
3. **C. Just continue tomorrow** — Learning is not a race. Continue where you stopped.

PRACTICE TASK

Finish the challenge

Complete all 7 days. On Day 7, look back at your "slow jobs" list from Chapter 1 and write down how much time ChatGPT saved you.

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CHAPTER 9

Common Mistakes (and Easy Fixes)

Everyone makes these mistakes at the start. Knowing them now saves you time and trouble later.

PICTURE 18 **Mistake vs fix: the too-short prompt**

MISTAKE

"write email"

- Too short, no details
- ChatGPT guesses
- Answer is generic

FIX

"Write a short email to my manager asking to move Friday's meeting to Monday morning. Keep it polite."

- Clear job and details
- Right tone
- Ready to send after a quick read

The most common beginner mistake — and how adding a few details fixes it.

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Mistake	Why it's a problem	Easy fix
Asking too little ("write email")	ChatGPT has to guess what you want	Ask with CARE: Context, Ask, Rules, End result
Believing everything	AI can be wrong and still sound sure	Check important facts in one more trusted place
Sharing private details	Passwords and numbers should stay with you	Remove or replace names, numbers and addresses
Giving up after one answer	The first answer is only a draft	Reply: "shorter", "simpler", "add an example"
One giant chat for everything	Old topics mix into new answers	Start a New chat for each topic
Copy-pasting without reading	It may not sound like you, or may be wrong	Read it, fix it, make it yours
Using it for emergencies	It can't call for help or see what's happening	Call emergency services or a trusted person
Being afraid to "break" it	Fear stops you from learning	You can't break it. Experiment freely!

The golden habit

Read every answer before you use it. Ten seconds of reading prevents most mistakes.

A real-world example

Tom asked ChatGPT for "a report on whales" and pasted it into his homework without reading. The report said whales are fish. (They are not — whales are mammals.) His teacher noticed right away.

The better way: Tom asks ChatGPT to **explain** whales, reads it, checks one fact in his science book, and then writes the report **in his own words**.

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QUICK RECAP

Most beginner mistakes come from asking too little, trusting too much, sharing too much or giving up too early. Each one has an easy fix.

TRY IT NOW

Find the mistake

1. Read this prompt: “My password is Sunflower22. Write my bank a complaint.” What is wrong?
2. Rewrite it safely, without the password, using CARE.
3. Send your safe version to ChatGPT.

Key takeaways

- Short, unclear prompts give generic answers. Add details.
- Don’t believe everything; check important facts.
- Never share passwords or private numbers.
- The first answer is a draft; improve it.
- Read before you use, and make the words your own.

Quiz: 3 quick questions

1. What is wrong with copying an AI answer straight into homework?

A Nothing
B It may be wrong, and it isn’t your own work
C It uses too much internet

2. Can you “break” ChatGPT by asking a strange question?

A Yes, it will stop working forever
B No, you can experiment freely
C Only if you type in capital letters

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3. What is “the golden habit”?

A Using ChatGPT every hour

B Reading every answer before you use it

C Always using long prompts

Answers

1. **B. It may be wrong, and it isn’t your own work** — AI can be wrong, and schools expect your own thinking. Use it to learn, then write in your words.
2. **B. No, you can experiment freely** — You can’t break it by asking questions. Trying things is how you learn.
3. **B. Reading every answer before you use it** — Reading first catches most mistakes before they cause problems.

PRACTICE TASK

Mistake hunt

Look at the last 3 prompts you sent. Did any of them make a mistake from the table? Rewrite one to make it better and compare the answers.

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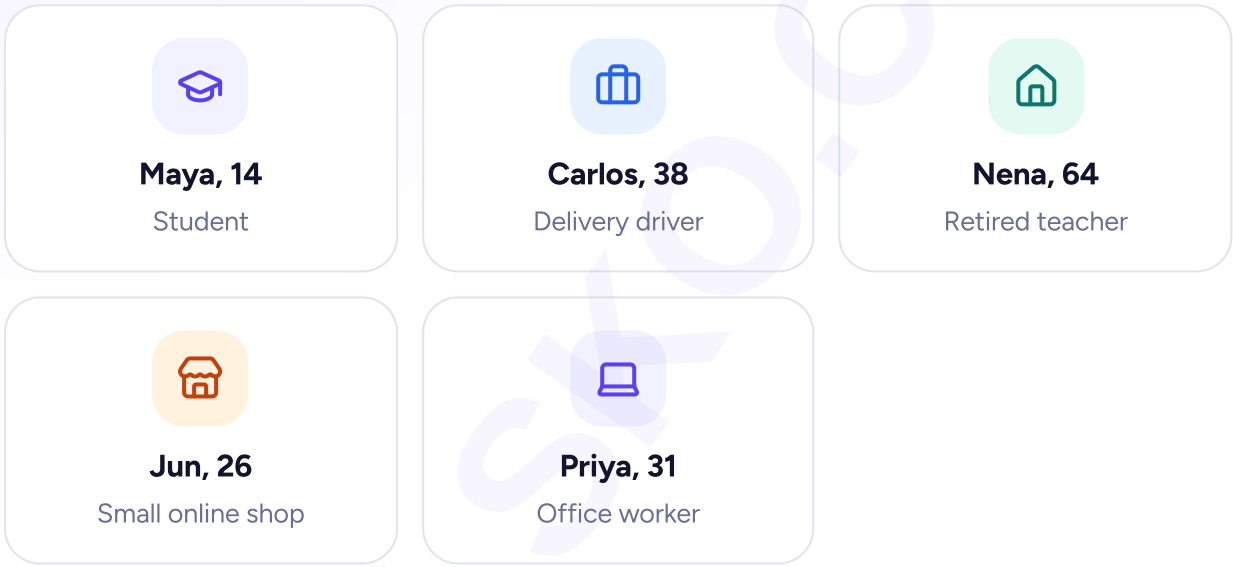
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CHAPTER 10

Real Life Examples: How People Use It

Here are five people — different ages, different lives — and how ChatGPT helped each one with a real problem.

PICTURE 19 **Five people, five problems**



ChatGPT is not just for tech experts. Anyone can use it for their own everyday problems.

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M

Maya, 14
Student (uses ChatGPT with her parents' permission)

THE PROBLEM

She didn't understand photosynthesis for her science test.

WHAT MAYA TYPED

```
Explain photosynthesis like I'm 12, using a kitchen as an example.
Then quiz me with 5 questions, one at a time.
```

THE RESULT

ChatGPT explained that a leaf is like a kitchen that "cooks" sugar using sunlight, water and air. The quiz showed her which part to review.

Lesson: Use ChatGPT to understand and practice — not to do the homework for you.

C

Carlos, 38
Delivery driver

THE PROBLEM

A customer complained that a package was late. Carlos wanted to reply politely, but English is his second language.

WHAT CARLOS TYPED

```
Help me reply to a customer whose package was late because of a
road closure. Be polite, say sorry and say it will arrive tomorrow
morning. Use simple English.
```

THE RESULT

He got a short, kind message. He changed one sentence to sound more like himself and sent it.

Lesson: ChatGPT is great for writing in a second language. Always read it first and make it sound like you.

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N

Nena, 64
Retired teacher

THE PROBLEM

The words on her new phone were too small to read.

WHAT NENA TYPED

```
How do I make the text bigger on my Android phone? Explain in very simple steps for someone new to smartphones.
```

THE RESULT

She followed 4 simple steps and found the font size setting. Now she reads messages from her grandchildren easily.

Lesson: You can ask ChatGPT for help with technology itself. Tell it your device and that you are new.

J

Jun, 26
Owner of a small online shop

THE PROBLEM

He had 20 new handmade bags to list and no time to write descriptions.

WHAT JUN TYPED

```
Write a short, friendly product description for a handmade woven bag. Details: 30 cm wide, natural fibers, has a zipper, fits a tablet. Include 3 bullet points.
```

THE RESULT

He got a draft in seconds, checked that every detail was true, and reused the same prompt for the other bags.

Lesson: Save prompts that work and reuse them. Always check that the details are true. (Book 3 covers small business uses.)

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Priya, 31
Office worker

THE PROBLEM

After a long meeting, her notes were messy and her boss wanted a summary.

WHAT PRIYA TYPED

```
Turn these messy meeting notes into a short summary with 3 sections: decisions, action items with names, and next meeting date. [notes]
```

THE RESULT

She had a clean summary in one minute, fixed one wrong name, and sent it.

Lesson: ChatGPT is great at organizing messy text. Remove anything confidential before you paste.

Your turn

Which person is most like you? Copy their prompt and change it to fit your own problem.

QUICK RECAP

Students, workers, retirees and business owners all use ChatGPT for real problems: understanding, writing, technology help, descriptions and summaries.

TRY IT NOW

Borrow a prompt

1. Pick the story closest to your life.
2. Copy that person's prompt.
3. Change the details to your situation and send it.

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Key takeaways

- ChatGPT helps people of every age and job.
- It is great for writing in a second language.
- You can ask it how to use your own phone or computer.
- Good prompts can be saved and reused.
- Always check details and remove confidential information.

Quiz: 3 quick questions

1. How did Maya use ChatGPT the right way?

A She copied answers for her test
B She asked it to explain and quiz her
C She asked it to write her homework

2. What did Jun do to save time with 20 products?

A Wrote a new prompt every time
B Reused one good prompt and changed the details
C Skipped the descriptions

3. What should Priya do before pasting work notes?

A Remove anything confidential
B Make the notes longer
C Nothing

Answers

1. **B. She asked it to explain and quiz her** — She used it to understand and practice — learning, not copying.
2. **B. Reused one good prompt and changed the details** — Saving and reusing a prompt that works is a big time saver.
3. **A. Remove anything confidential** — Work notes can contain secrets. Remove them first.

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PRACTICE TASK

Write your own story

Use ChatGPT for one real problem this week. Then write your own mini story like the ones above: who you are, the problem, your prompt, the result and the lesson.

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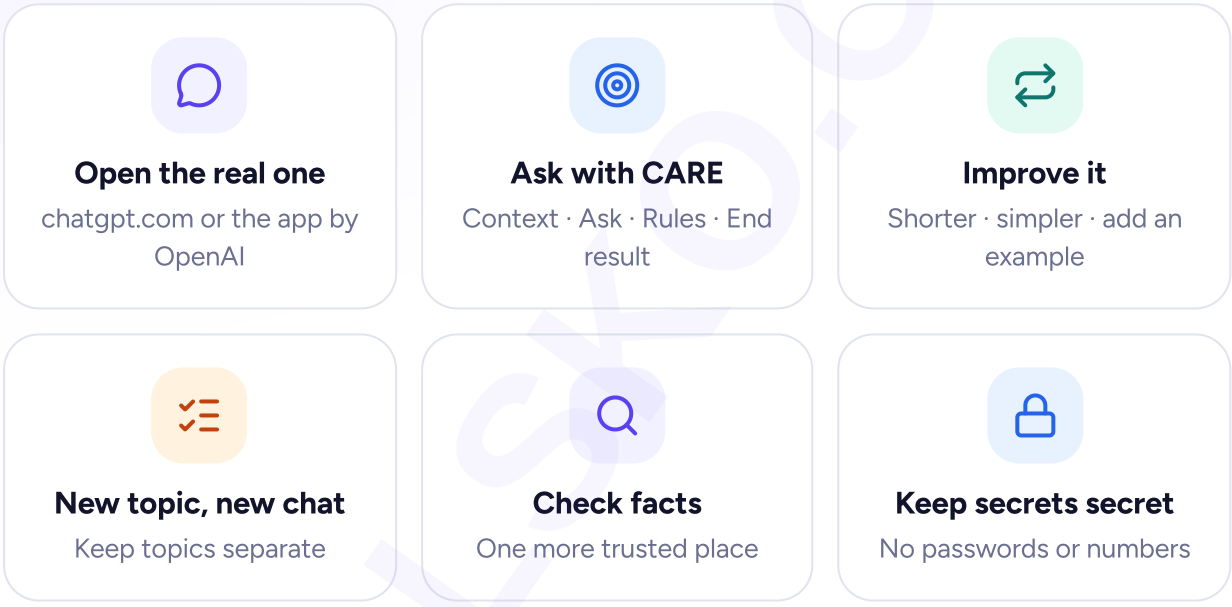
THE END

Quick Summary

Everything important, on one page.

Here is the whole book on one page. Save it, print it, or stick it near your screen.

PICTURE 20 **Cheat sheet: ChatGPT in 6 cards**



The six most important ideas from this book.

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Remember	In one line
What it is	A chatbot made by OpenAI that writes answers by picking the best next words.
The recipe	Ask with CARE: Context, Ask, Rules, End result.
Fix-it phrases	“Make it shorter.” “Use simpler words.” “Add an example.” “Try a different idea.”
Best magic phrase	“Ask me questions first if you need more information.”
Safety light	Green: ideas. Yellow: check facts. Red: never share secrets; get real help.
Golden habit	Read every answer before you use it.

You did it!

You started from zero. Now you know what AI is, how to talk to ChatGPT, how to get better answers and how to stay safe. That is a real skill — and you learned it.

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WHAT'S NEXT

Your Next Learning Path

You finished Book 1. Here is where to go from here.

This is Book 1 of the **AI for Beginners** series. Each book builds on the one before. Here is your path:

PICTURE 21 **Your AI learning path**



Five books, one step at a time. You have finished the first step.

Book	You will learn
2. AI for Students	How to study, take notes and prepare for tests with AI — honestly and safely.
3. AI for Small Business	How to write posts, reply to customers and plan with AI for a small shop or service.
4. AI Prompt Writing	Deeper prompt skills: roles, examples, step-by-step thinking and reusable templates.
5. AI Productivity	How to save hours each week: email, planning, summaries and simple routines.

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Keep the habit going

Use ChatGPT for one small job every day. In a month, you will be surprised how natural it feels.

Free ToolsKo tools for this book

Put what you learned to work. These tools are free on toolsko.com, need no sign-up, and most work right in your browser.

Percentage Calculator
Check the percentages in a budget or a sale price — never trust AI math alone.
toolsko.com/percentage-calculator ↗

Loan Calculator
Monthly payment and total interest of any loan, before you ask AI to explain it.
toolsko.com/loan-calculator ↗

Unit Converter
Cups to grams, miles to kilometers — handy when scaling a recipe.
toolsko.com/unit-converter ↗

QR Code Generator
Share a link, Wi-Fi password or contact with a QR code. No expiry.
toolsko.com/qr-code-generator ↗

Password Generator
Strong passwords made in your browser — the kind you never type into a chatbot.
toolsko.com/password-generator ↗

Image Compressor
Make photos smaller before you attach them to a chat or email.
toolsko.com/image-compressor ↗

Words to know

AI (Artificial Intelligence)	Computer programs that can do some jobs that usually need a human brain, like understanding words.

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ChatGPT	A chatbot made by the company OpenAI.
Chatbot	A computer program you talk to by typing or speaking.
Prompt	The message you type or say to ChatGPT.
Response	The answer ChatGPT writes back.
Chat	One conversation with ChatGPT, from start to finish.
AI model	The “brain” program inside ChatGPT that writes the answers.
CARE	A recipe for good prompts: Context, Ask, Rules, End result.
Hallucination	When AI makes something up but says it like it is true.
Temporary Chat	A ChatGPT chat that isn’t saved in your history or used to train ChatGPT.
Data controls	The settings where you choose how ChatGPT may use your chats.

Where the facts come from

1. OpenAI Terms of Use (minimum age and parental permission)
2. OpenAI Help: Is ChatGPT safe for all ages?
3. OpenAI Help: Data controls and Temporary Chat
4. eSafety Commissioner (Australia): ChatGPT guide, including the warning about fake apps

Product facts (age rules, menu names, privacy settings) were checked on November 20, 2026. Apps change often, so some screens may look different. ChatGPT is a product of OpenAI; ToolsKo is not connected to OpenAI. Written by ToolsKo Learn · toolsko.com/learn

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AI FOR BEGINNERS

Book 1	**ChatGPT for Daily Life — this book**
Book 2	AI for Students
Book 3	AI for Small Business
Book 4	AI Prompt Writing
Book 5	AI Productivity

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