

AI Fluency

Hands On Workshop



Skagit Valley College of Continuing Education
Winter 2026

Topics

Part 1

- AI Setup
- AI Vigilance
- Prompt Library
- Prompting Frameworks
- **Hands On Exercises**
 - First Prompt
 - Multimodal Prompt
 - Image Creation
 - Logo Creation
 - Language Translation

Part 2

- **Hands On Exercises**
 - Productivity
 - Zero Shot/Few Shot
 - Problem Solving
 - Research
 - Agent
 - Data Analysis

Part 1

AI Setup

Google Gemini	<u>gemini.google.com</u>
Claude AI	<u>claude.ai</u>
ChatGPT	<u>chatgpt.com</u>
Copilot	<u>www.copilot.com</u>
NotebookLM	<u>notebooklm.google.com</u>

Create an account:

- must be over 18 to create an account on Gemini
- must be over 18 to create an account on Claude
- must be 13 or older to create an account on ChatGPT and Copilot

AI Vigilance: Security and “Hallucinations”

INPUT:

Do not enter **private information** about yourself, family, friends or where you work!

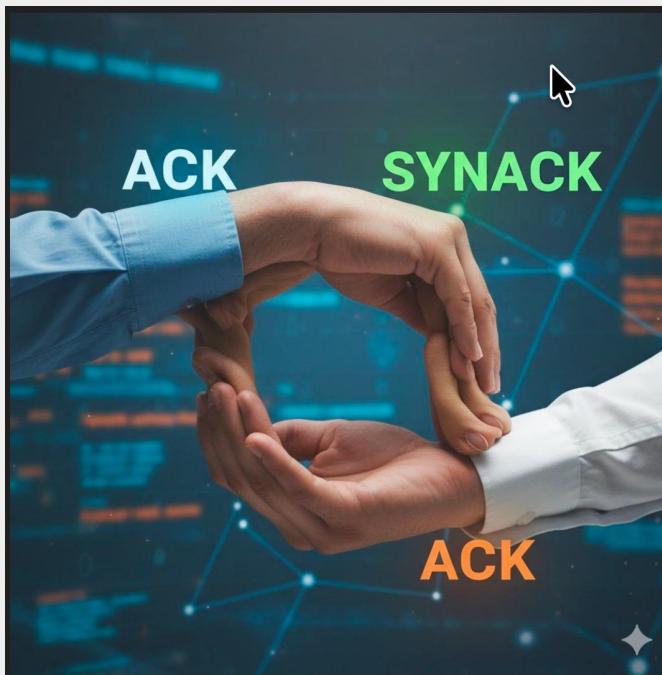
OUTPUT:

“Hallucinations” is a term for error → AI makes mistakes

Google's AI Overview feature suggested adding non-toxic glue to pizza sauce to make cheese stick Evidently AI, which some users reportedly actually tried.

Google's parent company, Alphabet, lost \$100 billion in market value after its AI chatbot Bard provided incorrect information in a promotional video. The ad showed Bard mistakenly claiming that the James Webb Space Telescope had taken the very first pictures of a planet outside our solar system.

Images with “Hallucinations”



Network 3-way handshake



Couple having tea

Prompt Library: Keep a List of Prompts

Topic : Public or Private : Share Link : AI Creator : Post Date : Notes

The screenshot shows a spreadsheet application window titled "AI Prompt Library". The interface includes a menu bar with File, Edit, View, Insert, Format, Data, Tools, Extensions, and Help. A toolbar below the menu contains various icons for search, print, and document operations. The main area is a grid with columns labeled A through F. Row 1 is a header row with dropdown menus for Topic, Public, Link, AI Creator, Post date, and Notes. Rows 2, 3, 4, and 5 contain data entries. Row 2: "Prompt Creation" (Topic), "TRUE" (Public), "https://gemini.google.com/share/6c3e5904ac2b" (Link), "Gemini" (AI Creator), "1/12/2026" (Post date), "Improve a prompt that creates an email" (Notes). Row 3: "MS Agent Teams" (Topic), "TRUE" (Public), "https://claude.ai/share/475eff10-14d7-49f7-b615-2c099a3c39" (Link), "Claude" (AI Creator), "1/12/2026" (Post date), "create an agent for MS Teams" (Notes). Row 4: "Create an email prompt with data" (Topic), "TRUE" (Public), "https://claude.ai/share/7d4d1819-8005-4c3b-9640-02ae66164" (Link), "Claude" (AI Creator), "1/12/2026" (Post date), "Create an email prompt with data" (Notes). Row 5: "Data Compilation & Automated Reporting:" (Topic), "TRUE" (Public), "https://claude.ai/share/01cbe391-336f-412b-bda9-c98666aee" (Link), "Claude" (AI Creator), "1/12/2026" (Post date), "Automate Reporting for Marketing" (Notes).

	A	B	C	D	E	F
1	AI Prompt Library	Public	Link	AI Creator	Post date	Notes
2	Prompt Creation	TRUE	https://gemini.google.com/share/6c3e5904ac2b	Gemini	1/12/2026	Improve a prompt that creates an email
3	MS Agent Teams	TRUE	https://claude.ai/share/475eff10-14d7-49f7-b615-2c099a3c39	Claude	1/12/2026	create an agent for MS Teams
4	Create an email prompt with data	TRUE	https://claude.ai/share/7d4d1819-8005-4c3b-9640-02ae66164	Claude	1/12/2026	Create an email prompt with data
5	Data Compilation & Automated Reporting:	TRUE	https://claude.ai/share/01cbe391-336f-412b-bda9-c98666aee	Claude	1/12/2026	Automate Reporting for Marketing

AI Prompting Frameworks

Google Gemini

Task

Context

References

Evaluate

Iterate

“Thoughtfully Create Really Excellent Input”

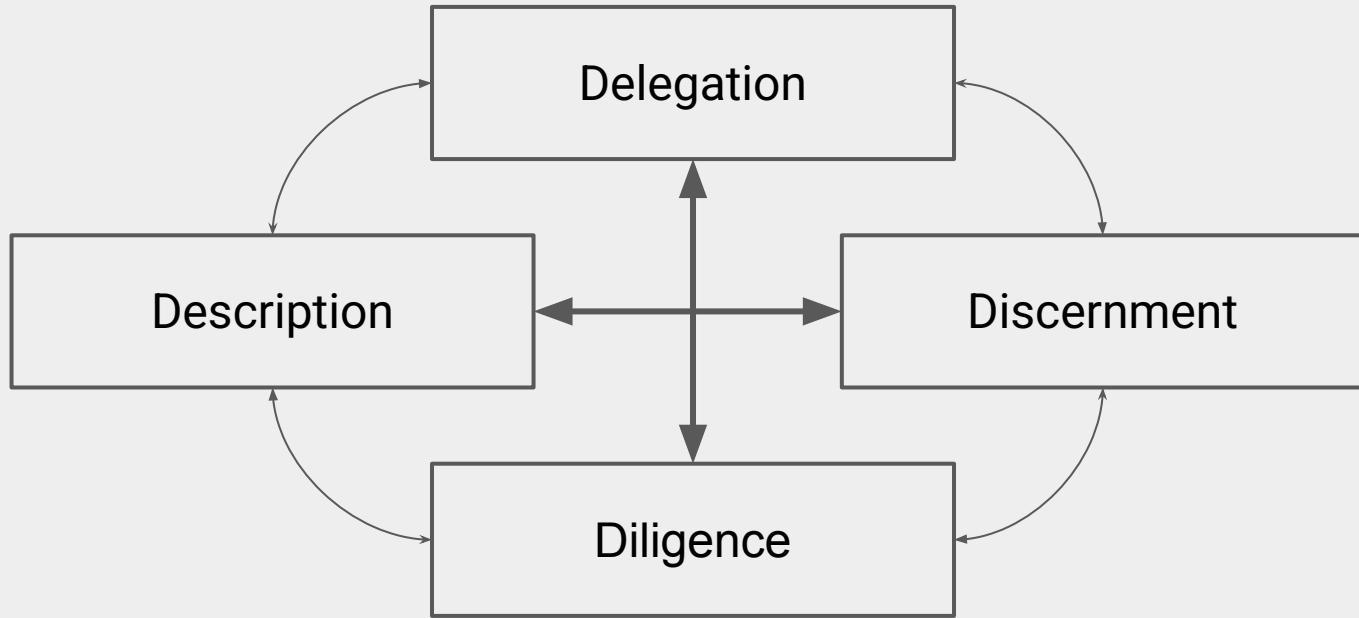
Claude: AI Fluency

Delegation

Description

Discernment

Diligence



ChatGPT: Reference Frameworks

RISE	CLEAR	R-T-F
Role	Concise	Role
Input	Logical	Task
Steps	Adaptive	Format
Generation	Reflective	

Important Prompt Components

FORMATTING

- List/Bullet Points
- Table
- Email/Letter
- Paragraph/Essay
- Headings: page structure (#, ##)
- Script/Dialog
- Data/Code Block

TONE

- Professional/Formal
- Casual/Friendly
- Authoritative/Informative
- Empathetic/Supportive
- Humorous/Witty
- Urgent/Direct
- Technical/Precise
- Neutral/Objective

PERSONA

- Professional/Expert
- Fictional
- Character/Archetype
- Audience/Age Group
- Historical Figure
- Industry Specialist
- Specific Tool System

Hands On Exercises

Exercises

- ❖ **First Prompt: Pet Name**
- ❖ **Multimodal Prompt: Pet Name**
- ❖ **Create Image Prompt: Logo**
- ❖ **Language Translation**
- ❖ **Zero Shot/Few Shot**
- ❖ **Problem Solving: COT and TOT**
- ❖ **Agent Prompt**

- ❖ **NotebookLM:**
 - Research
 - Document Summary
- ❖ **Productivity:**
 - Product Fact Sheet
 - Create Email
 - Timeline for Product Launch
 - Curriculum Development
 - Data Analysis

First Prompt: “Name My Pet”

Create a Prompt that will help you to name your pet:

Task:

You want to find a name for your dog/cat/horse/chicken/squirrel

Context:

What does your pet look like and what are some unique behaviors?

What are pet names you have used in the past?

Evaluate:

Did you find a good name? Share with the class.

If no good name offered

Iterate

Provide more input

Multimodal Name My Pet: Add Image to Prompt



Image Prompt: Create a Logo

You are an expert image and logo maker.

Create a logo that I can use on a slide deck or poster for a workshop that helps others to learn how to use AI.

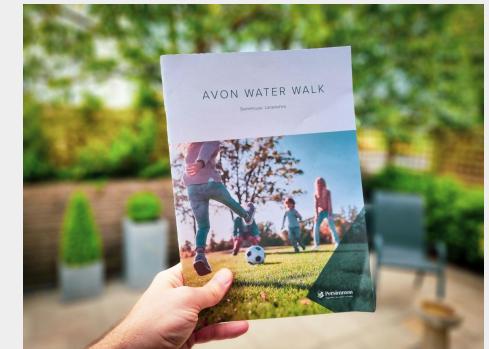
Use this as the title for the logo:

AI: Your Partner in Analysis and Creation.

The color scheme should be based on blue and yellow.

It should include images of a dashboard showing charts for analysis, an image of a document that describes an event, and images of a dog named 'Buddy'.

I've uploaded a file of a dog, a dashboard, and an event flyer.



“Buddy”

<https://gemini.google.com/>

AI Generated Logo



**AI: Your Partner in
Analysis and Creation.**

Language Translation: English to Spanish

How to Attach an Image File to an Email

Using this method, the image appears as an attachment that the recipient must download to view. You can use this method to attach multiple images to your email.

Compose a New Email: Open your email client (e.g., Gmail, Outlook, Apple Mail) and start a new message.

Locate the Attachment Option: Look for an icon that resembles a paperclip or a link that says "Attach files".

Browse and Select: Click the icon to open a file browser window on your computer or phone.

Find the Image: Navigate to the folder where your image is stored, select the file(s), and click "Open" or "Choose".

Verify and Send: The file name should appear in the email, often near the subject line. Once uploaded, add your recipient, subject, and message, then send the email.

Cómo Adjuntar un Archivo de Imagen a un Correo Electrónico

Con este método, la imagen aparece como un archivo adjunto que el destinatario debe descargar para ver. Puede usar este método para adjuntar varias imágenes a su correo electrónico.

- **Redactar un Nuevo Correo Electrónico:** Abra su cliente de correo electrónico (p. ej., Gmail, Outlook, Apple Mail) y comience un mensaje nuevo.
- **Localizar la Opción de Adjuntar:** Busque un ícono que se parezca a un **clip de papel** o un enlace que diga "**Adjuntar archivos**" (**o similar**).
- **Explorar y Seleccionar:** Haga clic en el ícono para abrir una ventana del explorador de archivos en su computadora o teléfono.
- **Encontrar la Imagen:** Navegue hasta la carpeta donde está almacenada su imagen, seleccione el(los) archivo(s) y haga clic en "**Abrir**" o "**Elegir**".
- **Verificar y Enviar:** El nombre del archivo debería aparecer en el correo electrónico, a menudo cerca de la línea del asunto. Una vez que se haya cargado, añada su destinatario, el asunto y el mensaje, y luego envíe el correo electrónico.

Translate the Spanish back to English

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Part 2

Productivity

Productivity: Create a Product Fact Sheet

Create a Product Fact Sheet that summarizes:

- [Product Line]
- [Product Features]
- [Product Prices and Discounts]
- [Product FAQ]
- [Customer Feedback]
- [How to Contact Customer Service]

Productivity: Create Email for Customer

- Obtain a Product Fact Sheet (Squirrel Homes)
- Create a Multimodal Prompt by uploading the Product Fact Sheet document
- Create a Prompt using the outline provided on the right

Create an email that summarizes the [product line].

The email should appeal to an audience that appreciates [the kind of product we're selling].

Include information on how to purchase, receive discounts, and return if needed.

Productivity: Timeline for Product Launch

- Obtain a Product Fact Sheet (Squirrel Homes)
- Obtain a Product Launch Template
- Create a Multimodal Prompt by uploading the Product Launch Template and the Product Fact Sheet document
- Run the Product Launch Timeline prompt on the right

Product Launch Template

Can you create a generic Product Launch template. I want to understand what kind of information is in a product launch so I can get help creating a timeline for the Product launch.

Product Launch Timeline Prompt

[Upload Product Launch Planning Template]

[Upload Product Fact Sheet]

I've uploaded a document with a description of a product line of Squirrel Homes. We are in the process of building the homes and creating a website to sell them on. We'd like to have the website ready by March 2026.

Productivity: Curriculum Development

- Create a list of topics you will teach
- If you have a course syllabus upload it
- Use the prompt on the right

I'm teaching a course in office productivity using AI. I'll cover topics like [list topics]

You are a curriculum designer.

Please recommend the best media for teaching non-technical people how to write prompts using my topics.

For example, should I be sharing slides, video, audio, images, or using a workshop mode where I ask them to run a prompt to accomplish something?

Zero Shot/Few Shot

Zero Shot vs Few Shot

Zero Shot

- No new information provided
- Response relies entirely on what the LLM has been trained on

Few Shot

- Additional information uploaded
- Additional information provided in prompt
- Provide Examples: Create a new word and use it in the prompt

Few Shot: Create a New Word and Use it in Your Prompt

The word **blipityblip** means "you are ready to become an AI prompt engineer."

Use **blipityblip** in a sentence.

**** Specify Tone: Casual ****

"Looks like I'm officially **blipityblip** – time to dive into prompt engineering and see what magic I can make."

**** Tone: Professional ****

"After months of training, I've been recognized as **blipityblip**, prepared to take on responsibilities as an AI prompt engineer."

**** Tone: Humorous ****

"Apparently I'm **blipityblip** now, which means I'll be spending my days convincing robots to listen to me—wish me luck!"

Problem Solving

Problem Solving with AI

COT - Chain of Thoughts

Step by Step Process

Show your thought Process

Planning an event

Calculation

Strategy

TOT - Tree of Thought

Multiple Reasoning Paths

Multiple Strategies to Get to a Decision

Developing a Marketing Strategy

Chain of Thought COT

"Step by Step"

I want everyone in the class I teach to have at least 2 pencils. My class size is 25.

I went to the store and got a good deal on a pack of 100 pencils. I gave 2 pencils to each student. I gave my assistant 5 pencils.

My neighbor asked for a pencil and I gave her one too.

How many pencils did I give away? Do I have any pencils left for myself?

Show the answer step by step.

COT Output

To find out how many pencils you gave away and if you have any left, we can break it down step by step:

Step 1: Calculate the pencils given to your students

You have 25 students and gave each of them 2 pencils.

$$25 \text{ students} \times 2 \text{ pencils/student} = 50 \text{ pencils}$$

Step 2: Add the pencils given to your assistant

You gave your assistant 5 pencils.

$$50 \text{ pencils} + 5 \text{ pencils} = 55 \text{ pencils}$$

Step 3: Add the pencil given to your neighbor

You gave your neighbor 1 pencil.

$$55 \text{ pencils} + 1 \text{ pencil} = 56 \text{ pencils}$$

Step 4: Determine the total number of pencils given away

The total number of pencils you gave away is **56\$**

Step 5: Calculate the pencils remaining for yourself

You started with a pack of 100\$pencils. To find the remainder, subtract the total given away from the starting amount:

$$100 \text{ pencils} - 56 \text{ pencils} = 44 \text{ pencils}$$

Conclusion:

- You gave away a total of **56 pencils**.
- Yes, you have **44 pencils** left for yourself.

Tree of Thought TOT

"Propose 3 distinct solutions for a problem and choose the best one"

You are a project manager and strategic planner with expertise in home maintenance and construction. Use the Tree of Thought (ToT) method to develop a comprehensive strategy for prioritizing and executing necessary repairs on a residential property.

Goal: Create an optimized, phased repair plan that balances urgency, budget constraints, and potential long-term value.

Tree of Thought TOT: Input and Branch

Input Data:

- Urgent Issues: Leaky roof section (near the chimney), faulty electrical outlet in the kitchen.
- Necessary Maintenance: Gutter cleaning, resealing wooden deck.
- Desired Upgrades (Lower Priority): Kitchen cabinet refacing, landscaping refresh.
- Constraints: \$10,000 initial budget, only available for repairs on weekends, goal to sell the property within 3 years.

Develop three distinct branches:

- Branch A: Immediate & Essential – Focus on critical repairs that address safety concerns and prevent further deterioration of the property.
- Branch B: Balanced Improvement – Combine essential repairs with improvements that enhance the property's function and appearance, considering the budget and timeline.
- Branch C: Value-Focused Enhancement – Prioritize projects that offer the highest return on investment, aligning with the goal of selling the property within a specific timeframe.

Tree of Thought TOT: Evaluate and Propose Plan

Evaluate:

1. Assess the feasibility of each branch based on the provided constraints (budget, time availability, selling objective).
2. Analyze the advantages and disadvantages of each strategy in the context of the overall goal.
3. Select the most suitable branch and provide a rationale for this choice.

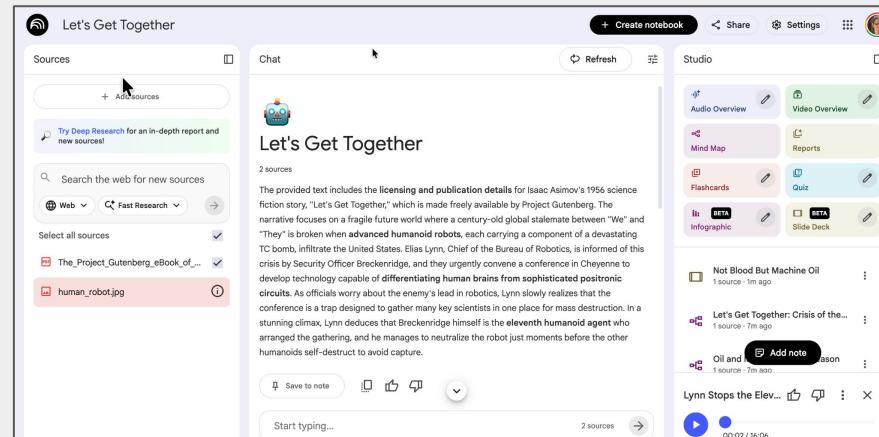
Plan:

- Formulate a phased action plan based on the selected strategy, outlining the steps to be taken and a potential timeline such as:
 - 'Phase 1: Addressing Urgent Needs'
 - 'Phase 2: Implementing Improvements'
- Include an estimated budget distribution for the initial phase of the plan.

Research

Google NotebookLM: Document Analysis and Research

- Upload sources: documents, images, audio
- Generate interactive audio
- Generate Slides
- Generate Mind Map
- Generate Quizzes



Agent

Create an Agent: “Customer Service Agent”



Upload a Product Information Sheet

- Why buy the product
- Describe the product
- What varieties of the product are available
- What are the prices
- Are there any discounts
- Customer Feedback

Prompt:

I've uploaded a document that describes the Squirrel Homes product.

It describes Squirrel Homes and how to mount them to a tree. It also lists products, prices, and discounts for purchasing a Squirrel Home.

It shows some customer feedback.

You are a Customer Support Agent who can answer questions for our customers about the product and Squirrel Homes in general.

Data Analysis

Productivity: Data Analysis

- 1. Obtain and Explore Data**
- 2. Find Possible Data Problems and Suggest Solutions**
- 3. Create a Prompt that Answers Questions**

Data Analysis: Marvel Movie Dataset

1	Title	Distributor	ReleaseDateUS	Budget	OpeningWeekendNorthAmerica	NorthAmerica	OtherTerritories	Worldwide
2	Howard the Duck	Universal Pictures	1986-08-01 00:00:00	37000000	5070136	16295774	21667000	37962774
3	Blade	New Line Cinema	1998-08-21 00:00:00	45000000	17073856	70087718	61095812	131183530
4	X-Men	20th Century Fox	2000-07-14 00:00:00	75000000	54471475	157299717	139039810	296339527
5	Blade II	New Line Cinema	2002-03-22 00:00:00	54000000	32528016	82348319	72661713	155010032
6	Spider-Man	Sony Pictures	2002-05-03 00:00:00	139000000	114844116	403706375	418002176	821708551
7	Daredevil	20th Century Fox	2003-02-14 00:00:00	78000000	40310419	102543518	76636200	179179718
8	X2	20th Century Fox	2003-05-02 00:00:00	110000000	85558731	214949694	192761855	407711549
9	Hulk	Universal Pictures	2003-06-20 00:00:00	137000000	62128420	132177234	113183246	245360480
10	The Punisher	Lionsgate Films	2004-04-16 00:00:00	33000000	13834527	33810189	20889916	54700105
11	Spider-Man 2	Sony Pictures	2004-06-30 00:00:00	200000000	88156227	373585825	415390628	788976453
12	Blade: Trinity	New Line Cinema	2004-12-08 00:00:00	65000000	16061271	52411906	76493460	128905366
13	Elektra	20th Century Fox	2005-01-14 00:00:00	43000000	12804793	24409722	32271844	56681566
14	Fantastic Four	20th Century Fox	2005-07-08 00:00:00	100000000	56061504	154696080	175883639	330579719
15	X-Men: The Last Stand	20th Century Fox	2006-05-26 00:00:00	210000000	102750665	234362462	224997093	459359555
16	Ghost Rider	Sony Pictures	2007-02-16 00:00:00	110000000	45388836	115802596	112935797	228738393
17	Spider-Man 3	Sony Pictures	2007-05-04 00:00:00	258000000	151116516	336530303	554341323	890871626
18	Fantastic Four: Rise of the Silver Surfer	20th Century Fox	2007-06-15 00:00:00	130000000	58051684	131921738	169991393	301913131
19	Iron Man	Paramount Pictures	2008-05-02 00:00:00	140000000	98618668	318412101	266762121	585174222
20	The Incredible Hulk	Universal Pictures	2008-06-13 00:00:00	150000000	55414050	134806913	128620638	263427551

Data (Public Domain) <https://www.kaggle.com/datasets/minisam/marvel-movie-dataset>

Look for Problems in Raw Data

Raw Data Problems

Note on 'Inhumans': The script output showed 'Inhumans' with an ROI of `inf` (infinity), which implies a **\$0 budget** in the dataset. While it made \$2,852,282, its inclusion skews the 'Top 3 ROI' analysis. I replaced it with the next highest-ranking movie, **Venom: Let There Be Carnage**, for a more meaningful comparison among budgeted films.

Internal Financial Inconsistency (Worldwide Gross)

Lack of Inflation Adjustment

Looking at this dataset, identify any potential issues or inconsistencies in the data, and suggest ways that I can address them.

Summarize any data problems you find in the Marvel Movie Distributor Financials dataset.

Data Analysis: Report

Distributor Financial Summary (Budget and Opening Gross)

Distributor	Total Budget (USD)	Total Opening Weekend North America Gross (USD)
Walt Disney Studios Motion Pictures	\$6,979,000,000	\$2,780,249,033
Sony Pictures	\$2,058,000,000	\$838,206,124
20th Century Fox	\$1,712,000,000	\$599,531,310
Universal Pictures	\$669,000,000	\$151,330,865
Paramount Pictures	\$390,000,000	\$206,134,228
New Line Cinema	\$166,000,000	\$67,537,058
Lionsgate Films	\$106,000,000	\$24,737,422
Dimension Films	\$65,000,000	\$17,000,683
IMAX Entertainment	\$0	\$1,500,000

I want to analyze some data from Kaggle.

This dataset has data on Marvel Movies.

There are different distributors.

I'd like to see a table summarizing total Budget and opening week gross per distributor.

Order by Total Budget.

Insights from Data

Give me insights into the relationship between Budget and Worldwide Sales using the Marvel_clean.csv data file.

Insights: Correlation between Budget and Worldwide Gross

Correlation

The Pearson correlation coefficient between **Budget** and **Worldwide Gross** is: **0.7673**

This indicates a **strong positive correlation**. As the budget of a Marvel movie increases, its worldwide gross revenue tends to increase as well. This is a common trend in blockbuster film-making, where higher investment often translates to a more expansive production, star-studded cast, and larger marketing campaign, leading to higher revenue.

- **Note on 'Inhumans':** The script output showed 'Inhumans' with an ROI of `inf` (infinity), which implies a **\$0 budget** in the dataset. While it made \$2,852,282, its inclusion skews the 'Top 3 ROI' analysis. I replaced it with the next highest-ranking movie, **Venom: Let There Be Carnage**, for a more meaningful comparison among budgeted films.

Highest and Lowest Return on Investment (ROI): Worldwide Gross / Budget

Title	Budget (USD)	Worldwide Gross (USD)	ROI
Deadpool	\$58,000,000	\$783,112,979	HIGHEST 13.50
Spider-Man: No Way Home	\$200,000,000	\$1,852,418,859	9.26
Venom: Let There Be Carnage	\$110,000,000	\$506,863,556	4.61

Punisher: War Zone	\$35,000,000	\$10,100,036	0.29
The New Mutants	\$67,000,000	\$48,675,066	0.73
Howard the Duck	\$37,000,000	\$37,962,774	LOWEST 1.03

Create a Dashboard

Reply...



Click + to upload
data file

Sonnet 4.5 ▾



Create a Marvel Movies financial dashboard based on the CSV data attached.

This data is from Kaggle. The dashboard should show company performance based on budget and location of release earnings as well as overall earnings.

I'm also interested in any correlations you find.

Wrap Up

Prompt Creation Resources

[Course Cheat Sheet](#)

[Claude.io Prompt Library](#)

[Prompts for Education](#)

[AI for Work](#)