

Scratch and Peck Feeds

AI Fluency

Week 1: AI Fundamentals and Safe Practices

Week 2: Professional Prompting Frameworks

Week 3: Business Productivity and Workflow

Week 4: Problem Solving, Agents, and Data Analysis

Project Work

Scratch and Peck Feeds

AI Fluency Week 1

AI Fundamentals and Safe Practices

Week 1: Learning Objectives

- Understand what is AI and how it works at a basic level
- Understand your role as an AI user
- Learn critical security practices for business use
- Get comfortable with AI interfaces and basic prompting

How Does AI Work?

What is AI and How Does it Work?

AI learns from
examples,
not from explicit
programming.



What is AI and How Does it Work?

The training, referred to as supervised training, analyzes lots of data, and looks for patterns to create **Large Language Models (LLMs)**.



What is AI and How Does it Work?

AI generates responses by predicting what comes next.



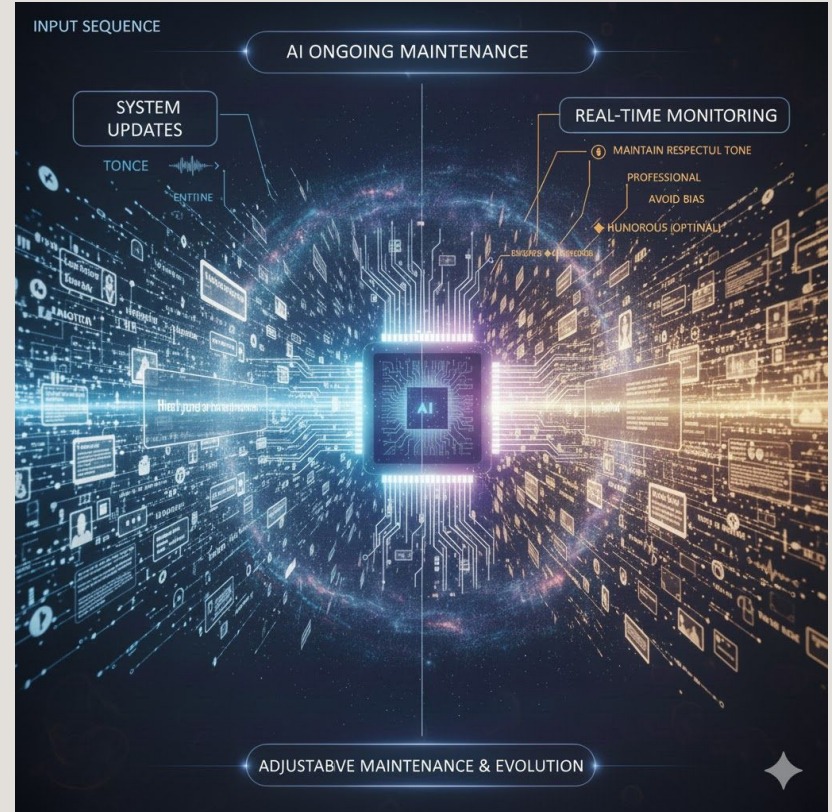
What is AI and How Does it Work?

The "voice" and personality come from both training and guidelines.



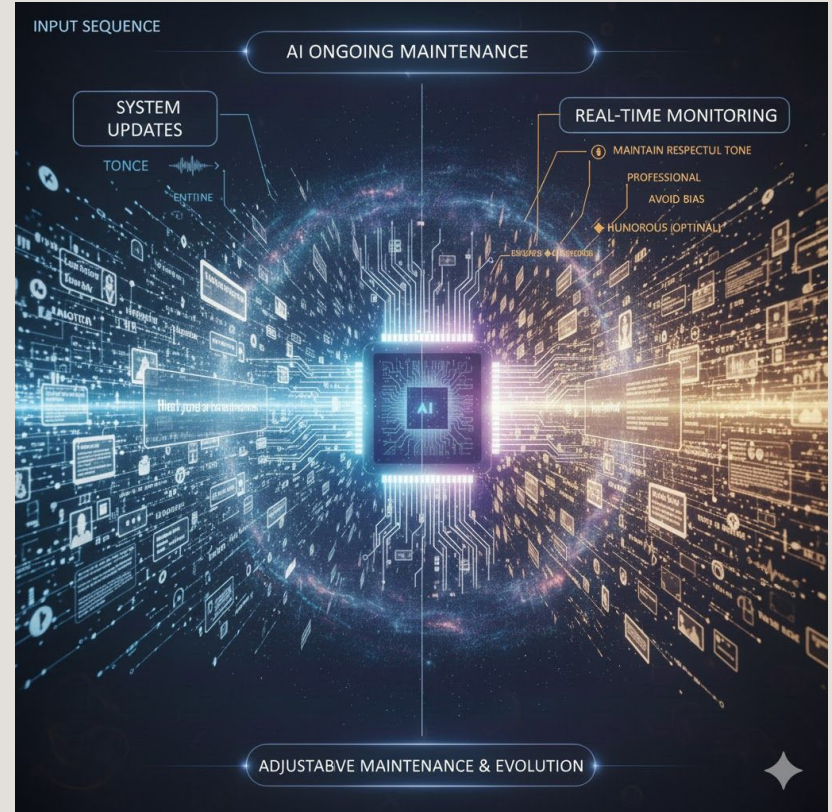
What is AI and How Does it Work?

Ongoing maintenance involves monitoring and updates.



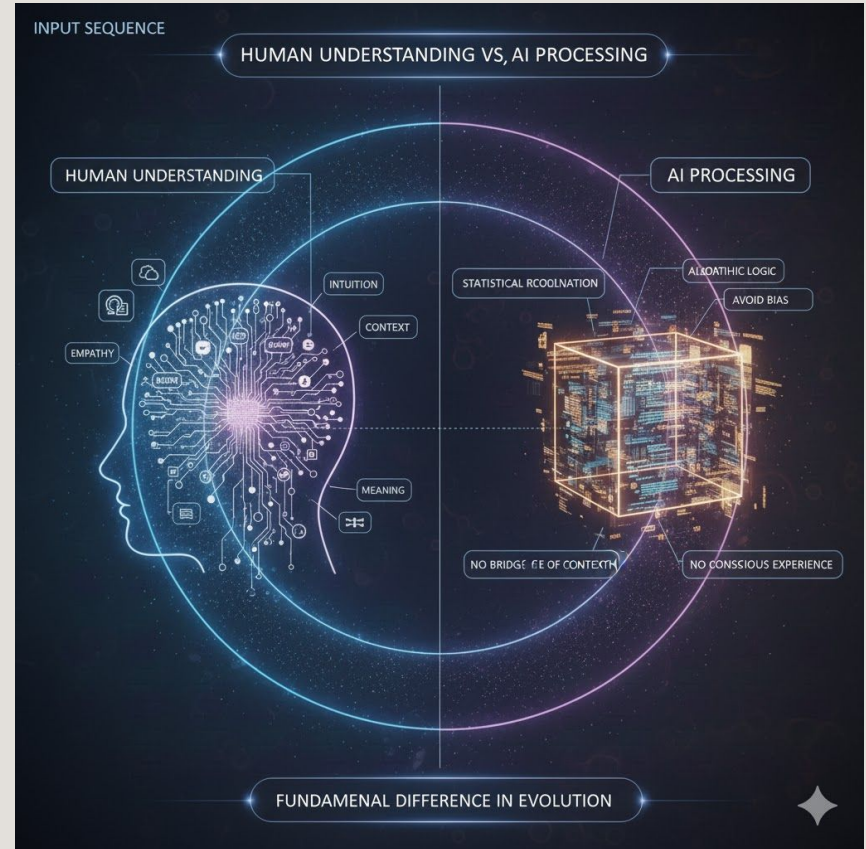
What is AI and How Does it Work?

Ongoing maintenance involves monitoring and updates.



What is AI and How Does it Work?

AI doesn't truly
"understand" like
humans do.



Suggestions When Using AI for Free

Tokens:

- Fundamental units of data in AI models, representing words or characters processed for training and generation
- 100 equivalent to about 75 words

Reduce Token Count:

- Start new conversations frequently
- Ask multiple questions in a single message
- Work during off peak periods

AI Vigilance

Vigilance: Nonsense, Minor Errors and Security

- **Security: Personal and Corporate**
- **Errors and Hallucinations**
 - Early Google AI Overviews: Nonsense and Minor Errors with Large Impact
 - Hallucinations: AI Content gone Wrong

Security and Vigilance



- **INPUT:**
 - Never provide confidential company data, customer information, or proprietary details to AI to an AI account.
 - Check with your company policy when entering data into an Enterprise AI account.
 - Data you provide to AI may be used to train it.
- **OUTPUT**
 - Understanding AI Errors and Hallucinations
 - Proofread Text Content and Examine Images → Especially for Client facing content

Early Google AI Errors:

Nonsense and Minor Errors with Large Impact

- Eat Rocks
- Use Non Toxic glue to get cheese to stick to pizza
- The Webb telescope was the first to take pictures of planets outside the solar system



Getting Started: AI Large Language Model (LLM) Bot Links

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

Creating AI Prompts

Name this chicken

Basic Prompt Structure: Task + Context

Task: “Create a name for my chicken”

Context:

Color

Personality

Egg laying ability

Friendliness

Age

Multimodal Prompt: Add an image to the prompt



Name my chicken in the foreground with black and white feathers

She's a striking Barred Plymouth Rock, so how about one of these names to match her bold stripes and confident stance:

- **Zebra** – playful and literal
- **Pepper** – classic and cozy
- **Marbles** – for her swirling feather pattern
- **Domino** – bold and snappy
- **Sylvia** – elegant and timeless
- **Tuxie** – like she's dressed for a gala

https://aiwork.live/SPF/assets_spf.html

Use '+' to add images to a Chatbot Prompt

How can I help you today?



Sonnet 4.5 ▾



Ask Gemini 3



Thinking ▾



Iteration: Examine the output and prompt for an update

she lays a lot of
eggs and she bosses
the other chickens
around

is there a name that
could indicate that
she is a good manager
and worker?

she lays a lot of eggs and she bosses the other chickens around - is there a name that could indicate that she is a good manager and worker?

I thought of a couple ways I could answer—which one do you like better? This helps me learn and improve over time.

Absolutely—she sounds like a powerhouse hen with leadership skills and a strong work ethic! Here are some name ideas that reflect her role as a productive egg-layer and flock manager:

Boss Lady Vibes

- **Henrietta** – classic and commanding
- **Clucksworth** – dignified and managerial
- **Madam Beakham** – stylish and in charge
- **Margaret Scratcher** – a nod to Margaret Thatcher, for a political twist

Productivity & Work Ethic

- **Eggatha** – punny and prolific
- **Layla** – for her egg-laying prowess
- **Hustle** – short and snappy
- **Goldie** – like a golden goose, always producing

Command & Control

- **General Peck** – she runs the coop
- **Bossy Boots** – playful and fitting
- **Captain Cluck** – she's steering the ship
- **Sergeant Sheller** – eggs and authority in one

Want something more elegant, mythological, or themed around business leadership? I can tailor more ideas.

This one's better

Absolutely—she sounds like a real powerhouse! Here are some name ideas that reflect her leadership and productivity:

Boss Lady Vibes

- **Henrietta** – classic, with a nod to her species and authority
- **Cluckmander** – playful and commanding
- **Madam Peck** – elegant with a hint of sass
- **Big Red** – if her comb is prominent, this suits her boss status

Hardworking & Efficient

- **Eggatha** – punny and perfect for a prolific layer
- **CEO** – short, bold, and funny
- **Margaret Scratcher** – a twist on a no-nonsense name
- **Rosie** – after Rosie the Riveter, symbol of strength and work ethic

Mythical & Clever

- **Athena** – goddess of wisdom and strategy
- **Minerva** – Roman counterpart, equally sharp
- **Boudica** – fierce warrior queen

Want something more humorous, elegant, or themed around her egg-laying prowess? I can tailor more ideas.

This one's better

Multimodal AI: Add Images to Prompt

Download Images From Course Web Page:

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Download Free Images Online:

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[Pixabay](#)

[Unsplash](#)

Create Images for Free Using Gemini

Name this

cat

squirrel

plant

car

work department

product

Create a Logo Using Images

Image Prompt: Create a Logo using Google Gemini

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:

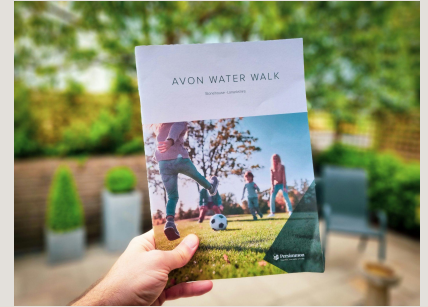
AI: Your Partner in Analysis and Creation.
The color scheme should be based on gold and green.

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

I've uploaded a file of a chicken, a dashboard, and an event_flyer.

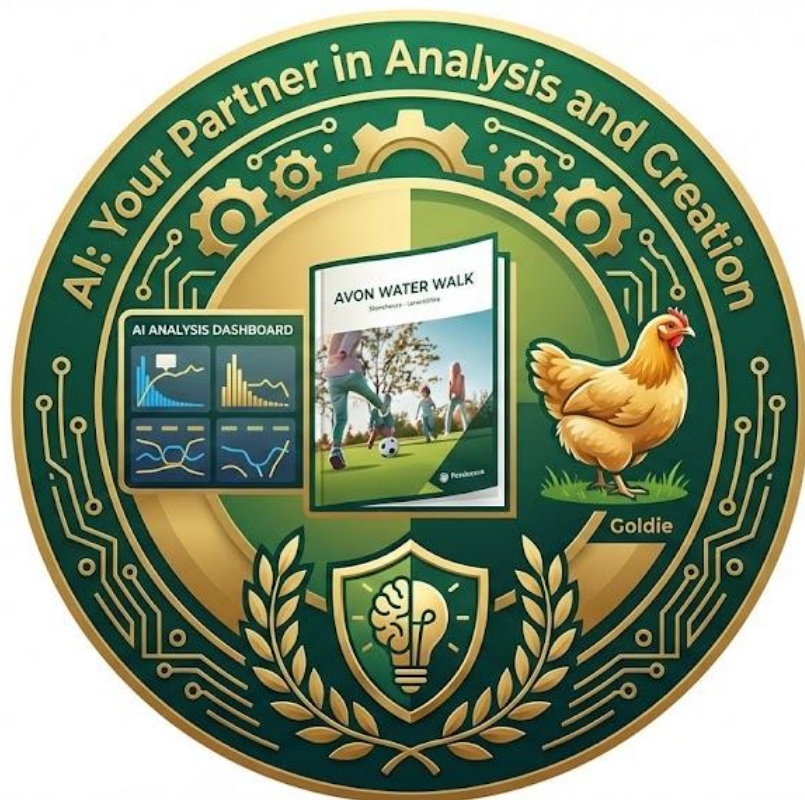


“Goldie”



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

AI Generated Logo



Wrap up

Wrap up: Week 1

Week 1 Homework:

Practice 3 simple prompts related to your role at work

Ideas:

- a problem you have and need help solving
- some communication that you need to make to your team or clients
- creating organization information
- providing a name for a product or a process
- creating a logo for labeling or an event
- sharing problems or questions that you experience at work

Next Week: Learning Professional Prompting Frameworks