

# AI Fluency

# Hands On Workshop



Skagit Valley College of Continuing Education  
Winter 2026

# Setup

|               |                              |
|---------------|------------------------------|
| Google Gemini | <u>gemini.google.com</u>     |
| Claude AI     | <u>claude.ai</u>             |
| ChatGPT       | <u>chatgpt.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

# Exercises

- ❖ **First Prompt: Pet Name**
- ❖ **Multimodal Prompt: Pet Name**
- ❖ **Language Translation**
- ❖ **Create Image Prompt: Logo**
- ❖ **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

# Google Gemini

Task

Context

References

Evaluate

Iterate

**“Thoughtfully Create Really Excellent Input”**

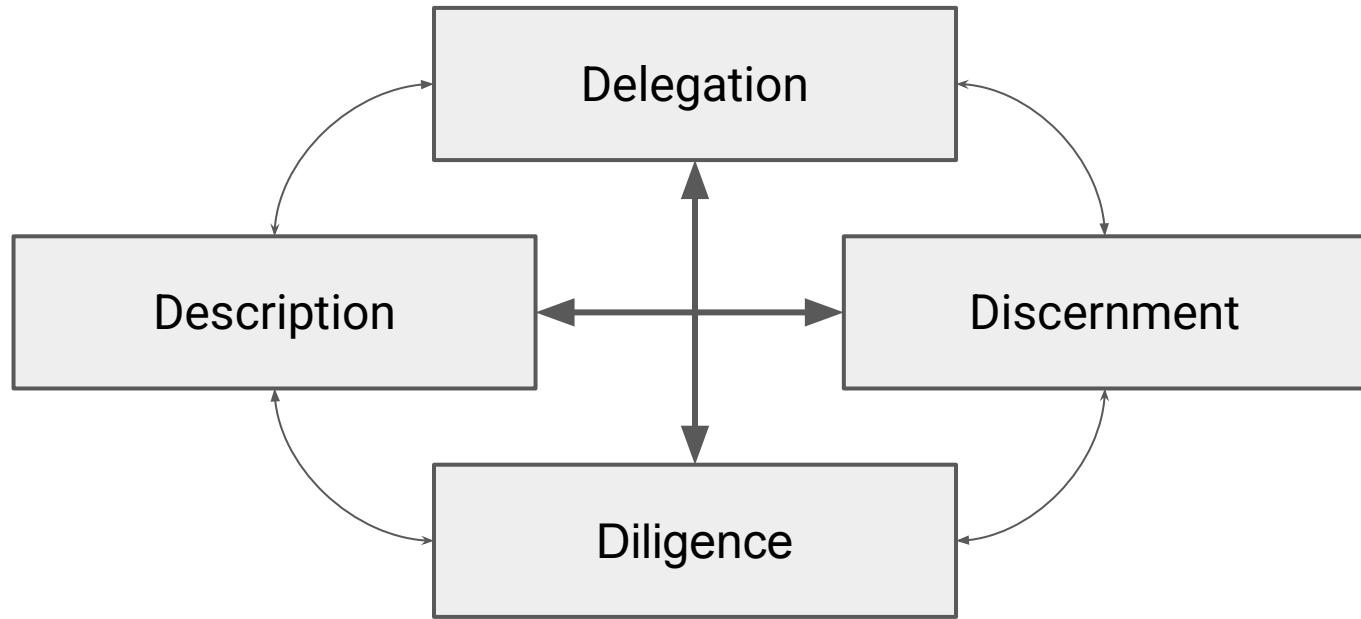
# Claude: AI Fluency

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

# 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



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

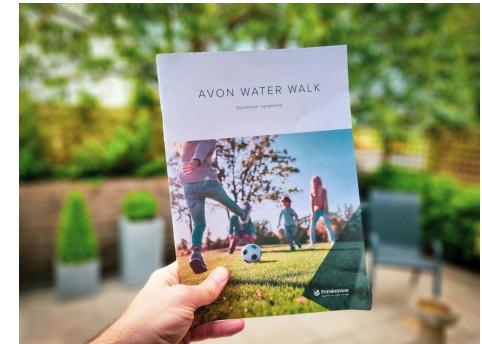
The color scheme should be based on blue and yellow.

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 event flyers.



**“Buddy”**



# AI Generated Logo



AI: Your Partner in  
Analysis and Creation.

# Problem Solving with AI

COT - Chain of Thought

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

# 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 my Squirrel Home product.

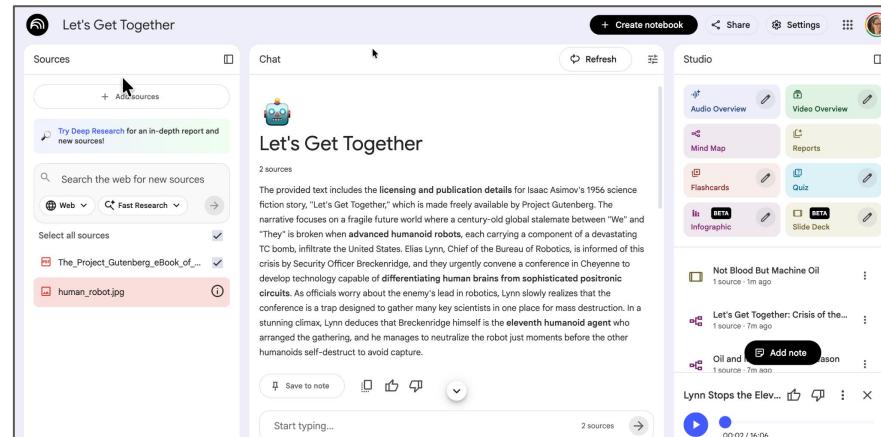
It describes squirrel homes and how to mount them to a tree. It also lists products, prices, and discounts for purchasing a squirrel home.

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.**

# Google NotebookLM: Document Analysis and Research

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



# 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**

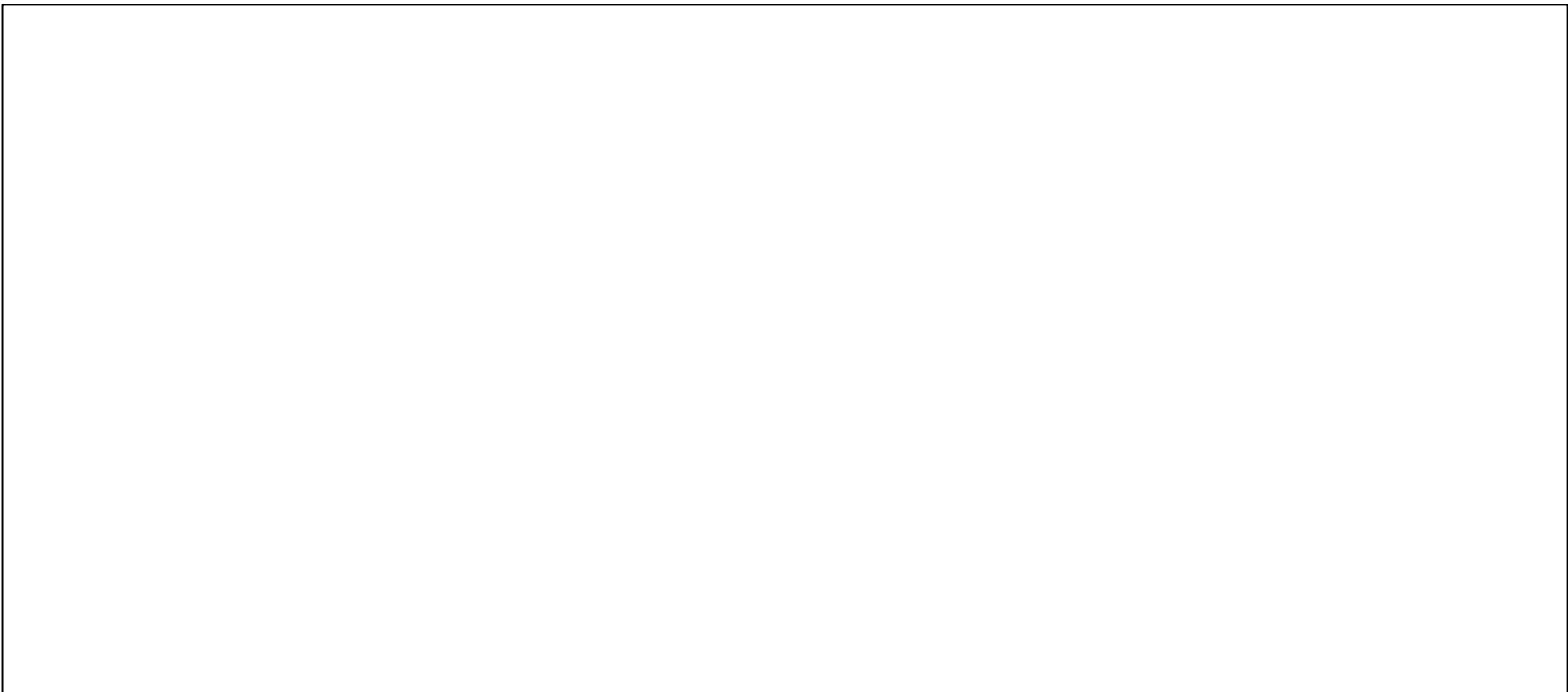
I'm teaching a course in office productivity using AI. I'll cover topics like [list topics]

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?

# Productivity: Data Analysis



# 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<br>(USD) | Total Opening Weekend North America Gross<br>(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 sails 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.

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

| Title                       | HIGHEST | Budget (USD)  | Worldwide Gross (USD) | ROI   |
|-----------------------------|---------|---------------|-----------------------|-------|
| Deadpool                    |         | \$58,000,000  | \$783,112,979         | 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 |