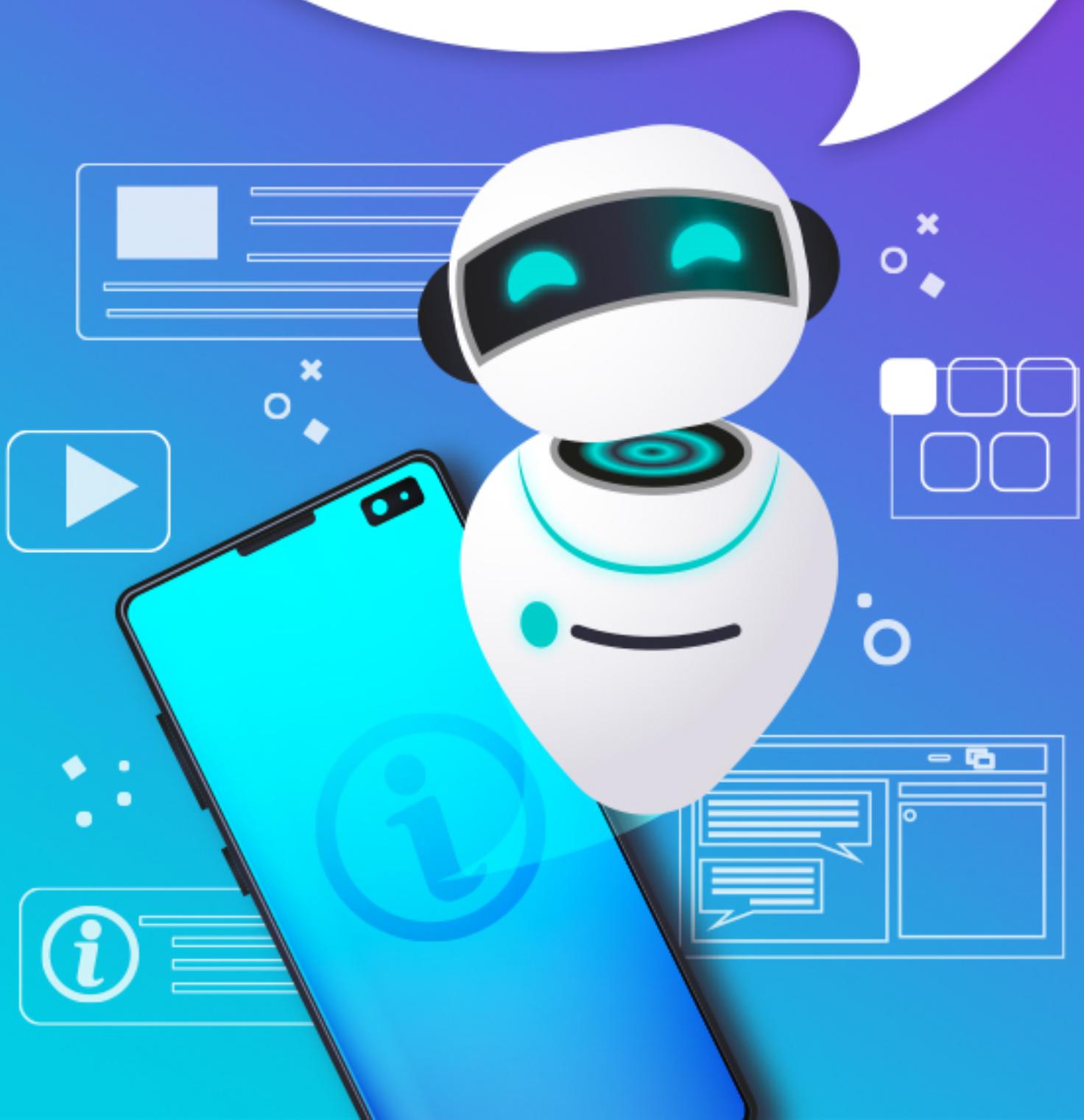


Introduction to AI & ChatGPT





What is **AI** and how it helps us?



AI is everywhere

Artificial Intelligence (AI) is part of our daily life.



AI simplifies life

AI is used in Smartphones, Google Maps, YouTube, Online Shopping, Farming, Education, Healthcare.



AI works by learning

AI learns from data, just like students learn from practice.



AI's history

Began in the 1950s, and has since advanced to impact industries like education, healthcare and farming.



What Is **ChatGPT**?

ChatGPT is an AI tool



ChatGPT is a smart computer tool.



It can help you write, answer questions, translate languages and explain difficult things.



ChatGPT has read a lot of information and gives helpful answers.



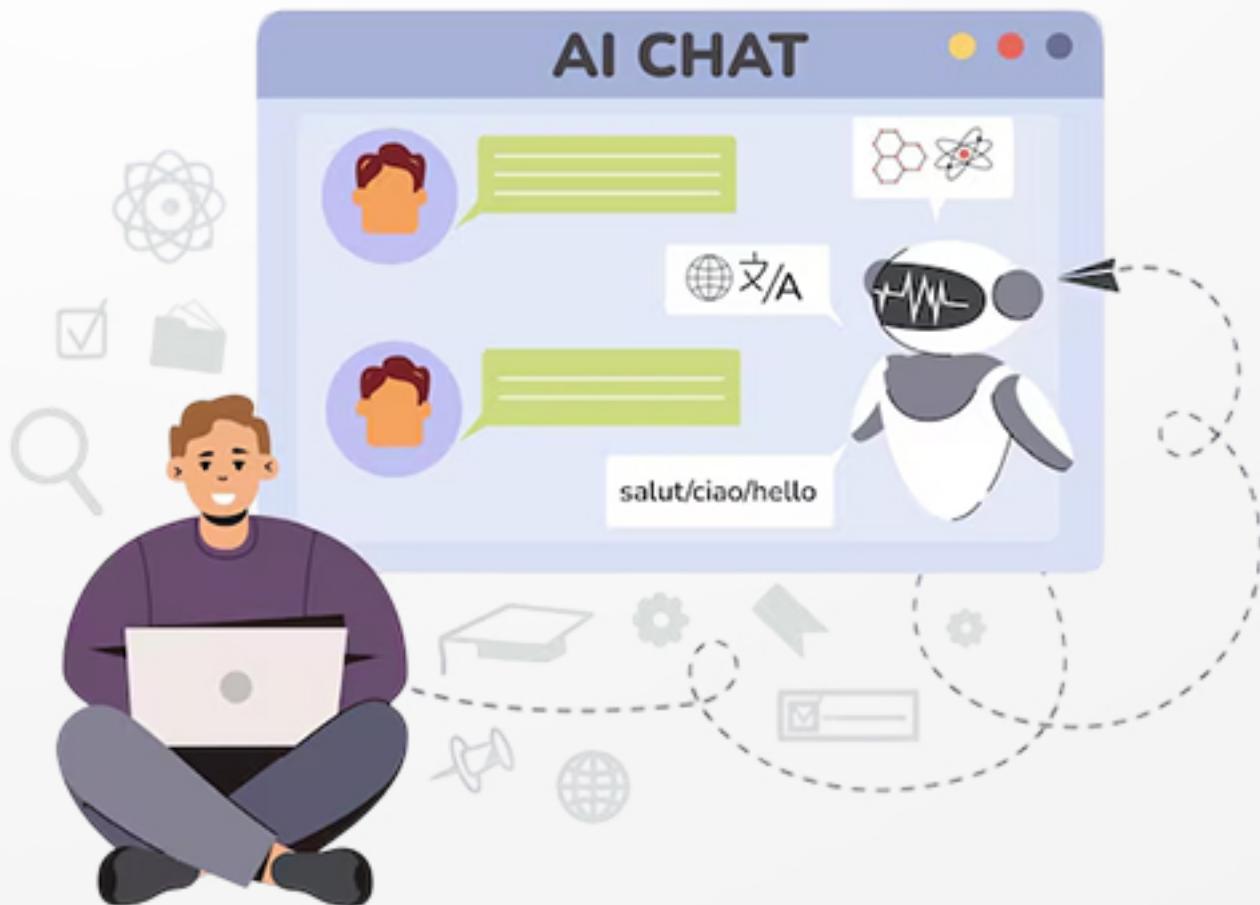
Easy to use—just type your question, and it replies quickly.



You can use it for schoolwork, writing stories, chatting or while working.



It is important to review ChatGPT's outputs and add personal input when needed.





What are the benefits of AI tools?

AI tools help people work smarter, solve problems faster and use technology better in everyday life.



Education

AI helps students learn in their own way, like Duolingo App does.



Farming

AI drones spot crop diseases early, helping farmers act fast.



Navigation

AI finds the fastest routes, as used in apps like Google Maps.



Shopping & Watching Videos

AI suggests products and videos based on what you've liked before.



Healthcare

AI in smartwatches tracks health and flags issues like irregular heartbeats.

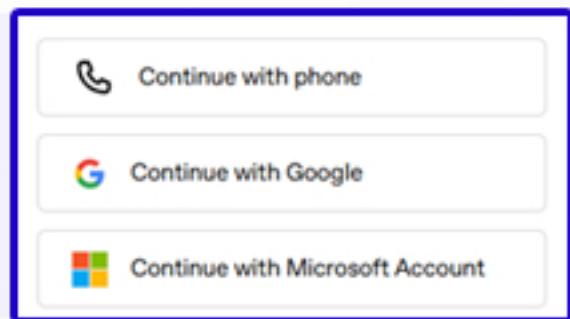
AI is becoming essential as it is increasing across industries, making daily tasks smarter and more manageable.

Using AI with Microsoft Office – Open ChatGPT



ChatGPT is an AI tool that works on Chrome or Firefox browsers. It helps you to complete tasks faster and improves your work in Microsoft Word, Excel and PowerPoint.

To use it, you will need to create an account—sign in with a Google or Microsoft ID.



ChatGPT can assist with various Microsoft Office tasks:



Word:
AI helps improve sentence structure and create summaries.



Excel:
AI helps generate formulas and interpret data.

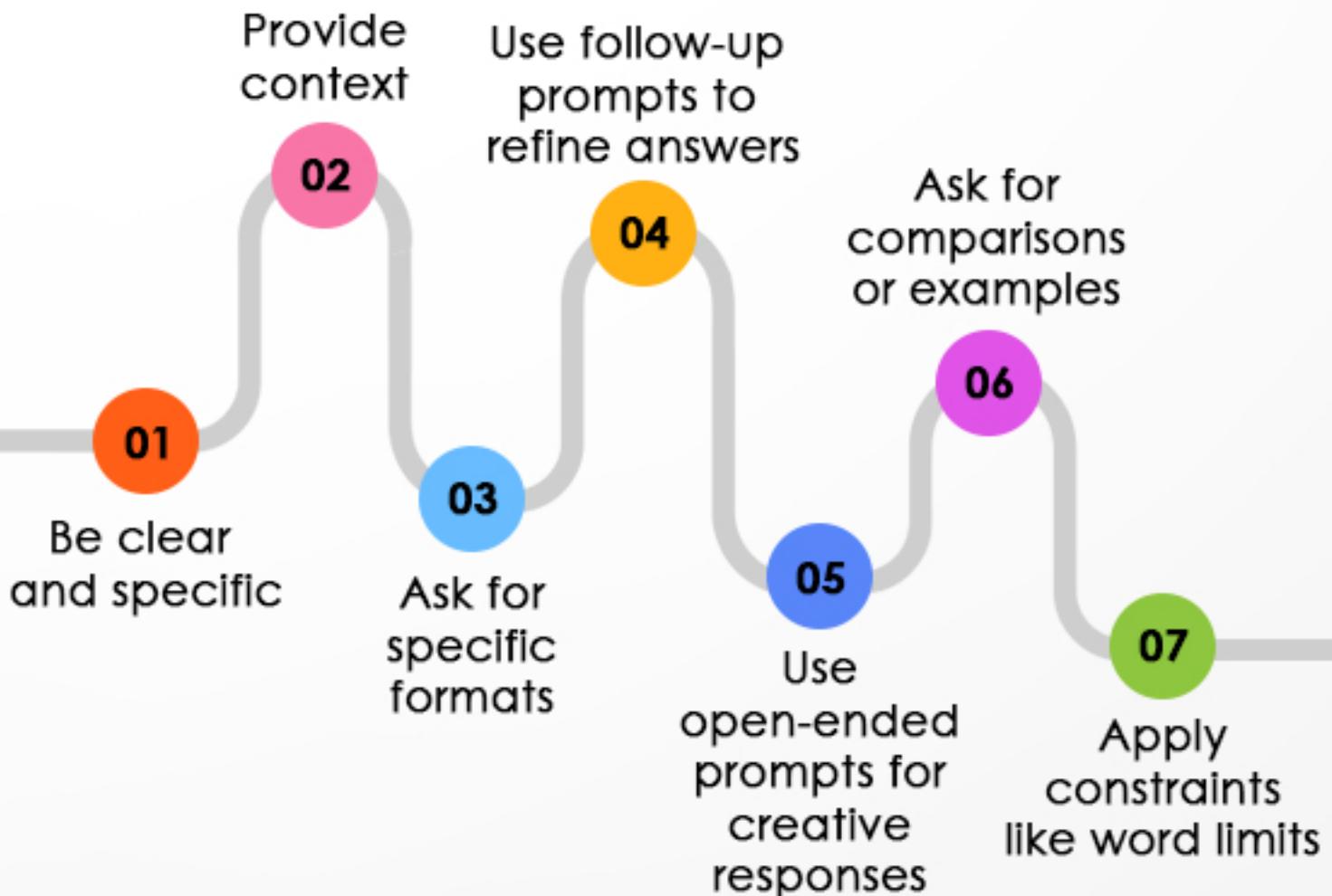


PowerPoint:
AI helps enhance slide content and craft compelling presentations.

Giving Prompts to ChatGPT

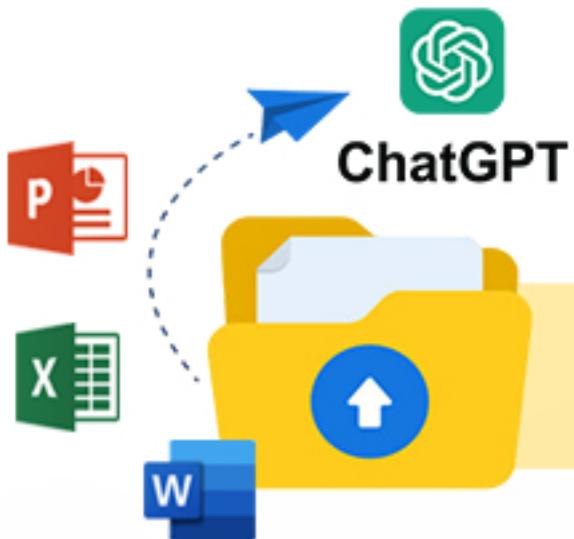
Prompts are key to improve ChatGPT's responses.

Guidelines for Writing Better Prompts:



Prompting is like giving directions. The clearer the question, the more accurate the response.

Upload Files to ChatGPT



ChatGPT allows users to upload Word, Excel and PowerPoint files.

Files can be uploaded via the Plus (+) icon within the ChatGPT interface.



Be specific in what you ask ChatGPT to do with your files like "summarise this" or "make a plan".



AI can help you:

- Make schedules
- Summarise documents
- Plan trips or events



From trip planning to document summaries, AI helps in organising your work and saving time.

