

ALLFORTHEAI

Beginner's AI Starter Pack

Five accessible tools, three ready-to-use prompts, and a plain-English AI
cheat sheet.

A practical guide for people starting with AI

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Start here

This pack gives you a simple way to begin using AI without coding or technical jargon. Pick one tool, try one prompt, and build confidence through small experiments.

Inside: 5 accessible AI tools for common beginner tasks; 3 copy-and-paste prompts; a mini terminology cheat sheet; and a three-step action plan.

Five beginner-friendly AI tools

1. ChatGPT

Useful for: Writing, explaining, brainstorming, summarizing, and creating outlines.

Explain this like I am 12 years old: [paste text]

2. Perplexity

Useful for: Research, source discovery, quick comparisons, and cited summaries.

What are the pros and cons of [topic]? Cite reliable sources.

3. Claude

Useful for: Reading long documents, summarizing PDFs, and extracting action steps.

Summarize this document and list the action steps.

4. Canva AI

Useful for: Creating graphics, social posts, presentations, and thumbnails.

Create a modern social post using this text: [paste text]

5. Notion AI

Useful for: Organizing notes, planning projects, and cleaning up rough ideas.

Turn these messy notes into a clear outline: [paste notes]

Three prompts you can use today

Replace the bracketed text with your own material. Review AI output before using it, especially for important decisions.

Summarize anything

Summarize the following text in clear bullet points. Include the main idea, key details, action steps, and any warnings. Keep it simple and beginner-friendly.

[PASTE TEXT HERE]

Rewrite professionally

Rewrite the text below so it is clearer, shorter, and more professional. Remove fluff, improve clarity, and keep a friendly tone.

[PASTE TEXT HERE]

Organize messy notes

Turn these notes into a clean format. Create a short summary, bullet points, and an action plan.

[PASTE NOTES HERE]

A safer prompting habit

Do not paste passwords, private financial details, medical records, confidential work data, or other sensitive information into an AI tool unless you understand and accept the service's privacy and data-use terms.

AI terms in plain English

Term	Meaning
Artificial intelligence (AI)	The broad field of building systems that perform tasks associated with intelligence.
Large language model (LLM)	A model trained to predict and generate language from patterns in data.
Prompt	The instruction or information you give an AI system.
Token	A small unit of text a language model processes.
Hallucination	A confident-sounding AI response that is incorrect or unsupported.
Context window	The amount of information a model can work with during one interaction.
Fine-tuning	Additional training used to adapt a model for particular tasks or behavior.
Embedding	A numerical representation that captures aspects of meaning or similarity.
AI agent	A system that can choose and carry out steps toward a goal, often using tools.

Your three-step action plan

- 1. Pick one tool.** Choose the tool that matches a task you already need to do.
- 2. Try one prompt.** Paste a prompt from this guide and replace the bracketed text.
- 3. Review and improve.** Check the answer, correct mistakes, and tell the tool what to change.

Continue learning: Visit allfortheai.com/artificial-intelligence-explained/ for the beginner learning path.

Educational resource. AI products and features change over time. Verify current capabilities, pricing, privacy terms, and important factual claims before relying on them.