Artificial Intelligence or AI – An Introduction

Sponsored by: Leisure World Tech Center

President: Dave Merritt
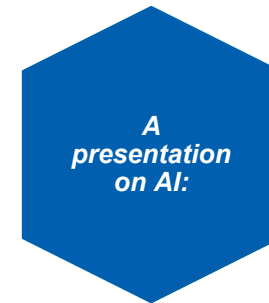
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A presentation on AI:

How to use it

Understanding how it can help you day to day

A couple of the most common platforms

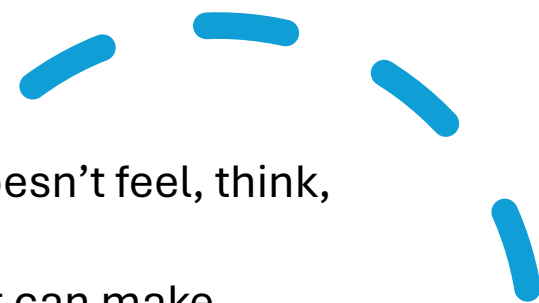# Understanding AI is..and what it isn't

WHAT is AI??

- Technology that understands your words

- Answers questions, gives suggestions

- Works on phones, computers, and smart speakers. Even works on some cars, trucks, ships and airplanes!!

What AI is NOT:

- • ❌ AI is not a human — it doesn't feel, think, or have opinions
- • ❌ AI is not always right — it can make mistakes or misunderstand
- • ❌ AI is not spying on you — it only sees what you type or say
- • ❌ AI is not magic — it needs clear instructions to be helpful
- • ❌ AI is not dangerous when used wisely — you're always in control

What this seminar is..and is NOT

This Seminar IS:

An introduction to basic AI concepts

Simple explanations of how the platforms & programs work

Links/suggestions for further information

This Seminar IS NOT:

In-depth Technical training

Hands-on usage of the tools

Any more than simple explanations of the topics

How AI Can Make Life Easier

- 📚 ANSWER QUESTIONS INSTANTLY ("WHAT'S THE CAPITAL OF FRANCE?")
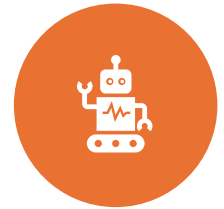
- 📝 HELP WRITE LETTERS OR EMAILS

- 🗺️ GIVE TRAVEL DIRECTIONS OR PLAN TRIPS

- 🍲 FIND RECIPES FROM WHAT'S IN YOUR FRIDGE

- 🎵 SUGGEST MUSIC OR BOOKS YOU MIGHT LIKE

- TIP: "THINK OF IT AS YOUR 24/7 FRIENDLY HELPER."

Popular AI Tools for Seniors

Tool	What It Does	How You Can Access It
ChatGPT	Answers questions, helps write, explains topics	Visit chat.openai.com on your browser
Microsoft Copilot	Integrated into Bing, Microsoft 365; helps with documents, web searches, presentations	Available in Microsoft Edge or at copilot.microsoft.com
Google Gemini	Provides answers, summaries, translations	In Google Search or Google app
Siri / Alexa / Google Assistant	Voice-based AI for reminders, calls, smart home	Through smart speakers or phones

ChatGPT: Step-by-Step

- Open your internet browser (like Chrome, Edge, or Safari)

- Go to chat.openai.com

- Sign up with your email and password

- Type your question in the box and press Enter

Microsoft Copilot

WORKS IN MICROSOFT EDGE BROWSER OR IN SOME MICROSOFT APPS
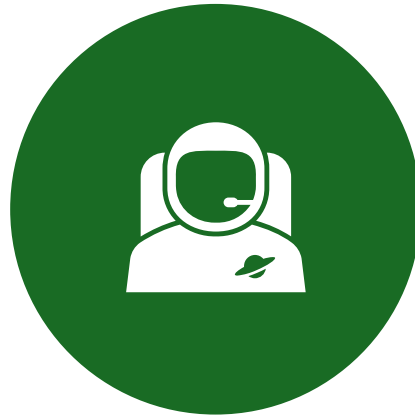
TYPE OR SPEAK YOUR QUESTION

CAN HELP WRITE DOCUMENTS, MAKE SUMMARIES, CREATE LISTS

Google Gemini — quick start

WHAT IT DOES: ANSWERS, SUMMARIES, TRANSLATIONS

• ACCESS: IN THE GOOGLE APP OR AT GOOGLE.COM (LOOK FOR "CHAT" OR "GEMINI")

• EXAMPLE: "TRANSLATE THIS SENTENCE INTO SPANISH AND WRITE IT PHONETICALLY."

Voice assistants — Siri, Alexa, Google Assistant

- **Why use: Hands-free help if typing is hard**

- **Common asks: Set reminders, call a contact, weather, play music**

- **Simple wake words: "Hey Siri," "Alexa," "Hey Google"**

Safety Tips When Using AI

🛡️ **Don't** share personal info like bank details or social security numbers!

● ✅ Check answers from AI with trusted sources, ex: Wikipedia, etc.

● Take your time — there's no rush when typing or speaking to AI

● Keep refining your questions based on what AI offers. Ex: Instead of just a chicken salad recipe, ask "Can you make this recipe heart healthy?"

Fun Ways to Try AI Today

Ask it to tell a joke

Get a short history of your hometown

Find today's weather and suggest an outfit

Ask for a recipe using what you have

Hands-on demo (live)

Plan: Show ChatGPT or Copilot, ask one real question from the audience

Prompt example: "Explain Medicare Part D in simple terms with 3 bullet points."

Follow-up: "Make it shorter and add a phone call script to ask my doctor."

Try it this week!

Challenge: Ask one AI tool a question you truly care about

Examples of what to ask:
Write a warm note, plan a simple outing, or simplify a letter

Support: Bring your question next time for help refining it

Q&A and next steps

- Questions: What would you like AI to help you do first?
- What would make things easier ? (Ex: Not having to look things up all the time)
- What to do next?

Thank You!