



*Bringing Generations Together*



# Using ChatGPT for Everyday Help

A beginner-friendly guide for seniors — learn to ask questions, get helpful answers, and stay safe online, one simple step at a time.

DIGITAL LITERACY COURSE

BEGINNER LEVEL

# What Is AI — and What Is ChatGPT?



## AI = Artificial Intelligence

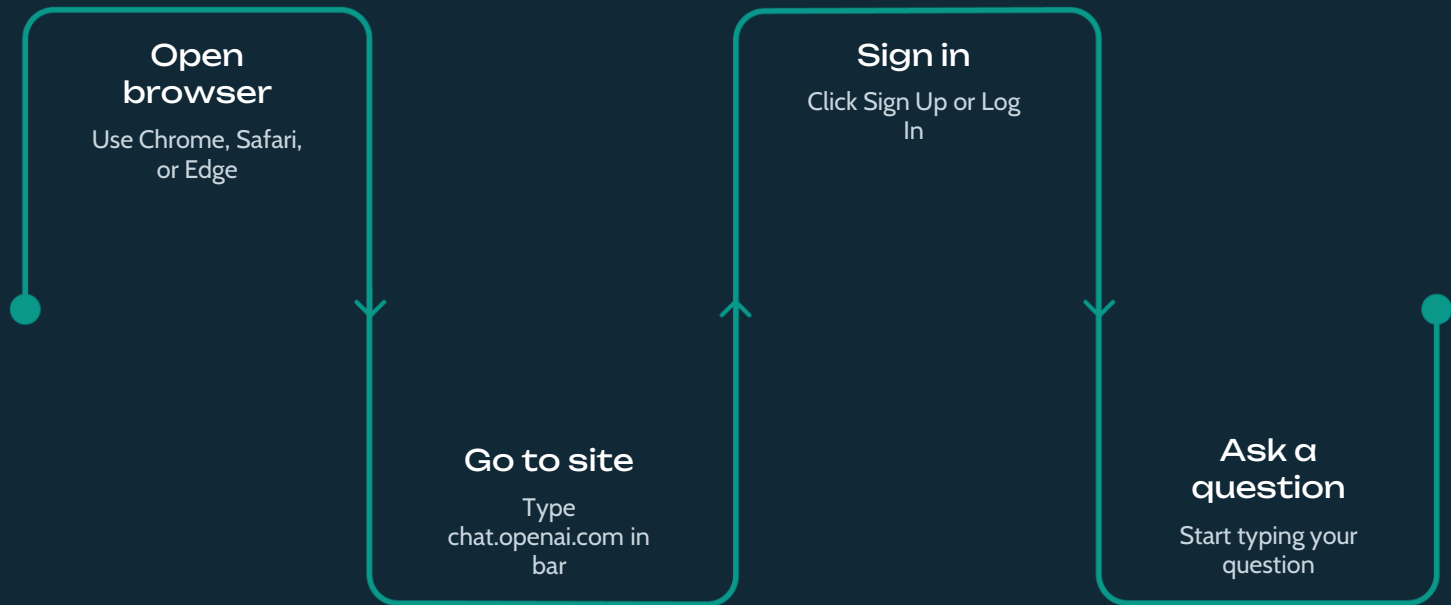
AI is a computer program that can **read**, **understand**, and **respond** to what you type — almost like texting a very knowledgeable friend.

## ChatGPT is one AI tool

Made by a company called **OpenAI**, ChatGPT can answer questions, give advice, help write letters, translate words, and much more — all for free.

**i** You do **not** need to be a tech expert. If you can type a question, you can use ChatGPT.

# How to Open ChatGPT



A **browser** is the app you use to visit websites — like Chrome, Safari, or Edge. Think of it as the front door to the internet. You can also download the free **ChatGPT app** on your phone from the App Store or Google Play Store.

Tip: Once you're signed in, bookmark the page so you can return easily next time!

# How to Ask a Good Question

In ChatGPT, your question is called a "prompt." The better your question, the better the answer. Here's the golden rule:

## ✓ Good Prompt

"What are some easy, low-sodium dinner recipes I can make in 30 minutes?"

## ✗ Too Vague

"Food ideas" — ChatGPT doesn't know what you need, so the answer may not help.

## 💡 The Formula

Be specific: **Who + What + Any details**. Example: "I have chicken and broccoli. What can I make for dinner?"



# Asking Everyday Questions Safely



## Weather & Plans

"Will it rain this weekend? What should I wear?"



## Health Questions

"What does ibuprofen do? What are common side effects?"



## Getting Around

"How do I find a local bus schedule near me?"

## A Few Simple Rules

- ChatGPT is **not a doctor or lawyer** — use it for general information only
- Always check important health or legal info with a real professional
- It's perfectly safe to ask everyday questions about recipes, words, or how things work

✓ ChatGPT is like a very well-read neighbor — great for everyday help, but not a substitute for your doctor!

# Getting Recipe Help



## Try typing this:

"I have potatoes, carrots, and chicken. Can you give me a simple soup recipe? Please use easy steps."

ChatGPT will give you a **full recipe with step-by-step instructions** — no cookbook needed!

## You can also ask:

- "Make this recipe low-sugar for a diabetic"
- "How long do I bake a chicken at 375 degrees?"
- "What can I substitute for butter in this recipe?"

📄 You can copy the recipe and print it out, or read it right on your screen while you cook.

# Home Troubleshooting Help

ChatGPT can help you figure out small problems around the house — before you call a repairman.

## Plumbing

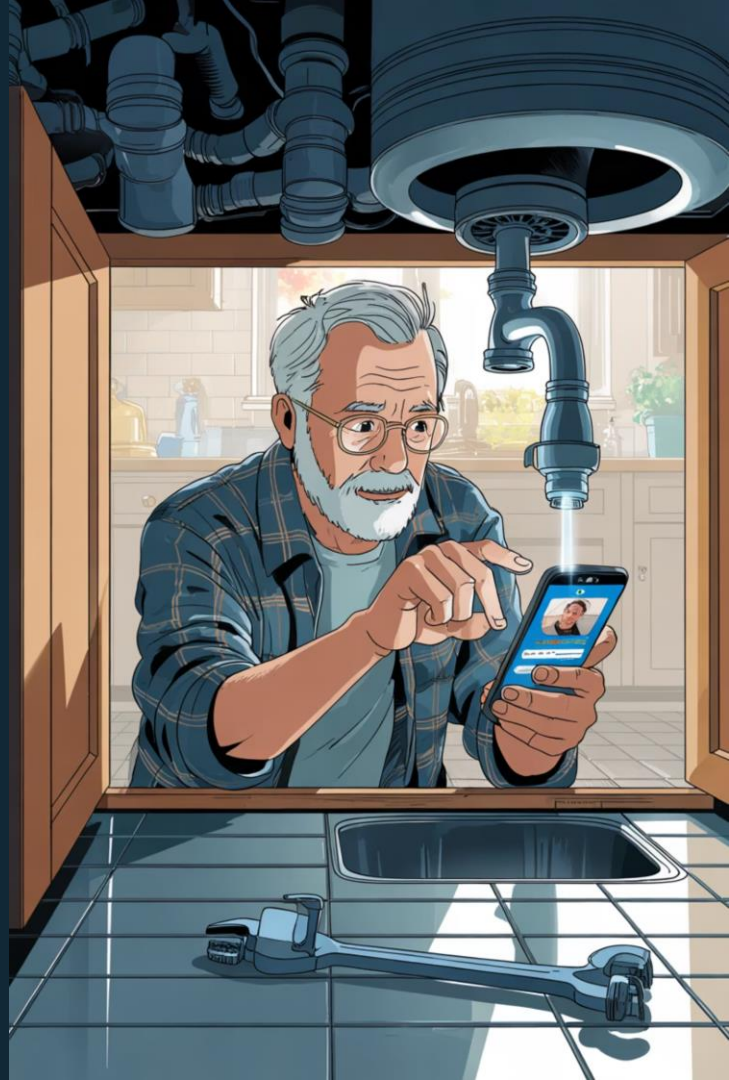
"My toilet keeps running. What might cause this and can I fix it myself?"

## Electric

"My kitchen light flickers. Is it the bulb or something else?"

## Devices

"My phone is charging very slowly. What should I check first?"



# Translation & Writing Help

## Translation

Need to understand a letter in another language? Just paste the text and ask:

"Can you translate this from Spanish to English and explain what it means?"

Great for **medical forms, letters from school, or messages from family abroad.**

## Writing Help

ChatGPT can help you write clear, polite messages — even if writing is difficult for you.

- "Help me write a thank-you note to my doctor"
- "Write a friendly email to my grandson wishing him luck on his test"
- "Help me write a complaint letter to my landlord about a broken heater"

✔ Just describe what you want to say — ChatGPT will find the right words for you.

# Using Your Voice Instead of Typing



## Don't like typing? Use your voice!

On your phone, you can **tap the microphone icon** on the keyboard and speak your question out loud. Your phone will turn your words into text automatically.

### How to do it:

1. Open ChatGPT on your phone
2. Tap the text box at the bottom
3. Tap the **microphone** 🎤 icon on your keyboard
4. Speak clearly and slowly
5. Tap send when you're done

**i** Speak as if you're talking to a person — full sentences work best!



# Safety, Privacy & Avoiding Scams

- 1** Never share personal info  
Do NOT type your **Social Security number, bank account, or passwords** into ChatGPT.
- 2** ChatGPT never calls you  
If someone calls saying they are "ChatGPT Support" — it is a **scam**. **Hang up immediately.**
- 3** Double-check important facts  
ChatGPT can make mistakes. For medical, legal, or financial matters, always verify with a real professional.

⊗ ⚠ Scam Alert: ChatGPT will never ask for your credit card number or charge you for basic answers. If a website asks for payment just to use ChatGPT, it may be fake. Use only [chat.openai.com](https://chat.openai.com) or the official app.