

Your First 30 Minutes with ChatGPT

This short guide will help you become comfortable using **ChatGPT**.

In about **30 minutes**, you will learn how to ask questions, explore ideas, and see how Artificial Intelligence can be helpful in everyday life.

You do not need any technical knowledge. If you can type a question, you can use ChatGPT.

Before You Start (2 Minutes)

1. Open your internet browser such as:
 - Google Chrome
 - Microsoft Edge
 - Safari
2. Go to the official website:

chatgpt.com

3. Log in to your account.

You will see a **message box where you can type questions**.

Exercise 1 – Ask Your First Question (5 Minutes)

Start with something simple.

Type this:

Explain how Artificial Intelligence works in simple terms.

Press **Enter** and read the response.

What you will notice

- The answer appears almost instantly
- The explanation is written clearly
- You can ask **follow-up questions**

For example:

Can you explain that even more simply?

Exercise 2 – Ask About Something That Interests You (5 Minutes)

Now ask about something you personally enjoy.

Examples:

- Gardening
- History
- Photography
- Cooking
- Travel

Example question:

Give me five useful gardening tips for beginners.

or

Tell me an interesting story about the history of London.

You will see that ChatGPT can discuss **many different topics**.

Exercise 3 – Use ChatGPT for Writing (5 Minutes)

ChatGPT can help with writing letters or emails.

Try asking:

Write a polite email cancelling an appointment.

or

Write a short letter thanking someone for their help.

You can also ask it to **improve something you have written**.

Example:

Please improve the wording of this message.

Then paste your text.

Exercise 4 – Ask for Ideas (5 Minutes)

AI is very useful for generating ideas.

Try asking:

Suggest three interesting day trips from London.

or

Suggest five easy meals for dinner.

You can ask follow-up questions such as:

Can you suggest something unusual?

Exercise 5 – Try Something Fun (5 Minutes)

ChatGPT can also be entertaining.

Try asking:

Tell me five surprising facts about the Tower of London.

or

Write a short humorous story about a retired detective.

This helps people see that AI can be **both useful and enjoyable**.

Exercise 6 – Ask a Follow-Up Question (5 Minutes)

One of the best features of ChatGPT is that you can **continue the conversation**.

For example:

Tell me more about that.

or

Can you explain that in simpler terms?

or

Can you give me more examples?

This allows you to explore topics more deeply.

Important Safety Reminders

When using ChatGPT:

- Use the official website only
- Never share passwords
- Never enter bank details
- Avoid sharing personal information

Remember that **AI can sometimes make mistakes**, so always double-check important information.

What You Have Learned in 30 Minutes

By completing these exercises you have learned how to:

- Ask questions
- Explore topics
- Generate ideas
- Improve writing
- Continue a conversation with AI

This is all most people need to start using **ChatGPT** confidently.

Final Tip

The best way to become comfortable with AI is simply to **experiment and ask questions**.

There is no “wrong question”. The more you try, the more useful it becomes.

