A PRACTICAL LEARNING GUIDE

CLAUDE

Claude AI Mastery

A Complete Beginner's Tutorial — 30 Classes

Anthropic's AI assistant for writing, thinking, documents and projects

Who is this book for?

Beginners who want a careful writing and thinking partner — students, teachers, office staff, writers and business owners

What will you learn?

Meet Claude, Create an account and sign in, The Claude screen, Your first conversation, Writing good prompts, Improve, edit and retry, Chat history and organisation, Settings and profile — and more, step by step, with practice in every class.

Prepared as a beginner-friendly learning resource
Version date: 6 November 2026

AI MASTERY ACADEMY

How to use this book

Read one chapter at a time. Keep Claude open in another browser tab or on your phone and try every example yourself. You do not need computer knowledge. If a button looks different on your screen, do not worry: AI tools change their layout often, and some features depend on your account, country, device and plan.

Important

This guide explains common Claude features as of 6 November 2026. A feature may not appear for every user — follow the labels you can actually see. Never share passwords, OTPs, bank details or private documents with any AI tool.

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Suggested learning plan

One chapter per class (about 75 minutes) or 20–30 minutes per day at home. Repeat the practice tasks until you can do them without help.

CHAPTER 1

Meet Claude

Learning goal: Understand what Claude is and how it can help.

Claude is an AI assistant made by Anthropic. It is known for clear writing, careful reasoning and working with long documents.

1.1 Key ideas

- Claude can explain, write, summarise, analyse and plan.
- It can work with files, images and long texts.
- It can make mistakes; check important facts.
- Features and limits depend on your plan and device.

1.2 Step by step

1. Open claude.ai or the Claude app.
2. Read the welcome screen.
3. Type a simple question.
4. Read the reply and ask a follow-up.

Try this prompt

```
Introduce yourself in simple English and tell me 5 ways you can help a school teacher.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Ask Claude what it can do.
- ☐ Ask for three ideas for your week.
- ☐ Ask what it might get wrong.

Check your understanding

1. Who makes Claude?
2. Name two strengths of Claude.
3. Why check important answers?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 2

Create an account and sign in

Learning goal: Open Claude safely on phone or computer.

Claude works in a web browser, a desktop app and mobile apps. Use only official sources.

2.1 Key ideas

- Website: claude.ai.
- Sign in with email or a supported account.
- Never share passwords or one-time codes.
- Free and paid plans have different limits.

2.2 Step by step

1. Open claude.ai or install the official app.
2. Sign up or sign in.
3. Verify your email if asked.
4. Send a greeting.

Try this prompt

```
Guide me one step at a time to start using Claude on my phone.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Sign in on your device.
- ☐ Find the message box.
- ☐ Send your first message.

Check your understanding

1. What is the official website?
2. Should you share a login code?
3. Where do you download the app?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 3

The Claude screen

Learning goal: Learn the main parts of the screen.

Learn where things are so you can work confidently.

3.1 Key ideas

- Message box for typing.
- Attach (+) button for files and images.
- Sidebar with chats and Projects.
- Profile menu with Settings.

3.2 Step by step

1. Find the message box.
2. Find the attach button.
3. Open the sidebar.
4. Open Settings from your profile.

Try this prompt

```
Explain the buttons on the Claude screen for a first-time user.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Show your partner each part of the screen.
- ☐ Start a new chat.
- ☐ Open an old chat.

Check your understanding

1. Where do you attach a file?
2. Where are your chats?
3. How do you start a new chat?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 4

Your first conversation

Learning goal: Hold a useful conversation with follow-ups.

Claude remembers what you said earlier in the same chat, so you can build on answers.

4.1 Key ideas

- One clear question at a time.
- Ask follow-ups: simpler, shorter, with an example.
- New topic? Start a new chat.
- Tell Claude your level: beginner, student, expert.

4.2 Step by step

1. Ask a daily-life question.
2. Ask for a simpler answer.
3. Ask for an example.
4. Ask for a checklist.

Try this prompt

```
Explain how to prepare for a job interview. Then turn it into a 7-point checklist.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Have a 4-message conversation.
- ☐ Ask for a Hindi or Bengali version.
- ☐ Start a new chat on a new topic.

Check your understanding

1. What is a follow-up?
2. Why tell Claude your level?
3. When start a new chat?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 5

Writing good prompts

Learning goal: Write clear, detailed instructions.

Claude works best when you explain the task like you would to a smart new assistant.

5.1 Key ideas

- Task: what you want.
- Context: background and purpose.
- Audience: who will read it.
- Format: length, bullets, table, tone.

5.2 Step by step

1. Write the basic task.
2. Add context.
3. Add audience.
4. Add format.

Try this prompt

```
Write a 100-word notice for residents of our apartment about water supply repair on Sunday 10 am to 2 pm. Polite tone.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Improve a vague prompt.
- ☐ Write a prompt for a birthday message.
- ☐ Write a prompt for a complaint letter.

Check your understanding

1. Name the four parts of a good prompt.
2. Why add context?
3. What is format?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 6

Improve, edit and retry

Learning goal: Shape answers until they fit.

Treat the first answer as a draft and ask for changes.

6.1 Key ideas

- Ask for shorter, longer, simpler, more formal.
- Point out what to keep and what to change.
- Use retry to get another version.
- Edit your own message to correct the instruction.

6.2 Step by step

1. Get a draft.
2. Ask for a tone change.
3. Ask to shorten.
4. Retry for an alternative.

Try this prompt

```
Make this message friendlier and shorter: "Your payment is pending. Pay
immediately."
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Improve one answer three times.
- ☐ Edit your earlier prompt.
- ☐ Compare two retries.

Check your understanding

1. How do you get another version?
2. Why edit your prompt?
3. Name two tone changes.

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 7

Chat history and organisation

Learning goal: Find, rename and manage chats.

Your chats are saved so you can return to them.

7.1 Key ideas

- Recent chats appear in the sidebar.
- Rename chats with clear titles.
- Star important chats where available.
- Delete practice chats you don't need.

7.2 Step by step

1. Open the sidebar.
2. Rename a chat.
3. Star or pin one.
4. Delete one test chat.

Try this prompt

```
Suggest short titles for chats about my monthly budget, English practice and shop posters.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Rename two chats.
- ☐ Find a chat using search.
- ☐ Delete one chat.

Check your understanding

1. Where are chats kept?
2. Why rename chats?
3. How do you delete a chat?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 8

Settings and profile

Learning goal: Understand basic settings.

Settings let you change appearance, profile details and privacy options.

8.1 Key ideas

- Profile: your name and how Claude addresses you.
- Appearance: light or dark theme.
- Privacy: data and training options.
- Features: tools you can switch on or off.

8.2 Step by step

1. Open Settings.
2. Look at Profile.
3. Look at Privacy.
4. Change the theme and change it back.

Try this prompt

```
Explain Claude's main settings for a beginner in simple words.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Find Privacy settings.
- ☐ Change the theme.
- ☐ Review the features list.

Check your understanding

1. Where are Settings?
2. What does Privacy control?
3. How do you change the theme?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 9

Personal preferences and styles

Learning goal: Tell Claude how you like answers.

You can set personal preferences and choose a writing style so every answer fits you.

9.1 Key ideas

- Preferences: e.g. "Use simple English and Indian examples."
- Styles: normal, concise, explanatory, formal, or your own.
- Keep preferences short and clear.
- Never include private data.

9.2 Step by step

1. Open Settings → Profile/Preferences.
2. Write one preference.
3. Choose a style for a chat.
4. Compare the answers.

Try this prompt

```
Explain GST to me as a small shop owner, using the Concise style and an Indian example.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Add a preference.
- ☐ Try two styles on the same question.
- ☐ Remove the preference.

Check your understanding

1. What is a preference?
2. Name two styles.
3. What should not go in preferences?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 10

Memory and past chats

Learning goal: Understand what Claude can remember.

Depending on plan and settings, Claude can search past chats or remember context across conversations.

10.1 Key ideas

- Memory features can be turned on or off.
- You can ask Claude what it remembers.
- Remove anything you don't want stored.
- Use incognito chats for one-off private questions.

10.2 Step by step

1. Check memory settings.
2. Ask what Claude remembers.
3. Edit or remove an item.
4. Try an incognito chat.

Try this prompt

```
What do you remember about my preferences? Summarise in 3 points.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Review memory settings.
- ☐ Start an incognito chat.
- ☐ Remove one remembered item.

Check your understanding

1. What is memory?
2. What is an incognito chat?
3. How do you remove a memory?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 11

Privacy and safe use

Learning goal: Protect personal information.

Share only what you would share with a stranger. Some chats may be reviewed for safety.

11.1 Key ideas

- Never type passwords, OTPs, PINs, bank or Aadhaar numbers.
- Mask names and numbers in documents.
- Check privacy settings about training.
- Report harmful answers with feedback.

11.2 Step by step

1. Open Privacy settings.
2. Read the data options.
3. Mask a sample document.
4. Use thumbs-down to give feedback.

Try this prompt

```
Replace personal details in this text with placeholders: "Sunita Das, 9831100000, Flat 4B, Lake Town".
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ List five things never to share.
- ☐ Mask a sample letter.
- ☐ Find the feedback button.

Check your understanding

1. Name three things never to share.
2. What is masking?
3. Where are privacy options?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 12

Voice mode

Learning goal: Talk to Claude on your phone.

The Claude mobile app supports voice conversations where available.

12.1 Key ideas

- Tap the voice icon to speak.
- Choose a voice you like.
- Good for practice, ideas and hands-free use.
- Use earphones in public.

12.2 Step by step

1. Open the Claude app.
2. Tap the voice button.
3. Ask a question aloud.
4. End and review the transcript.

Try this prompt

```
Help me practise speaking English for a shop customer conversation. Play the customer.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Ask three spoken questions.
- ☐ Practise a 5-minute conversation.
- ☐ Read the transcript.

Check your understanding

1. Where is voice mode?
2. Name a good use.
3. Why use earphones?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 13

Web search with sources

Learning goal: Get current information with citations.

Claude can search the web when the feature is on, and show its sources.

13.1 Key ideas

- Turn on web search in tools if needed.
- Ask for current facts and sources.
- Open sources to verify.
- Prefer official sites.

13.2 Step by step

1. Turn on web search.
2. Ask a current question.
3. Look at the citations.
4. Open one source.

Try this prompt

```
What are the latest rules for a new PAN card application in India? Show official sources.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Ask two current questions.
- ☐ Check one official source.
- ☐ Note the date.

Check your understanding

1. Why check sources?
2. How do you turn on search?
3. Which sources are best?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 14

Research mode

Learning goal: Make detailed research reports.

Research mode lets Claude search many sources and write a detailed answer, where available.

14.1 Key ideas

- Use it for comparisons and deep questions.
- It takes longer than a normal reply.
- The report has citations.
- Check key claims yourself.

14.2 Step by step

1. Choose Research.
2. Ask a clear question.
3. Wait for the report.
4. Check three sources.

Try this prompt

```
Research and compare three low-cost billing software options for a small grocery shop in India. Use a table.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Run one research question.
- ☐ Read the summary table.
- ☐ Verify two claims.

Check your understanding

1. When is Research useful?
2. Why does it take longer?
3. What must you check?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 15

Upload documents and PDFs

Learning goal: Summarise and question documents.

Claude is good with long documents — notices, reports, agreements and books.

15.1 Key ideas

- Attach a file with the + button.
- Ask for summaries, key points, dates.
- Ask questions about a section.
- Check numbers in the original.

15.2 Step by step

1. Attach a PDF.
2. Ask for a 5-point summary.
3. Ask for dates and deadlines.
4. Ask about one clause.

Try this prompt

```
Summarise this rental agreement in simple English. List my duties and important dates.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Upload a public document.
- ☐ Get a summary.
- ☐ Check two points.

Check your understanding

1. How do you upload a file?
2. What is Claude good at with documents?
3. Why check the original?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 16

Images and photos

Learning goal: Ask Claude about pictures.

Claude can read and explain images — screenshots, charts, handwritten notes and labels.

16.1 Key ideas

- Upload a clear photo.
- Ask specific questions.
- It can read many languages.
- It may misread unclear text.

16.2 Step by step

1. Take a clear photo.
2. Upload it.
3. Ask what it shows.
4. Ask a follow-up.

Try this prompt

```
Explain this chart in simple words and tell me the biggest change.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Upload a screenshot.
- ☐ Upload a handwritten note.
- ☐ Ask Claude to explain a chart.

Check your understanding

1. What images can Claude read?
2. Why use clear photos?
3. What if text is misread?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 17

Data analysis and spreadsheets

Learning goal: Analyse a CSV or Excel file.

Claude can analyse spreadsheets and create charts with its analysis tool, where available.

17.1 Key ideas

- Upload a CSV or Excel file.
- Ask for totals, averages and trends.
- Ask for a chart.
- Check calculations on important data.

17.2 Step by step

1. Upload a sample sales file.
2. Ask for monthly totals.
3. Ask for a chart.
4. Ask for three insights.

Try this prompt

```
Analyse this sales sheet. Show total sales by month and the best-selling product.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Analyse a small spreadsheet.
- ☐ Create one chart.
- ☐ Write three insights.

Check your understanding

1. What files can be analysed?
2. Name two analysis questions.
3. Why check calculations?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 18

Artifacts: create documents and tools

Learning goal: Make documents, pages and tools in a side window.

Artifacts are documents, web pages, diagrams or small apps that Claude creates in a separate panel.

18.1 Key ideas

- Ask for a document, a checklist, a web page or a small calculator.
- Edit by asking for changes.
- Copy or download the result.
- Share or publish only what you are happy to show.

18.2 Step by step

1. Ask Claude to make a checklist artifact.
2. View it in the side panel.
3. Ask for one change.
4. Download or copy it.

Try this prompt

```
Create a one-page printable checklist for opening a small shop every morning.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Create one document artifact.
- ☐ Create a small calculator.
- ☐ Edit and download.

Check your understanding

1. What is an artifact?
2. Name two things you can create.
3. How do you change it?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 19

Projects

Learning goal: Organise long-running work.

A Project keeps related chats, files and instructions together — for a course, a business or a client.

19.1 Key ideas

- Create a Project for one goal.
- Add files as project knowledge.
- Add project instructions.
- All chats inside share this context.

19.2 Step by step

1. Create a new Project.
2. Add a file.
3. Write instructions.
4. Start a chat inside it.

Try this prompt

```
You are helping me run my home bakery. Use the attached price list for all answers.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Create one Project.
- ☐ Add a file and instructions.
- ☐ Ask two questions inside it.

Check your understanding

1. What is a Project?
2. What are project instructions?
3. Why add files?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 20

Skills and custom styles

Learning goal: Reuse instructions for repeated tasks.

You can save styles and, where available, skills that teach Claude how you like certain tasks done.

20.1 Key ideas

- Create a custom style from a sample of your writing.
- Use a style for emails or posts.
- Skills package repeated instructions.
- Review and update them.

20.2 Step by step

1. Create a custom style.
2. Apply it to a task.
3. Compare results.
4. Edit the style.

Try this prompt

```
Write my weekly shop update in my style: short, friendly, with one offer.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Create a custom style.
- ☐ Use it twice.
- ☐ Improve it.

Check your understanding

1. What is a custom style?
2. When is it useful?
3. How do you update it?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 21

Claude for study

Learning goal: Learn any topic step by step.

Claude explains patiently and can quiz you. Use it to understand, not to copy.

21.1 Key ideas

- Ask for step-by-step explanations.
- Ask for practice questions.
- Ask it to check your answer.
- Do your own assignments.

21.2 Step by step

1. Pick a topic.
2. Ask for a simple explanation.
3. Ask for 5 questions.
4. Check your answers.

Try this prompt

```
Teach me the water cycle for Class 6 with a simple diagram in words and 5 questions.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Learn one topic.
- ☐ Take a quiz.
- ☐ Make a study plan.

Check your understanding

1. How can Claude help study?
2. Why not copy?
3. What is a quiz useful for?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 22

Claude for writing

Learning goal: Draft letters, emails, posts and stories.

Claude is a strong writing partner. You stay the author.

22.1 Key ideas

- Draft letters, emails and notices.
- Rewrite in different tones.
- Proofread spelling and grammar.
- Add your own facts and voice.

22.2 Step by step

1. Give the purpose and audience.
2. Get a draft.
3. Ask for edits.
4. Proofread and finalise.

Try this prompt

```
Write a polite letter to the school principal requesting a fee instalment plan.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Write one letter.
- ☐ Proofread a paragraph.
- ☐ Write a social media post.

Check your understanding

1. Name three writing tasks.
2. Why add your own facts?
3. What is proofreading?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 23

Claude for work and jobs

Learning goal: CV, interviews and office tasks.

Claude can help you present your real skills and work faster.

23.1 Key ideas

- Draft a truthful CV.
- Practise interviews.
- Summarise meetings and reports.
- Never upload confidential company data without permission.

23.2 Step by step

1. List your experience.
2. Ask for a CV draft.
3. Practise questions.
4. Improve answers.

Try this prompt

```
Ask me 5 interview questions for an office assistant job, one at a time, and give feedback.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Draft your CV.
- ☐ Practise 5 questions.
- ☐ Summarise a sample report.

Check your understanding

1. Why be truthful in a CV?
2. How can Claude help with interviews?
3. What data should not be uploaded?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 24

Claude for small business

Learning goal: Marketing, customers and planning.

Use Claude for posts, replies, product descriptions and simple plans.

24.1 Key ideas

- Write captions and offers.
- Draft customer replies.
- Create a simple business plan.
- Check prices and claims.

24.2 Step by step

1. Describe your business.
2. Ask for ideas.
3. Draft content.
4. Edit and use.

Try this prompt

```
Write 5 short WhatsApp offers for a mobile repair shop. Each under 30 words.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Write a week of posts.
- ☐ Draft a customer reply.
- ☐ Make a one-page plan.

Check your understanding

1. Name two business uses.
2. Why check claims?
3. What is a business plan?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 25

Desktop app and browser extension

Learning goal: Use Claude on the computer and in the browser.

Claude has a desktop app for Windows and Mac, and a browser extension that can help with web pages, where available.

25.1 Key ideas

- The desktop app opens quickly with a keyboard shortcut.
- It can work with files on your computer when you allow it.
- The browser extension can read and summarise pages.
- Approve actions carefully, especially logins and payments.

25.2 Step by step

1. Download the desktop app from the official site.
2. Sign in.
3. Try a quick question.
4. Learn about the browser extension.

Try this prompt

```
Explain the difference between using Claude on the website, the desktop app and the browser extension.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Install or open the desktop app.
- ☐ Ask a question from it.
- ☐ Write three rules for AI in the browser.

Check your understanding

1. Where do you get the desktop app?
2. What can the extension do?
3. Which actions need extra care?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 26

Connectors and integrations

Learning goal: Connect Claude to other apps safely.

Claude can connect to services like Google Drive, Gmail or calendars where available, so it can use your information.

26.1 Key ideas

- Connect only apps you trust.
- Check what permissions you give.
- Disconnect when not needed.
- Business accounts depend on admin settings.

26.2 Step by step

1. Open settings → Connectors.
2. Read the permissions.
3. Connect one app if appropriate.
4. Disconnect it after testing.

Try this prompt

```
Explain in simple words what I should check before connecting an app to Claude.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Review available connectors.
- ☐ Read one permission screen.
- ☐ Write your connection rules.

Check your understanding

1. What is a connector?
2. What should you check first?
3. How do you disconnect?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 27

Safety and fact-checking

Learning goal: Spot mistakes and avoid misuse.

AI can be confidently wrong. Think, check and decide yourself.

27.1 Key ideas

- Verify numbers, dates and laws.
- Be careful with health, legal and money topics.
- Watch for scams and fake news.
- Never use AI to cheat or harm others.

27.2 Step by step

1. Ask a factual question.
2. Pick one claim.
3. Verify it.
4. Note the result.

Try this prompt

```
Give me a checklist to fact-check any AI answer before I share it.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Fact-check two answers.
- ☐ Identify a scam message.
- ☐ Write your safety rules.

Check your understanding

1. What is fact-checking?
2. Name two risky topics.
3. What uses are not allowed?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 28

Common problems and fixes

Learning goal: Solve common issues.

Most issues are simple to fix.

28.1 Key ideas

- Usage limit reached: wait or check plan.
- Feature missing: check settings and plan.
- Poor answer: rephrase with detail.
- Login trouble: use official help.

28.2 Step by step

1. Identify the problem.
2. Try refresh or new chat.
3. Rephrase.
4. Check help pages.

Try this prompt

```
I reached my message limit in Claude. Explain what that means and what I can do.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Rephrase a weak prompt.
- ☐ Find Claude's help centre.
- ☐ Start a new chat.

Check your understanding

1. What is a usage limit?
2. Why might a feature be missing?
3. Where is help?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 29

Practical examination

Learning goal: Show your skills.

Complete real tasks on your device while the trainer observes.

29.1 Key ideas

- Clear prompt.
- Improved answer.
- File or image use.
- Verification and privacy.

29.2 Step by step

1. Read each task.
2. Complete it.
3. Show the trainer.
4. Explain your checks.

Try this prompt

```
Summarise the attached notice in 5 points and draft a reply email.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Complete three exam tasks.
- ☐ Explain one verification.
- ☐ Show one safety habit.

Check your understanding

1. Which task was hardest?
2. How did you verify?
3. Which privacy rule did you use?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

CHAPTER 30

Final project and next steps

Learning goal: Build something useful with Claude.

Solve a real problem from your life or work using Claude.

30.1 Key ideas

- Choose a real project.
- Use at least three features.
- Check and improve.
- Present it.

30.2 Step by step

1. Choose project.
2. Plan steps.
3. Build and improve.
4. Present.

Try this prompt

```
Suggest 5 final project ideas using Claude that would help a small business or a student.
```

Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Complete your project.
- ☐ Present in 2 minutes.
- ☐ Plan your next learning.

Check your understanding

1. What did you build?
2. Which features did you use?
3. What next?

Homework: repeat the practice tasks on your own. Write down one thing that was easy, one that was difficult, and one question for the next class.

FINAL PAGE

Final checklist and next steps

Before you finish the course, can you…

- ☐ Understand what Claude is and how it can help.
- ☐ Hold a useful conversation with follow-ups.
- ☐ Find, rename and manage chats.
- ☐ Understand what Claude can remember.
- ☐ Get current information with citations.
- ☐ Ask Claude about pictures.
- ☐ Organise long-running work.
- ☐ Draft letters, emails, posts and stories.
- ☐ Use Claude on the computer and in the browser.
- ☐ Solve common issues.

Safe-use rules to remember

- Never share passwords, OTPs, PINs, bank or ID numbers.
- Check important facts, figures, names and dates before you use them.
- Do not use AI to copy other people's work, faces or brands without permission.
- You are responsible for what you publish or send.

Certificate

Complete the classes, practice tasks and the final project in the AI Mastery Academy app to receive your certificate.

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