A PRACTICAL LEARNING GUIDE

GROK

Grok AI Essentials

A Complete Beginner's Tutorial — 30 Classes

xAI's assistant for real-time answers, writing, images and X (Twitter) insights

Who is this book for?

Beginners, social media users, students and professionals who want quick, current answers

What will you learn?

Meet Grok, Sign in and get the app, The Grok screen, First conversation, Prompts for Grok, Modes: fast and thinking, Real-time search, DeepSearch — 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 Grok 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 Grok 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.

Contents — 30 classes

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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 Grok

Learning goal: Understand what Grok is.

Grok is an AI assistant made by xAI. It is available on grok.com, in its apps and inside X (formerly Twitter).

1.1 Key ideas

- Grok can answer, explain, write and create images.
- It can use real-time information from the web and X posts.
- It may be informal and can make mistakes.
- Some features need a subscription.

1.2 Step by step

1. Open grok.com or the Grok app.
2. Type a question.
3. Read the answer.
4. Ask a follow-up.

Try this prompt

```
Explain what Grok is and give 5 ways it can help a college student.
```

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

Practice tasks

- ☐ Ask Grok to introduce itself.
- ☐ Ask a current question.
- ☐ Ask what it may get wrong.

Check your understanding

1. Who makes Grok?
2. Where can you use it?
3. Why check 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

Sign in and get the app

Learning goal: Start safely.

Use Grok on the web, in its mobile app, or in X.

2.1 Key ideas

- Sign in with an X, Google, Apple or email account.
- Use official apps only.
- Never share codes.
- Free and paid plans differ.

2.2 Step by step

1. Open the site/app.
2. Sign in.
3. Check settings.
4. Send a greeting.

Try this prompt

```
Guide me to sign in to Grok step by step.
```

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

Practice tasks

- ☐ Sign in.
- ☐ Find the message box.
- ☐ Send a message.

Check your understanding

1. Which accounts work?
2. Where are official apps?
3. Should you share codes?

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 Grok screen

Learning goal: Learn the layout.

Grok's screen is simple.

3.1 Key ideas

- Message box.
- Attach button for images/files.
- Mode/model selector.
- History and settings.

3.2 Step by step

1. Find each part.
2. Start a new chat.
3. Open history.
4. Open settings.

Try this prompt

```
Explain each button on the Grok screen.
```

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

Practice tasks

- ☐ Show parts to a partner.
- ☐ Start a chat.
- ☐ Open history.

Check your understanding

1. Where is history?
2. How do you attach?
3. What is the mode selector?

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

First conversation

Learning goal: Ask and follow up.

Grok remembers context within a chat.

4.1 Key ideas

- One question at a time.
- Ask simpler/shorter.
- Ask for examples.
- New topic, new chat.

4.2 Step by step

1. Ask a question.
2. Simplify.
3. Example.
4. Checklist.

Try this prompt

```
How can I improve my sleep routine? Give a 7-point checklist.
```

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

Practice tasks

- ☐ 4-message conversation.
- ☐ Translate to Hindi.
- ☐ New chat.

Check your understanding

1. What is a follow-up?
2. When new chat?
3. Why ask examples?

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

Prompts for Grok

Learning goal: Write clear requests.

Clear prompts get clear answers.

5.1 Key ideas

- Task.
- Context.
- Audience.
- Format.

5.2 Step by step

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

Try this prompt

```
Write a 50-word LinkedIn post announcing I completed an AI course, humble and positive.
```

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

Practice tasks

- ☐ Improve a vague prompt.
- ☐ Write one for a message.
- ☐ Compare.

Check your understanding

1. Prompt parts?
2. Why 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

Modes: fast and thinking

Learning goal: Choose response modes.

Grok offers faster modes and deeper "thinking" modes depending on plan.

6.1 Key ideas

- Fast for simple questions.
- Think/Expert for complex reasoning.
- Thinking takes longer.
- Check the mode before asking.

6.2 Step by step

1. Ask a simple question in fast mode.
2. Ask a puzzle in thinking mode.
3. Compare.
4. Note differences.

Try this prompt

```
A shop sells pens at ₹12 each with 10% off on 20 or more. What do 25 pens cost? Show steps.
```

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

Practice tasks

- ☐ Compare two modes.
- ☐ Use thinking for a maths task.
- ☐ Note time.

Check your understanding

1. When use thinking mode?
2. Why does it take longer?
3. Fast mode 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 7

Real-time search

Learning goal: Get current information.

Grok can search the web and X for latest updates.

7.1 Key ideas

- Ask about today's news and trends.
- Ask for sources/links.
- Social posts can be wrong or biased.
- Confirm with official news.

7.2 Step by step

1. Ask a current question.
2. Ask for sources.
3. Open them.
4. Confirm.

Try this prompt

```
What is trending in Indian technology news today? Give sources.
```

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

Practice tasks

- ☐ Ask two current questions.
- ☐ Check sources.
- ☐ Compare with a news site.

Check your understanding

1. Where does Grok get news?
2. Why can posts be wrong?
3. How confirm?

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

DeepSearch

Learning goal: Research topics deeply.

DeepSearch performs longer research and writes a detailed answer.

8.1 Key ideas

- Choose DeepSearch where available.
- Ask detailed questions.
- Read sources.
- Verify key facts.

8.2 Step by step

1. Select DeepSearch.
2. Ask a question.
3. Read the report.
4. Verify.

Try this prompt

```
Compare the top 3 budget smartphones in India for students in a table with sources.
```

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

Practice tasks

- ☐ Run DeepSearch.
- ☐ Verify two facts.
- ☐ Summarise.

Check your understanding

1. What is DeepSearch?
2. Why verify?
3. When use 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 9

Settings and personalisation

Learning goal: Adjust Grok.

Settings control appearance, privacy and custom instructions.

9.1 Key ideas

- Custom instructions for tone and style.
- Privacy and data options.
- Memory options where available.
- Theme and language.

9.2 Step by step

1. Open settings.
2. Add custom instructions.
3. Review privacy.
4. Change theme.

Try this prompt

```
Always reply in simple English with Indian examples.
```

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

Practice tasks

- ☐ Add instructions.
- ☐ Review privacy.
- ☐ Test.

Check your understanding

1. Where are settings?
2. What are custom instructions?
3. 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 10

Privacy and data

Learning goal: Protect information.

Be careful what you share; X data settings may affect AI training.

10.1 Key ideas

- No passwords, OTPs, bank or ID numbers.
- Review X privacy settings for AI.
- Use private chat modes where available.
- Delete chats.

10.2 Step by step

1. Review settings.
2. Find data sharing options.
3. Delete a chat.
4. Write rules.

Try this prompt

```
How can I control whether my X posts are used for AI training?
```

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

Practice tasks

- ☐ Check settings.
- ☐ Delete a chat.
- ☐ List rules.

Check your understanding

1. Never-share items?
2. Where are X data settings?
3. How delete?

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

Voice mode

Learning goal: Talk with Grok.

Grok's app supports voice conversations.

11.1 Key ideas

- Tap voice.
- Choose a voice/personality where available.
- Practise speaking.
- Use earphones.

11.2 Step by step

1. Open voice.
2. Ask a question.
3. Continue conversation.
4. End.

Try this prompt

```
Help me practise ordering food in a restaurant in English.
```

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

Practice tasks

- ☐ Ask 3 voice questions.
- ☐ Practise a role-play.
- ☐ End.

Check your understanding

1. How start voice?
2. Use?
3. Earphones why?

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

Upload files and images

Learning goal: Ask about documents and photos.

Grok can read files and images.

12.1 Key ideas

- Attach files/images.
- Ask for summaries.
- Extract data.
- Check accuracy.

12.2 Step by step

1. Upload a photo.
2. Ask a question.
3. Upload a PDF.
4. Summarise.

Try this prompt

```
Summarise this PDF notice in 5 points and list deadlines.
```

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

Practice tasks

- ☐ Upload one image.
- ☐ Upload one file.
- ☐ Verify.

Check your understanding

1. What can you upload?
2. What to ask?
3. Why verify?

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

Create images with Grok Imagine

Learning goal: Generate images.

Grok can generate images from text (Imagine/Aurora), plan dependent.

13.1 Key ideas

- Describe subject, style, light.
- Edit with follow-ups.
- Avoid real-person deepfakes.
- Follow content rules.

13.2 Step by step

1. Write prompt.
2. Generate.
3. Edit.
4. Download.

Try this prompt

```
Create an image of a rainy Kolkata street with yellow taxis, cinematic style.
```

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

Practice tasks

- ☐ Generate two images.
- ☐ Edit one.
- ☐ Download.

Check your understanding

1. Prompt parts?
2. What to avoid?
3. How edit?

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

Image to video

Learning goal: Animate images (where available).

Grok Imagine may turn images into short videos.

14.1 Key ideas

- Start from your own image.
- Describe the motion.
- Keep it short.
- Do not animate real people without consent.

14.2 Step by step

1. Upload/generate image.
2. Describe motion.
3. Generate video.
4. Review.

Try this prompt

```
Animate my product photo with a slow rotating camera move.
```

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

Practice tasks

- ☐ Create one short video.
- ☐ Review it.
- ☐ Save it.

Check your understanding

1. What is image-to-video?
2. Consent rule?
3. Keep length?

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

Grok in X

Learning goal: Use Grok while browsing X.

In X, you can ask Grok to explain posts and trends.

15.1 Key ideas

- Tap the Grok icon on a post.
- Ask for context.
- Check original sources.
- Avoid spreading rumours.

15.2 Step by step

1. Open X.
2. Choose a post.
3. Ask Grok to explain.
4. Check sources.

Try this prompt

```
Explain the context of this post and whether the claim is verified.
```

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

Practice tasks

- ☐ Explain two posts.
- ☐ Check one claim.
- ☐ Discuss bias.

Check your understanding

1. How use Grok in X?
2. Why check sources?
3. What is a rumour?

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

Writing with Grok

Learning goal: Draft messages and posts.

Grok can write posts, emails and captions.

16.1 Key ideas

- Give tone and length.
- Edit in your voice.
- Check facts.
- Avoid offensive content.

16.2 Step by step

1. Ask for a draft.
2. Edit tone.
3. Shorten.
4. Finalise.

Try this prompt

```
Write 3 short X posts about a free health camp this Sunday in Salt Lake.
```

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

Practice tasks

- ☐ Write posts.
- ☐ Write an email.
- ☐ Edit.

Check your understanding

1. Why give tone?
2. Why check facts?
3. What to avoid?

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

Grok for study

Learning goal: Learn topics.

Use Grok to understand, not copy.

17.1 Key ideas

- Explanations step by step.
- Quizzes.
- Study plans.
- Own work.

17.2 Step by step

1. Topic.
2. Explain.
3. Quiz.
4. Plan.

Try this prompt

```
Explain Newton's three laws with daily-life examples and 5 quiz questions.
```

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

Practice tasks

- ☐ Learn a topic.
- ☐ Quiz.
- ☐ Plan.

Check your understanding

1. How help study?
2. Why not copy?
3. Quiz 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 18

Grok for coding basics

Learning goal: Get coding help.

Grok can explain and write simple code.

18.1 Key ideas

- Ask for explanations line by line.
- Test code yourself.
- Never paste secrets.
- Learn, don't just copy.

18.2 Step by step

1. Ask for simple code.
2. Ask explanation.
3. Run it.
4. Fix errors.

Try this prompt

```
Write a simple HTML page with my shop name, phone and a WhatsApp button. Explain each line.
```

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

Practice tasks

- ☐ Generate a small page.
- ☐ Ask explanation.
- ☐ Test it.

Check your understanding

1. Why test code?
2. What not to paste?
3. Learn how?

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

Grok for work

Learning goal: Office and career tasks.

Use Grok for CVs, emails and planning.

19.1 Key ideas

- Truthful CV.
- Interview practice.
- Meeting notes.
- Company data rules.

19.2 Step by step

1. List skills.
2. Draft CV.
3. Practise.
4. Improve.

Try this prompt

```
Ask me 5 interview questions for a customer support job, one at a time.
```

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

Practice tasks

- ☐ CV.
- ☐ Interview.
- ☐ Email.

Check your understanding

1. Why truthful?
2. Practise how?
3. Data rules?

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

Grok for business

Learning goal: Marketing and trends.

Use real-time trends for marketing ideas.

20.1 Key ideas

- Find trends.
- Write posts.
- Analyse competitors.
- Verify claims.

20.2 Step by step

1. Describe business.
2. Ask trends.
3. Draft posts.
4. Edit.

Try this prompt

> `What festival marketing ideas are trending for small clothing shops in India this season?`

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

Practice tasks

- ☐ Find trends.
- ☐ Write posts.
- ☐ Plan a week.

Check your understanding

1. Business uses?
2. Verify why?
3. Trend 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 21

Projects and workspaces

Learning goal: Organise work.

Projects (where available) group chats, files and instructions.

21.1 Key ideas

- Create a project.
- Add files.
- Add instructions.
- Keep related chats.

21.2 Step by step

1. Create.
2. Add file.
3. Add instruction.
4. Chat.

Try this prompt

```
In this project, act as my shop marketing helper using the attached price list.
```

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

Practice tasks

- ☐ Create a project.
- ☐ Add file.
- ☐ Ask 2 questions.

Check your understanding

1. What is a project?
2. Why files?
3. Instructions?

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

Companions and personalities

Learning goal: Understand character modes.

Grok offers character/companion modes in some versions. Use them sensibly.

22.1 Key ideas

- Companions are AI characters, not real people.
- Avoid sharing personal details.
- Set time limits.
- Parents should supervise children.

22.2 Step by step

1. Learn what companions are.
2. Review age settings.
3. Discuss healthy use.
4. Write rules.

Try this prompt

```
Explain healthy ways to use AI chat characters and warning signs of overuse.
```

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

Practice tasks

- ☐ Discuss pros and cons.
- ☐ Write personal rules.
- ☐ Review settings.

Check your understanding

1. Are companions real?
2. Healthy use?
3. Child safety?

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

Bias, opinions and balance

Learning goal: Get balanced views.

AI can show bias. Ask for multiple perspectives.

23.1 Key ideas

- Ask for both sides.
- Check facts separately.
- Be careful with political content.
- Form your own opinion.

23.2 Step by step

1. Ask a debate question.
2. Ask both sides.
3. Check facts.
4. Write your view.

Try this prompt

```
Give the main arguments for and against online classes for school students.
```

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

Practice tasks

- ☐ Compare views.
- ☐ Verify a fact.
- ☐ Write your opinion.

Check your understanding

1. What is bias?
2. How get balance?
3. Why own opinion?

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

Safety and fact-checking

Learning goal: Avoid mistakes and misuse.

Verify before trusting or sharing.

24.1 Key ideas

- Check numbers and laws.
- Health/money care.
- Scams.
- No harmful use.

24.2 Step by step

1. Question.
2. Claim.
3. Verify.
4. Note.

Try this prompt

```
List 6 signs a viral video may be fake or AI-generated.
```

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

Practice tasks

- ☐ Fact-check two items.
- ☐ Spot fake media.
- ☐ Rules.

Check your understanding

1. Fact-check?
2. Fake media signs?
3. Harmful 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 25

Common problems and fixes

Learning goal: Solve issues.

Simple fixes.

25.1 Key ideas

- Limits: wait or plan.
- Missing features: region/plan.
- Poor answers: rephrase.
- Login: official help.

25.2 Step by step

1. Identify.
2. Refresh.
3. Rephrase.
4. Help.

Try this prompt

```
Grok says I reached my limit. What can I do?
```

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

Practice tasks

- ☐ Fix prompt.
- ☐ Find help.
- ☐ New chat.

Check your understanding

1. Limits?
2. Missing features?
3. 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 26

Comparing Grok with other assistants

Learning goal: Choose the right tool.

Each assistant has strengths.

26.1 Key ideas

- Grok: real-time X and web.
- ChatGPT/Gemini/Claude: broad features.
- Compare on your task.
- Use the best tool for the job.

26.2 Step by step

1. Choose a task.
2. Try in two tools.
3. Compare.
4. Decide.

Try this prompt

```
Make a comparison table of Grok, ChatGPT and Gemini for a beginner.
```

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

Practice tasks

- ☐ Compare one task.
- ☐ Note strengths.
- ☐ Choose.

Check your understanding

1. Grok strength?
2. Why compare?
3. Choose how?

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

Responsible social media use

Learning goal: Post responsibly.

Use AI responsibly when posting.

27.1 Key ideas

- Label AI content where needed.
- No fake news.
- Respect privacy.
- Follow platform rules.

27.2 Step by step

1. Draft post.
2. Check facts.
3. Label AI images.
4. Post.

Try this prompt

```
Write a responsible caption for an AI-generated festival image and mention it is AI-made.
```

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

Practice tasks

- ☐ Draft responsible posts.
- ☐ Label AI.
- ☐ Check rules.

Check your understanding

1. Why label AI?
2. Privacy?
3. Platform rules?

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

Practice project: social media week

Learning goal: Plan a week of posts.

Combine research, writing and images.

28.1 Key ideas

- Research trends.
- Write posts.
- Create images.
- Schedule.

28.2 Step by step

1. Research.
2. Write.
3. Images.
4. Schedule.

Try this prompt

```
Plan 7 days of posts for a tea stall with captions and image ideas.
```

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

Practice tasks

- ☐ Create 7 posts.
- ☐ 2 images.
- ☐ Schedule.

Check your understanding

1. Steps?
2. Tools used?
3. Results?

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 skills.

Complete tasks.

29.1 Key ideas

- Prompting.
- Search.
- Images.
- Safety.

29.2 Step by step

1. Read.
2. Do.
3. Show.
4. Explain.

Try this prompt

```
Find today's top sports news with sources and write a 40-word summary.
```

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

Practice tasks

- ☐ Three tasks.
- ☐ Sources.
- ☐ Safety.

Check your understanding

1. Hardest?
2. Verify?
3. Safety?

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.

Solve a real need with Grok.

30.1 Key ideas

- Choose project.
- Three features.
- Improve.
- Present.

30.2 Step by step

1. Choose.
2. Plan.
3. Build.
4. Present.

Try this prompt

```
Suggest 5 Grok project ideas for students or small businesses.
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Read the answer carefully, ask one follow-up question to improve it, and check anything important.

Practice tasks

- ☐ Project.
- ☐ Present.
- ☐ Next steps.

Check your understanding

1. What made?
2. Features?
3. 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 Grok is.
- ☐ Ask and follow up.
- ☐ Get current information.
- ☐ Protect information.
- ☐ Generate images.
- ☐ Draft messages and posts.
- ☐ Office and career tasks.
- ☐ Understand character modes.
- ☐ Solve issues.
- ☐ Plan a week of posts.

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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