Start Here

AI Getting Started | Learning map



This series helps you use an AI assistant for one small, useful workplace task. You will turn fictional workshop notes into a checked invitation, a preparation checklist and a short review note. The learning goal is a repeatable working method: give direction, ask useful questions, improve the draft and verify it before use.

How to work through the series

Read Guides 01 to 08 in order, using the same practice conversation where possible. Guide 09 helps you compare tools for your next task. Allow about 100 minutes for the nine lessons, or work in short sessions. The timings are estimates, not a performance target.

01
Start with one useful task

02
Give AI a useful brief

03
Ask better questions together

04
Co create a stronger draft

05
Improve it with specific feedback

06
Check the answer not the confidence

07
Turn the draft into a useful handoff

08
Keep the habit and grow the skill

09
Choose the right AI for the task

What you will produce

An invitation labelled DRAFT, no longer than 120 words; a checklist separating confirmed arrangements from suggested tasks; and a review note showing what you checked and what still needs a human decision. Compare facts, not exact wording, when your result differs from an example.

Start with fictional information

Use only the made-up examples provided. Keep personal records, customer information, credentials and confidential business material out of the exercises. Removing a name does not necessarily make real information suitable to share. You can rehearse on paper if you do not have appropriate AI access.

Use the access you already have

Use an account and workspace permitted for your work. Confirm which organisation or personal account is active before typing. Plain text conversation is enough for these exercises. You do not need uploads, web search, connected apps, paid upgrades or advanced models.

ChatGPT

Open a new conversation in the account you are permitted to use and paste the fictional brief from Guide 01. Ask it to use only those notes. Check the current official help if the interface differs. This series assumes no particular subscription or account settings.

Microsoft Copilot

Confirm the Microsoft account, licence and app experience available to you. Capabilities differ by licence and configuration. For these exercises, provide the fictional notes directly rather than relying on access to workplace files. Ask your support team about your actual account capabilities.

Claude

Use a permitted account, open a new conversation and provide the fictional notes. Work through the prompts in ordinary text. Availability of other features and usage limits depends on your account; none is essential to the learning method.

Questions before using real work information

- Which account and workspace may I use, and which types of information may I enter?
- Are uploads, search or connected apps permitted for this task?
- Who reviews the result before it is shared or acted on?
- What reporting process applies if information is entered accidentally?

A feature being available does not give permission to use particular information. Follow your organisation's requirements rather than moving work to a personal account to bypass a restriction. If you enter information accidentally, stop and use the relevant reporting route; deleting a conversation should not be assumed to resolve the issue.

Continue learning

After this series, choose another small task whose inputs you may use and whose result you can check. Keep the same habits. A public announcement, a fictional agenda or an explanation of a familiar non-sensitive process can provide a useful next exercise.

Official learning resources

The following official pages support the basic prompting and account distinctions used here. Checked for this review edition on 16 October 2026 UTC. Product interfaces, features and access can change; recheck before relying on a specific capability.

OpenAI prompting guidance
https://help.openai.com/en/articles/10032626-prompt-engineering-best-practices-for-chatgpt

Microsoft Copilot licence differences
https://support.microsoft.com/en-us/microsoft-365-copilot/how-copilot-chat-works-with-and-without-a-microsoft-365-copilot-license

Claude getting started
https://support.claude.com/en/articles/8114491-get-started-with-claude

Choose one relevant idea to test. A course may demonstrate features outside your account or permissions. Check before enabling them or entering real work material.

What these guides can and cannot establish

These are practical learning exercises, not product performance rankings, security assurances or a substitute for your organisation's policies. A prompt asking an assistant not to act is not an access control. Review the available tools and permissions as well as the words you use.

Your starting action

Open Guide 01, read the fictional workshop brief and describe the outcome in one sentence. Keep the original notes available so you can check each later draft against them.

