

KNOWLES QUICK BITS SERIES

AI Unlocked: Eleven Tools in 90 Mins

One live, hands-on 90 Minute session for AI learners · ₹299

From the History of AI to the AI tools you can use today

Tools demonstrated: ChatGPT · Claude · Gemini · Perplexity · Copilot · Notebook · ElevenLabs · QuillBot · Diagramming AI · LM Studio · Whisper

No prior AI experience needed — Less Theory, More Practical and Lots of Learning all inside 90 minutes

LIVE SESSION · Basic AI Usage

Understand AI, write better prompts and experience 11 tools in action —All in 90 minutes.

WHO IT'S FOR

Students, job seekers and everyone starting their AI journey

FEE

₹299

90 min · live online

WHAT YOU'LL LEARN - SESSION BY SESSION

- 1. Welcome & what is AI** - AI, machine learning, deep learning and generative AI explained
- 2. A brief history of AI** - From the Turing Test to ChatGPT and offline AI on your laptop
- 3. How LLMs work & prompting** - Tokens, next-word prediction and the R-T-C-F-C formula
- 4. Live tool demos** - 11 AI tools shown live for daily tasks, writing, voice, visuals, office work, analysis and research
- 5. Choosing tools & responsible AI** - Which tool, when - and five golden rules for safe use
- 6. Hands-on challenge & Q&A** - One prompt, three tools: run it, score it, share it

YOUR TAKEAWAYS · What you leave with

Prompt smarter, choose the right tool and use AI responsibly.

BY THE END OF THIS SESSION, YOU WILL BE ABLE TO

- 1.** Explain how AI evolved and what a Large Language Model really does
- 2.** Write clear, structured prompts that get better answers
- 3.** Pick the right AI tool for daily tasks, writing, voice, visuals, office work, analysis and research

THE R-T-C-F-C PROMPT FORMULA YOU WILL PRACTISE

Role (who should AI act as?) · **Task** (what exactly to do) · **Context** (audience, purpose, data) · **Format** (table, bullets, email...) · **Constraints** (length, tone, sources)

HANDS-ON CHALLENGE · ONE PROMPT, THREE TOOLS

Run the same prompt in ChatGPT, Claude and Perplexity → **score** each answer for accuracy, clarity, sources and format → **share** which one won, and why.

LIVE DEMOS · 11 AI Tools in Action

Each tool runs a real prompt live — with one strength and one caution to remember.

TOOL	WHAT IT HELPS WITH	WHAT YOU'LL SEE LIVE
ChatGPT OpenAI · chatgpt.com	AI assistant	Draft a 12-question customer-satisfaction questionnaire, then turn a survey CSV into a summary and bar chart
Claude Anthropic · claude.ai	AI assistant	Summarise a long evaluation report into findings with page references, then build an interactive sample-size calculator
Gemini Google · gemini.google.com	AI assistant	Turn a photo of a handwritten field survey sheet into a clean table and export it to Google Sheets
Perplexity perplexity.ai	Research & sources	Find current survey statistics with numbered citations — and check them against the source
Microsoft Copilot Microsoft · Microsoft 365	Office productivity	Create age bands and a pivot chart in Excel; summarise emails and Teams meetings
Gemini Notebook Google · notebooklm.google.com	Research & sources	Compare sampling methods across research papers and play a podcast-style Audio Overview
ElevenLabs elevenlabs.io	Voice & audio	Generate a course voice-over in English, then regenerate it in Hindi
QuillBot quillbot.com	Writing & editing	Paraphrase a literature-review paragraph, grammar-check it and create an APA citation
Diagramming AI diagrammingai.com	Visual diagrams	Turn a plain-English description into a household-survey process flowchart
LM Studio lmstudio.ai	Offline & private	Chat with an open-weight model on a laptop — with the Wi-Fi switched off
Whisper OpenAI · open source	Offline & private	Transcribe a Hindi interview clip and translate it into English, privately on your machine
Most tools have a free tier — start free and upgrade only when you hit limits. In-app Microsoft 365 Copilot features need a Copilot plan; the trainer demonstrates them live.		

USING AI RESPONSIBLY · Five golden rules

AI drafts. You decide. Treat every output as a first draft from an eager intern.

Verify before you trust AI can fabricate facts, figures and citations — check the original source.	Protect respondent data Keep personal data out of public tools — anonymise it or go offline.	Watch for bias Check outputs for fairness across gender, caste, region and language.	Respect consent Get permission before recording, transcribing or cloning anyone's voice.	Be transparent Disclose AI assistance and follow your client's AI policy.
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The AI Age is upon us. Are you ready for

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