

How-To use Artificial Intelligence (AI) as a Helper for Everyday Tasks for Free

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Supplies:

- Digital device such as a phone or laptop with a browser connected to the internet.

Instructions: For creating a quiz

1. Open an Internet browser such as Google Chrome.
2. Visit <https://astronomy.com/science/earth>
Copy the content of this page. You can do this by selecting the text, and right clicking to select "Copy". You can also use your keyboard keys after selecting the text by pressing CTRL and C (by pressing these keys together) on a Windows laptop, or CMD and C (by pressing these keys together) on a Mac laptop.
3. In a browser, open <https://chat.openai.com>. You'll see a chat interface open.
4. Type the following in the chat:

Create a quiz using the below content, which must include 10 multiple-choice questions and 4 options to select from. For each, reveal the right answer at the bottom.

And then paste the earth page text that you copied in step 1 below it. You can do this by right clicking and selecting "Paste", or use keyboard shortcuts CTRL and V on Windows, and CMD and V on Mac.

5. Press Enter.

Instructions: For rephrasing email

1. In a browser, open <https://chat.openai.com> You'll see a chat interface open.
2. Type the following in the chat:

I'm writing an email to my manager regarding an issue. Please rephrase the below and use professional language. Do not make it sound angry or annoyed.

<email draft>

For example,



I'm writing an email to my manager regarding an issue. Please rephrase the below and use professional language. Do not make it sound angry or annoyed.

Hi John, Tim has changed the scope of the task due by the end of the month again, and it is too last minute this time. I can't do it by the end of the month. Tim should change or readjust the scope. I can't make any more adjustments on my end to accommodate it. Please handle this matter from here on out.

3. Press Enter. If you don't like the response, try changing the instructions at the top. You can also try again with the same instructions. The output may be different each time you run it.

You can use this tool for other tasks by visiting <https://chat.openai.com> and typing different instructions in the chat.

