

ChatGPT: Navigating the Digital Conversation



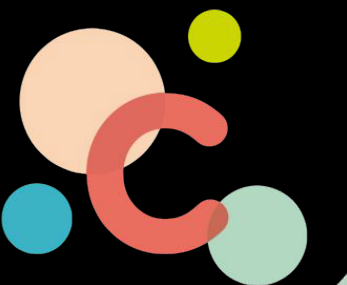
Connected Canadians
Canadiens Branchés



Connected Canadians

Connected Canadians is Canada's largest digital inclusion charity with a mandate to foster digital literacy skills amongst Canadian seniors and older adults.

We believe that all people should be empowered to use technology safely and effectively, to engage with loved ones and enhance quality of life.



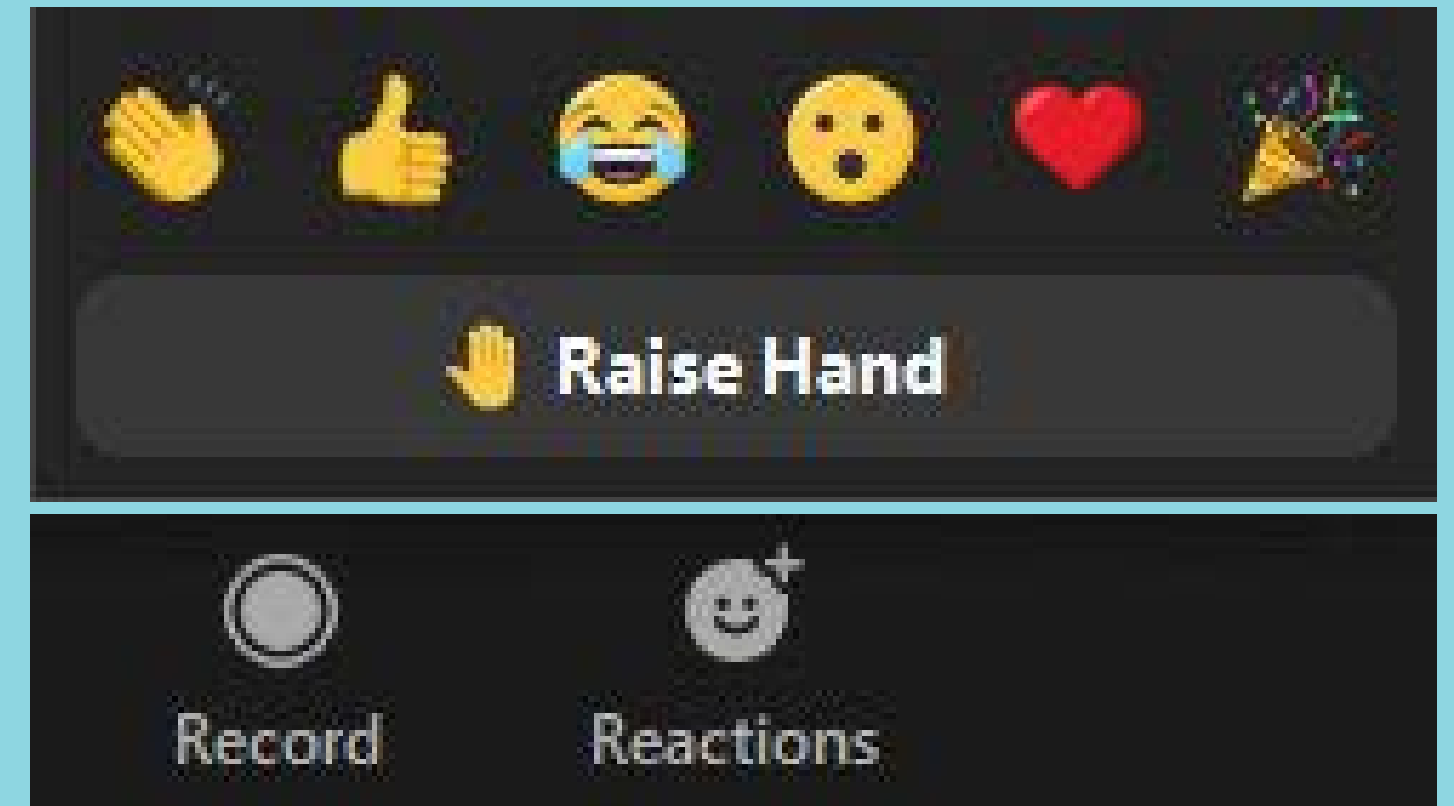
How to use Zoom

If you're on a computer:

1. Click **Reactions**, and then click **Raise Hand**.
2. Click **Reactions**, and then click **Lower Hand**.

If you're on a tablet or smartphone:

1. Tap the screen to bring up the menu, then tap **More**, and then tap **Raise Hand**.
2. Tap **More**, and then tap **Lower Hand**.



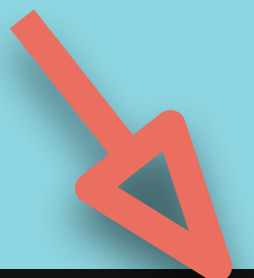
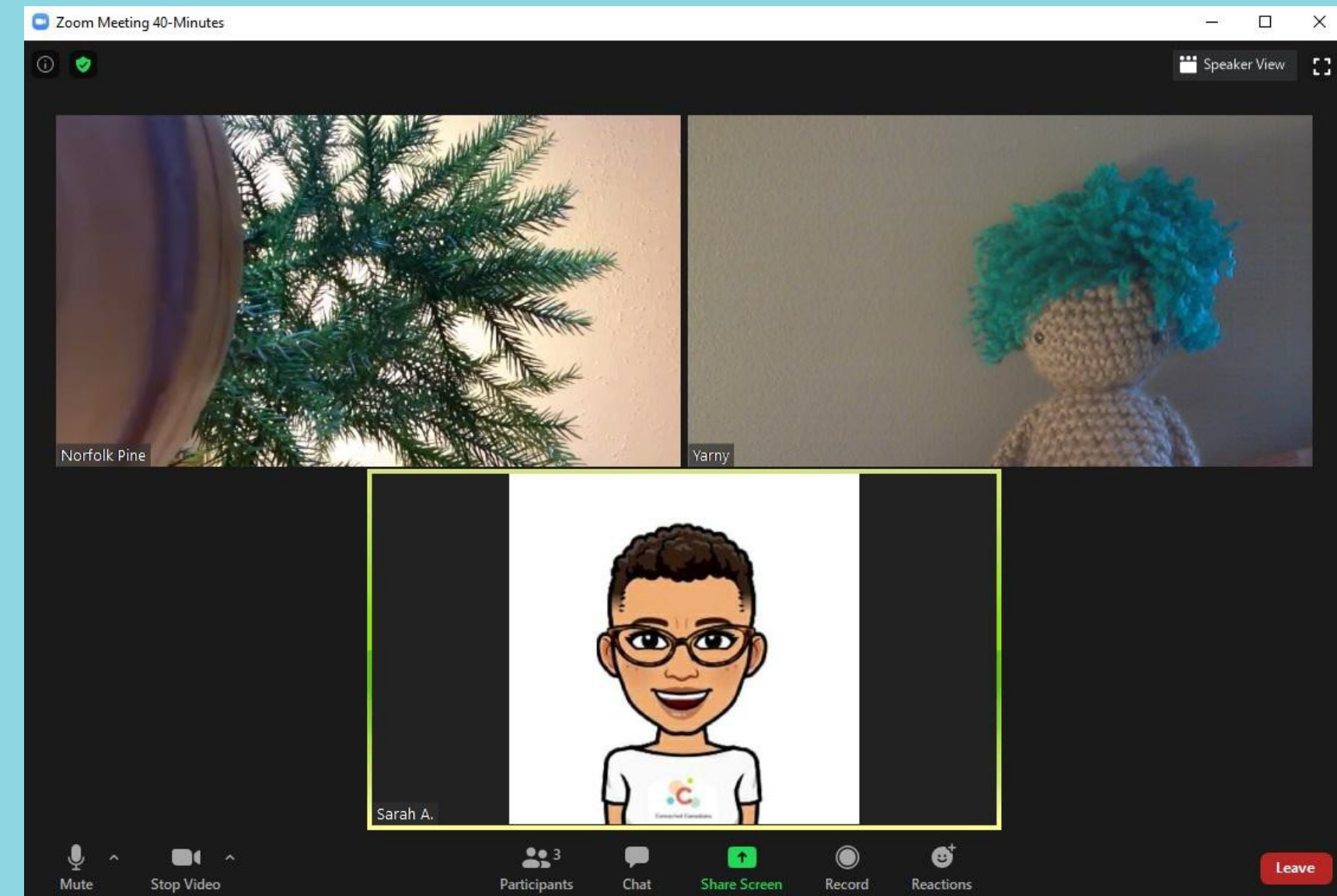
How to use Zoom

If you're on a computer:

1. Click **Chat** to open the chat window.
2. At the bottom of the chat window, type **Hello**, and press **Enter** on your keyboard.

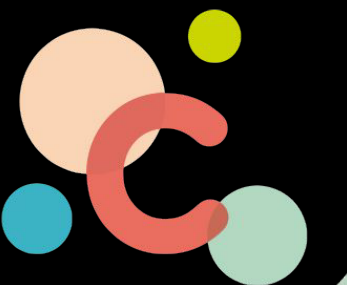
If you're on a tablet or smartphone:

1. Tap **More**, and then tap **Chat** to open the chat.
2. Type **Hello**, and then tap **Send**.



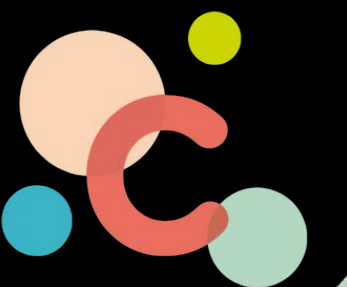
Agenda

- What is ChatGPT?
- What can you use ChatGPT for?
- Safety and privacy



What you will learn today

We'll show you a few demonstrations of things that you can use ChatGPT to do, and then we'll talk about what not to do with ChatGPT to protect your privacy and stay safe.

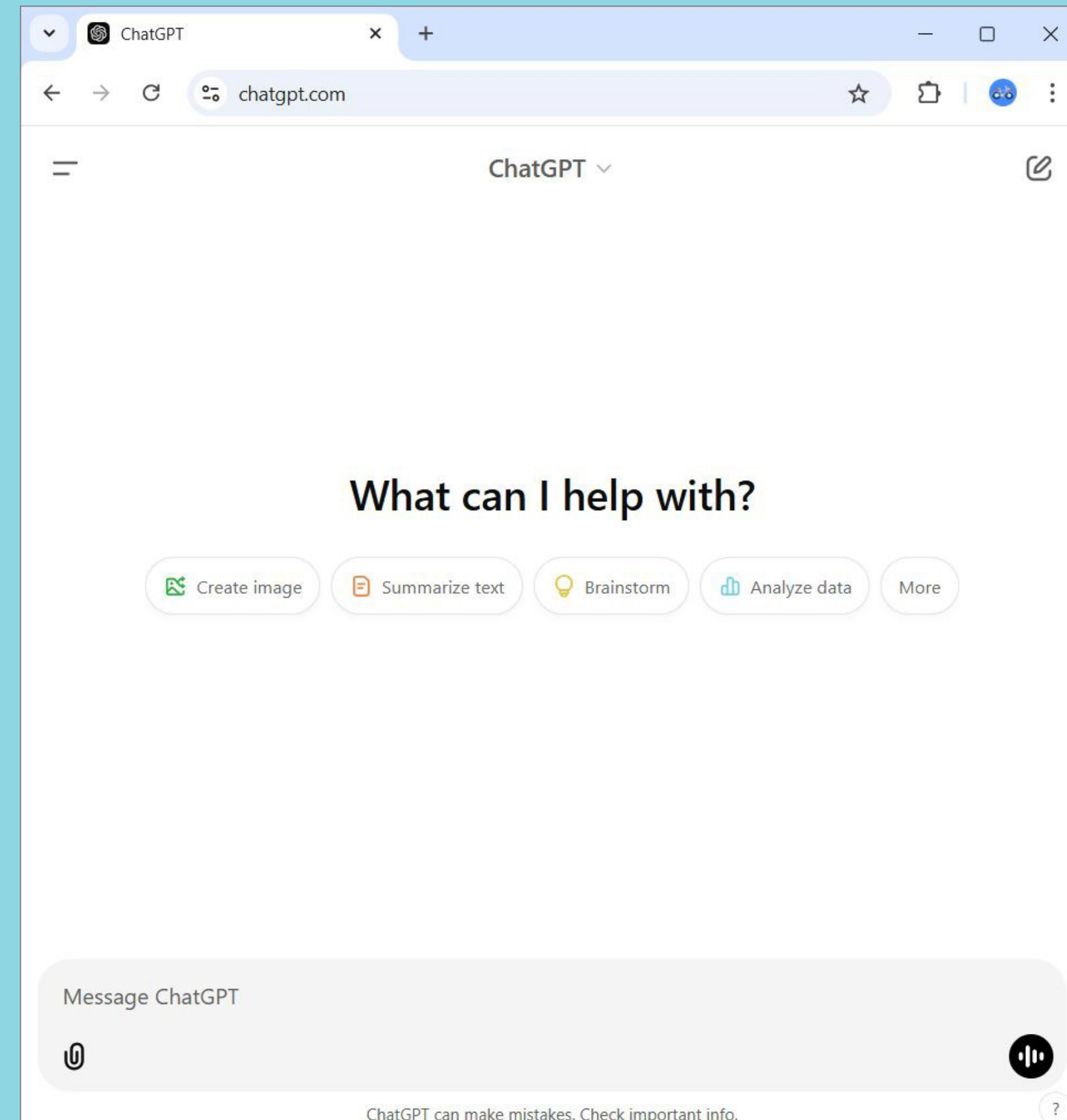


What is ChatGPT?



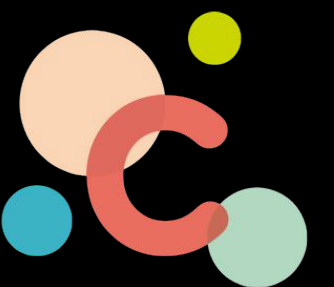
What is ChatGPT?

- ChatGPT is an Artificial Intelligence tool
- It lets you have conversations to retrieve information from the Internet
- It offers a free version and paid versions



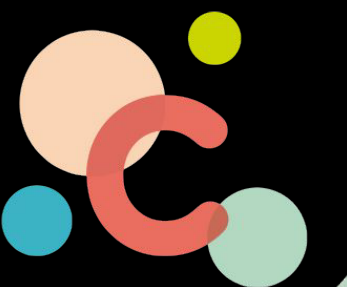
ChatGPT versions

- **GPT 4o**
The flagship model, great for complex tasks.
- **GPT 4o-mini**
Mostly the same as 4o but costs less and doesn't have some features like search, file uploads, and image requests.
- **o1-preview and o1-mini**
A new series of reasoning models for solving hard problems.



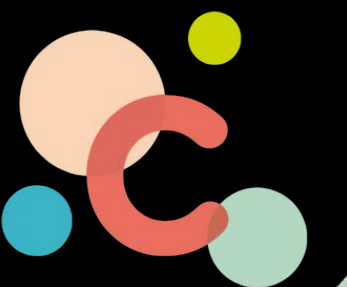
Is it free?

- You can access GPT-4o for free
- Limit on the number of messages that free users can send
- When the limit is reached, ChatGPT will automatically switch to an older model so users can continue their conversations
- Paid version (\$20 USD monthly) allows up to 5x more messages
- Access to an Advanced Voice Mode
- Better processing and smoother use experience



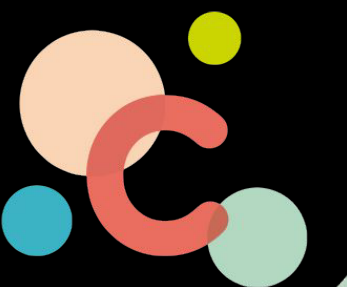
Mobile vs web

- Mobile offers voice to text
- Web offers larger text options



Do I need an account?

- You don't need to sign up to use ChatGPT
- Creating an account lets you:
 - Save and review your chat history
 - Share chats
 - Access your chats from different devices



Registering for an account - two ways

1. You can sign up with new credentials
2. You can also sign in with Google, Microsoft, or Apple this is called “Third Party Sign-In”



Create an account

Email address*

Continue

Already have an account? [Login](#)

OR



Continue with Google



Continue with Microsoft Account



Continue with Apple

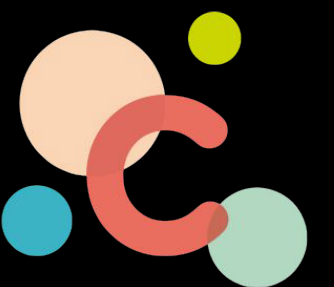
Understanding third-party authentication

What is third-party sign-in?

- A secure method to log in using existing accounts like Google or Facebook
- Eliminates the need to create and remember new credentials

Why third-party sign-in is safe?

- Uses encryption protocols to protect your credentials
- Ensures secure communication between the third party and ChatGPT



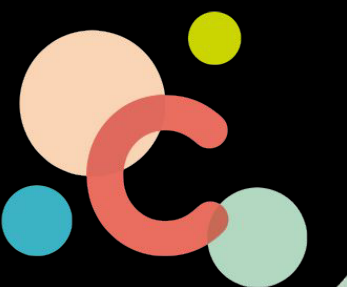
Benefits and privacy

Benefits

- Faster, more convenient access to ChatGPT
- Reduces the hassle of managing multiple accounts

Privacy considerations

- ChatGPT only accesses login credentials for authentication
- No personal data from third-party accounts is stored or shared



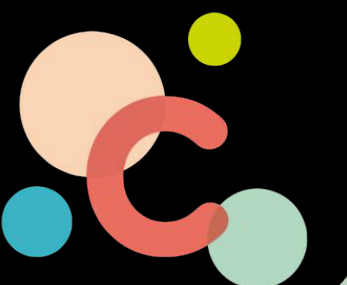
ChatGPT vs Google

ChatGPT

- Helps with your writing and offers suggestions
- Allows follow-up questions for more specific or tailored info
- Could offer answers out of context or with slightly out of date information

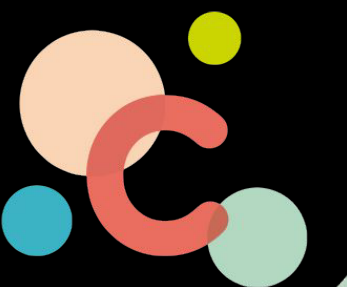
Google

- Up to date info, on almost any topic
- Gives you the source so you can think critically
- Lets you filter results by images, videos, news, or date
- Results depend on keywords you type in, requiring new searches for more info

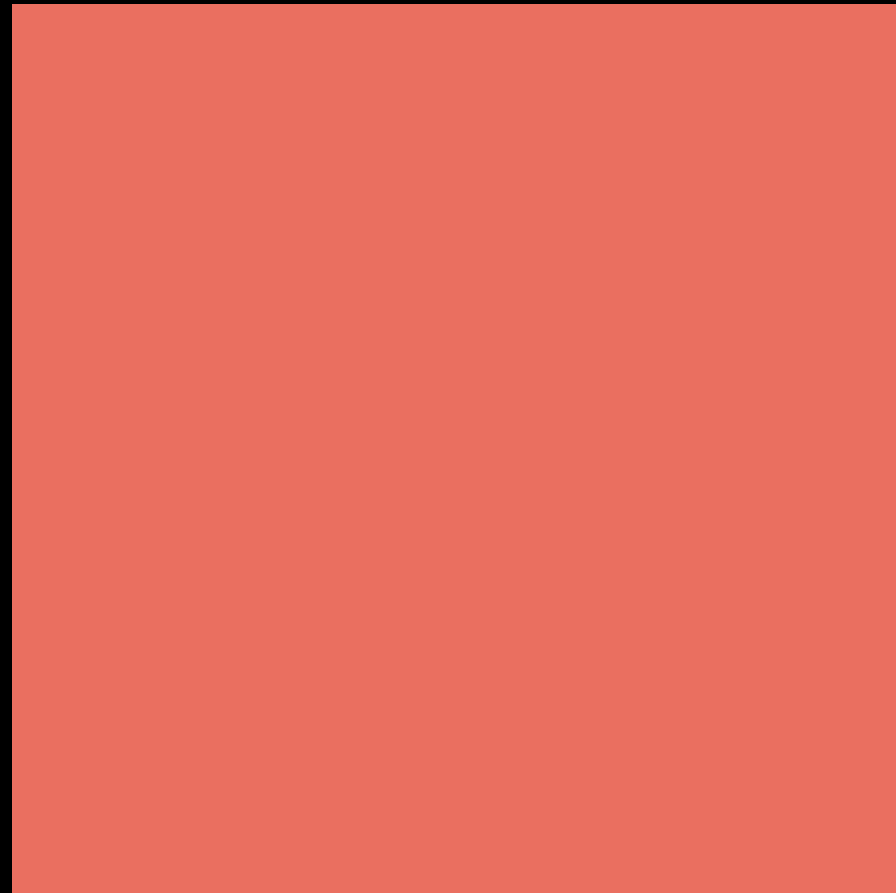


Demo: ChatGPT vs Google trip to Italy

- **Scenario:** I want travel advice for an upcoming trip to Italy
- Let's see how ChatGPT and Google handle this query!

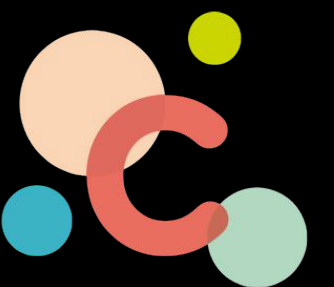


What can you use ChatGPT for?



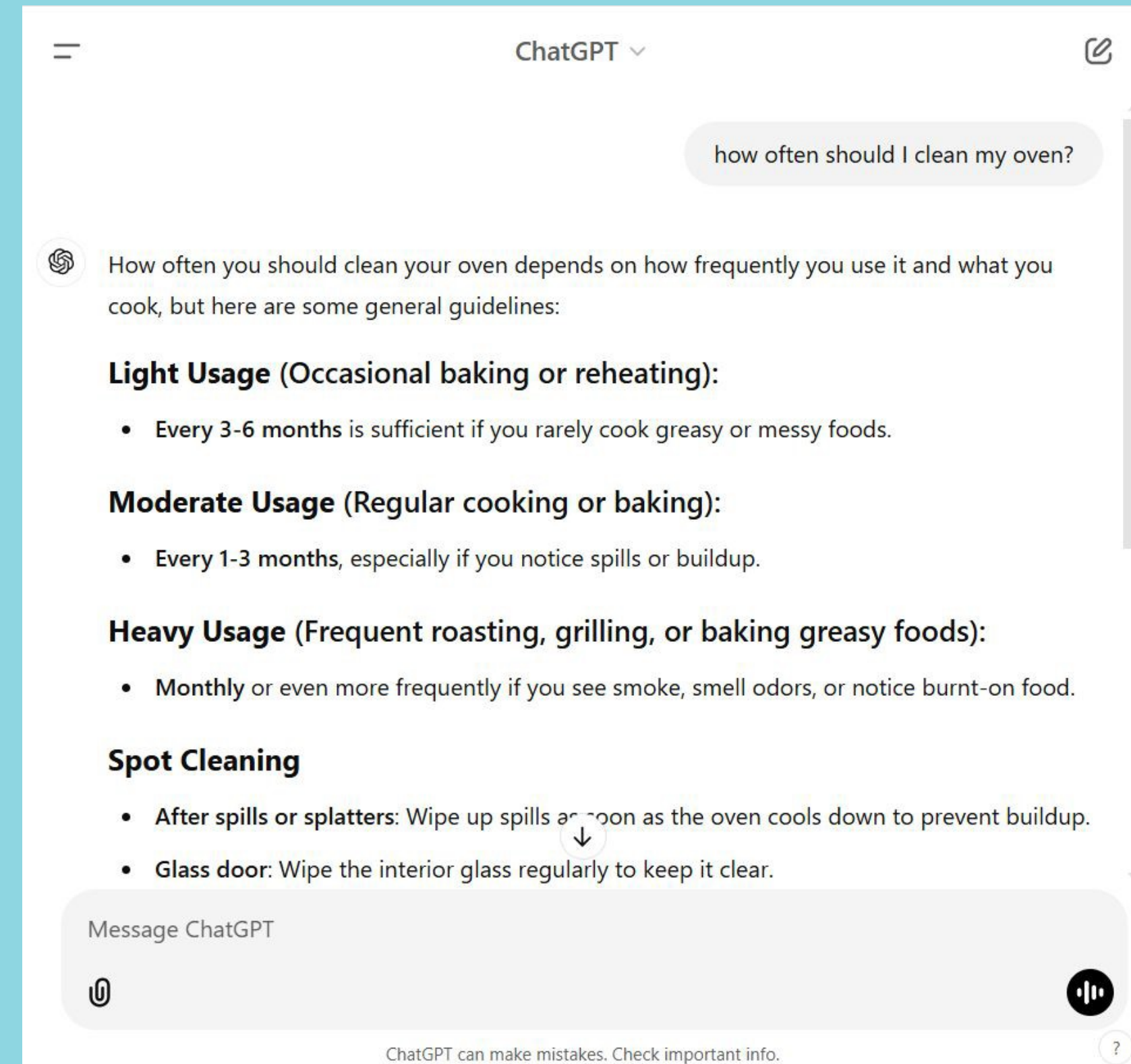
What can you use ChatGPT for?

- Ask questions
- Work with text:
 - Revising something you wrote
 - Writing something for you
 - Translating text into a different language
- Find recipes
- Play games



Asking questions

- ChatGPT lets you have a conversation
- You can ask a question and then ask a follow-up question



The screenshot shows a ChatGPT interface with a user question and a detailed response. The user asks, "how often should I clean my oven?". The response provides general guidelines and is organized into sections: Light Usage, Moderate Usage, Heavy Usage, and Spot Cleaning. Each section includes specific frequency recommendations and additional tips. At the bottom, there is a text input field with a microphone icon and a disclaimer: "ChatGPT can make mistakes. Check important info."

ChatGPT

how often should I clean my oven?

How often you should clean your oven depends on how frequently you use it and what you cook, but here are some general guidelines:

Light Usage (Occasional baking or reheating):

- Every 3-6 months is sufficient if you rarely cook greasy or messy foods.

Moderate Usage (Regular cooking or baking):

- Every 1-3 months, especially if you notice spills or buildup.

Heavy Usage (Frequent roasting, grilling, or baking greasy foods):

- Monthly or even more frequently if you see smoke, smell odors, or notice burnt-on food.

Spot Cleaning

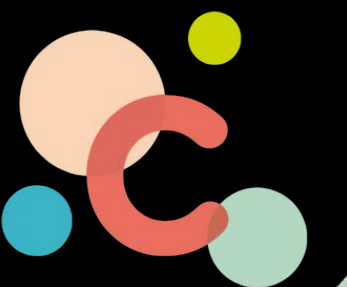
- **After spills or splatters:** Wipe up spills as soon as the oven cools down to prevent buildup.
- **Glass door:** Wipe the interior glass regularly to keep it clear.

Message ChatGPT

ChatGPT can make mistakes. Check important info.

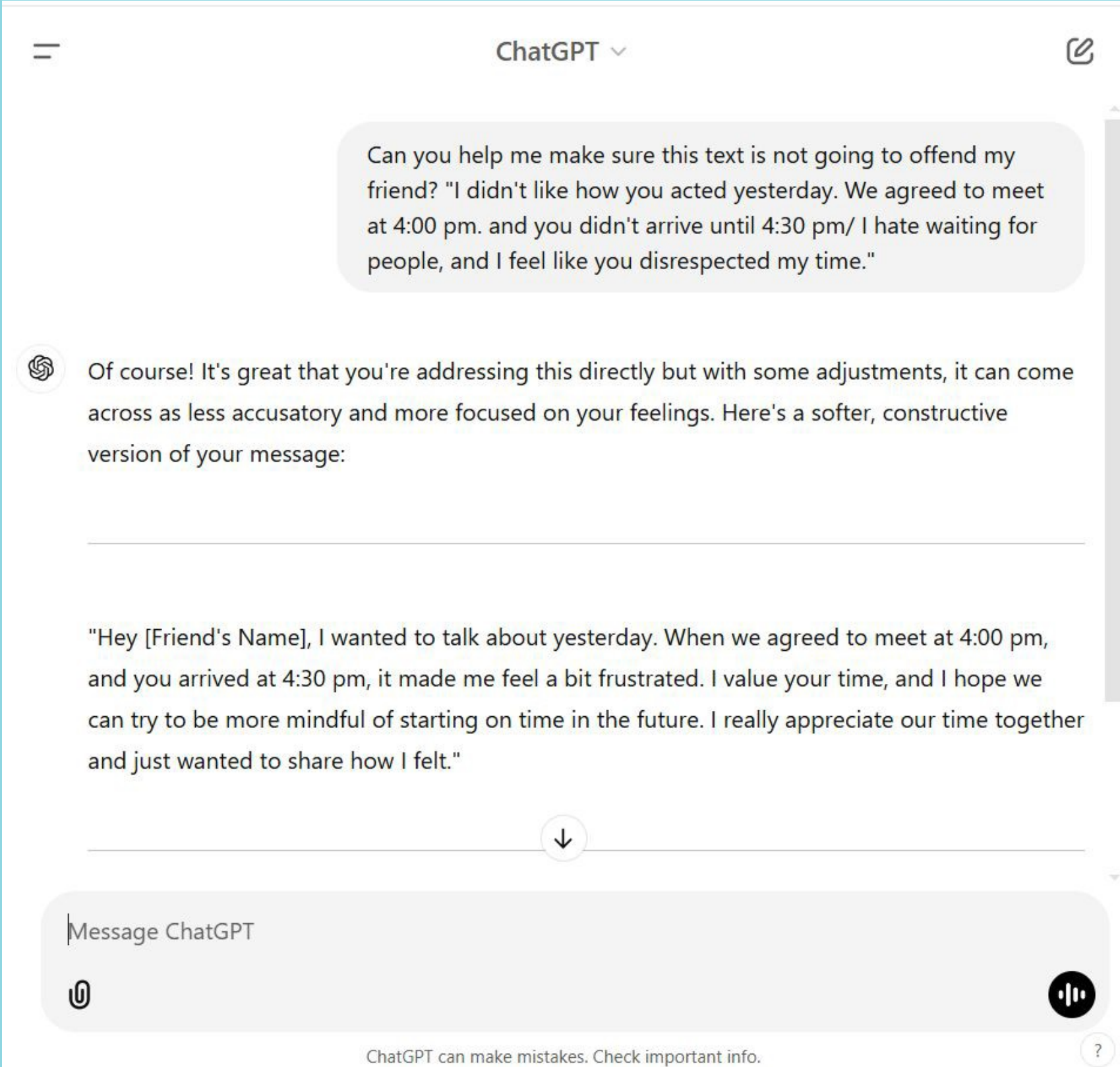
Demo: Asking questions

- **Scenario:** I want to plant a flower in my garden that will attract bees.
- Let's ask ChatGPT for recommendations, and then refine the recommendations



Getting writing advice

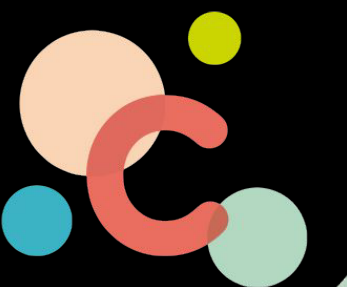
- You can use it to help you write:
 - Clearer or shorter text
 - Formal letters or other formal text
 - Communications where you want a specific tone



The screenshot shows a chat window with the title "ChatGPT" and a dropdown arrow. The user's message is: "Can you help me make sure this text is not going to offend my friend? 'I didn't like how you acted yesterday. We agreed to meet at 4:00 pm. and you didn't arrive until 4:30 pm/ I hate waiting for people, and I feel like you disrespected my time.'" The AI's response is: "Of course! It's great that you're addressing this directly but with some adjustments, it can come across as less accusatory and more focused on your feelings. Here's a softer, constructive version of your message:" followed by a horizontal line and the text: "Hey [Friend's Name], I wanted to talk about yesterday. When we agreed to meet at 4:00 pm, and you arrived at 4:30 pm, it made me feel a bit frustrated. I value your time, and I hope we can try to be more mindful of starting on time in the future. I really appreciate our time together and just wanted to share how I felt." Below the response is a downward arrow icon. At the bottom, there is a text input field with the placeholder "Message ChatGPT", a paperclip icon, a microphone icon, and a small question mark icon. A footer note at the bottom right reads "ChatGPT can make mistakes. Check important info."

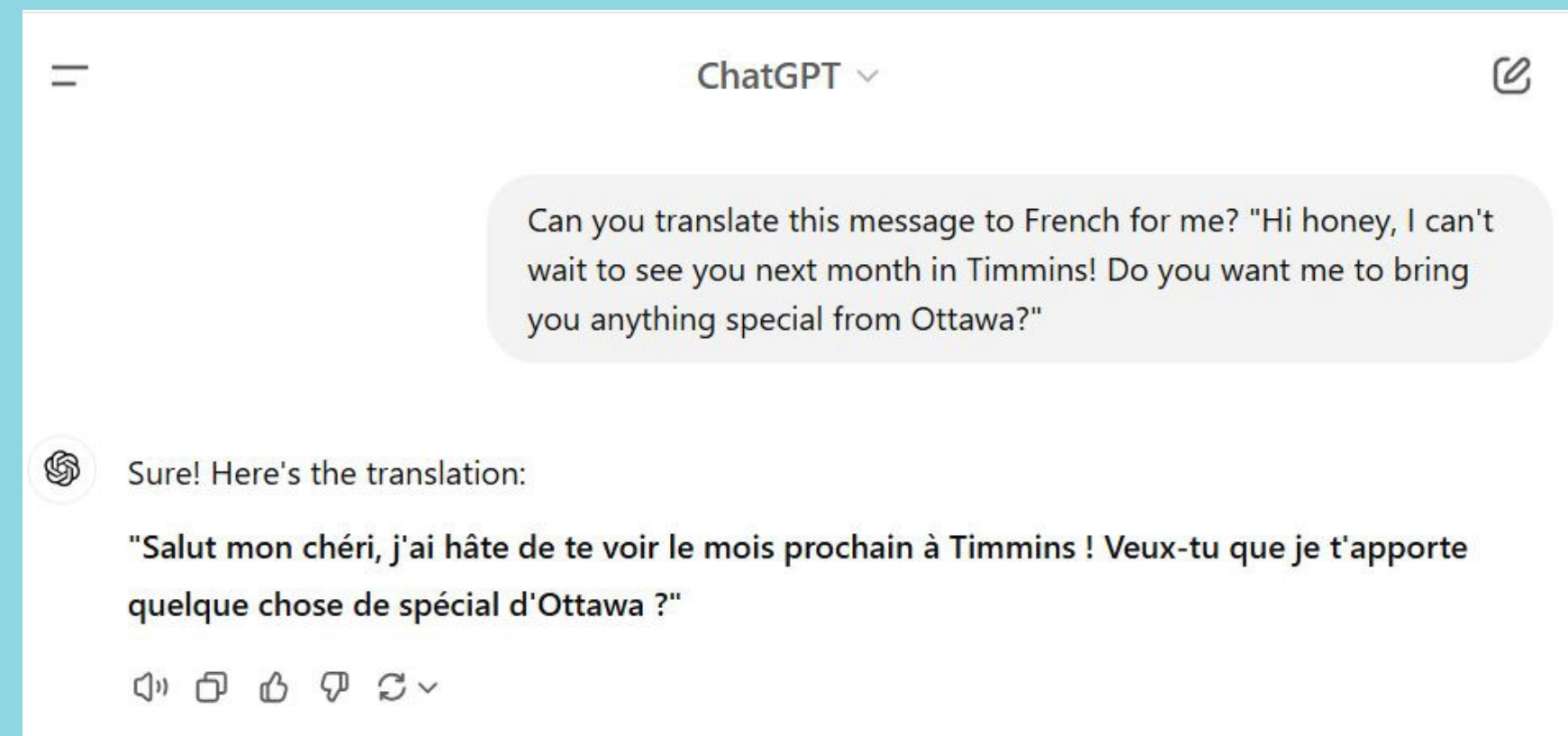
Demo: Getting writing advice

- **Scenario:** I want to ask my city councillor to do something to improve transportation for my neighbourhood. I'm feeling a bit annoyed because I've just had to walk five blocks in the sun.
- Let's write some text in our own words and ask ChatGPT to give us advice.



Translating text

- ChatGPT can translate text between languages:
 - Translate something you see into your language
 - Translate your language into another for someone else



Demo: Translating text

- **Scenario:** I received a meme from a friend but it's in French.
- Let's ask ChatGPT what it means.

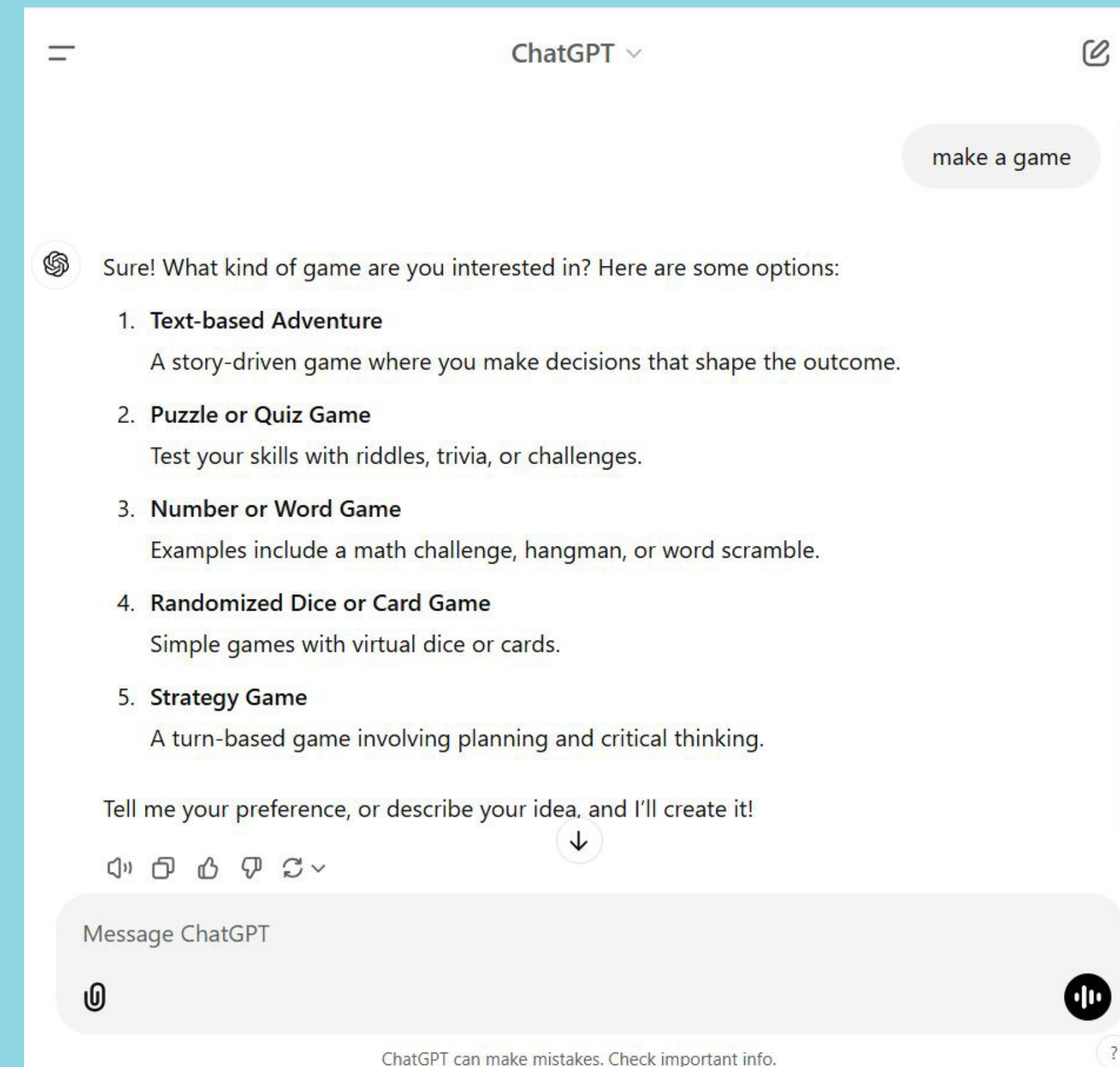
Quand j'utilise "?????????????"

Dans une conversation, c'est exactement mon visage derrière le téléphone



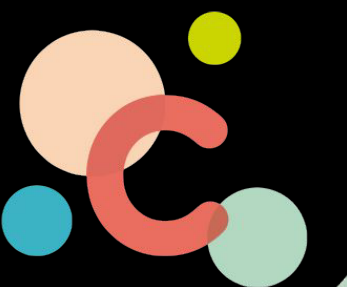
Playing games

- ChatGPT is good at coming up with games:
 - You can ask it to suggest games
 - You can choose a game that you want to play, and then play it



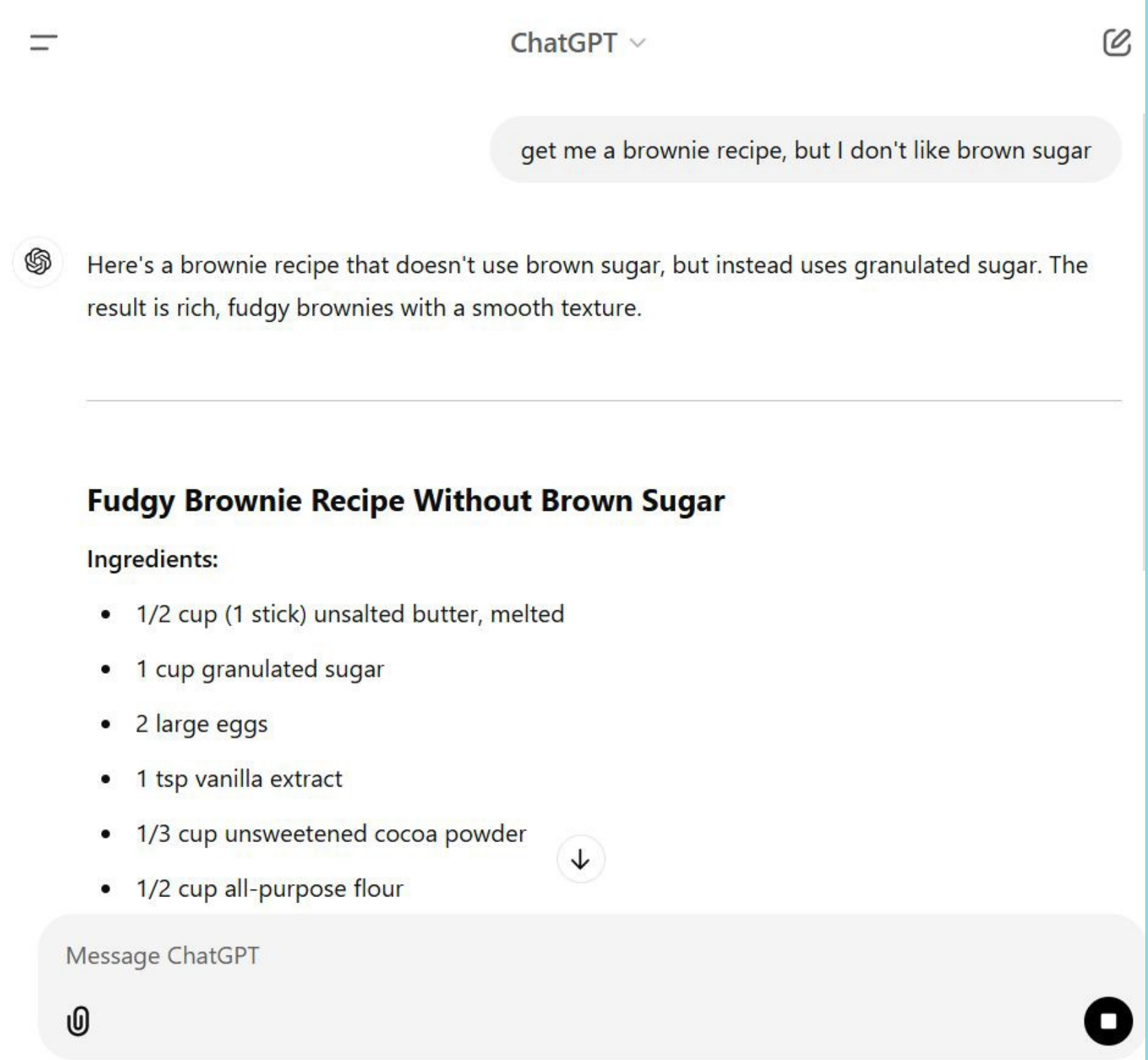
Demo: Playing games

- **Scenario:** I love Jeopardy but I only want to answer questions about 1990s music.
- Let's try asking ChatGPT to make us a game!



Offering recipe or meal suggestions

- ChatGPT knows a million recipes
 - Ask for meal ideas and recipes
 - Then refine by adding your own requirements



The screenshot shows a chat window with the title "ChatGPT" and a close icon. The user's input is "get me a brownie recipe, but I don't like brown sugar". The AI's response is "Here's a brownie recipe that doesn't use brown sugar, but instead uses granulated sugar. The result is rich, fudgy brownies with a smooth texture." Below this is a horizontal line, followed by the title "Fudgy Brownie Recipe Without Brown Sugar" and the heading "Ingredients:". The ingredients list includes: 1/2 cup (1 stick) unsalted butter, melted; 1 cup granulated sugar; 2 large eggs; 1 tsp vanilla extract; 1/3 cup unsweetened cocoa powder; and 1/2 cup all-purpose flour. A scroll-down arrow is visible next to the last ingredient. At the bottom, there is a text input field with the placeholder "Message ChatGPT", a paperclip icon for attachments, and a send button.

ChatGPT

get me a brownie recipe, but I don't like brown sugar

Here's a brownie recipe that doesn't use brown sugar, but instead uses granulated sugar. The result is rich, fudgy brownies with a smooth texture.

Fudgy Brownie Recipe Without Brown Sugar

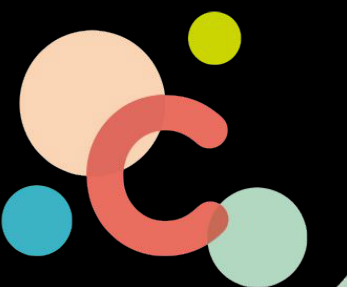
Ingredients:

- 1/2 cup (1 stick) unsalted butter, melted
- 1 cup granulated sugar
- 2 large eggs
- 1 tsp vanilla extract
- 1/3 cup unsweetened cocoa powder
- 1/2 cup all-purpose flour

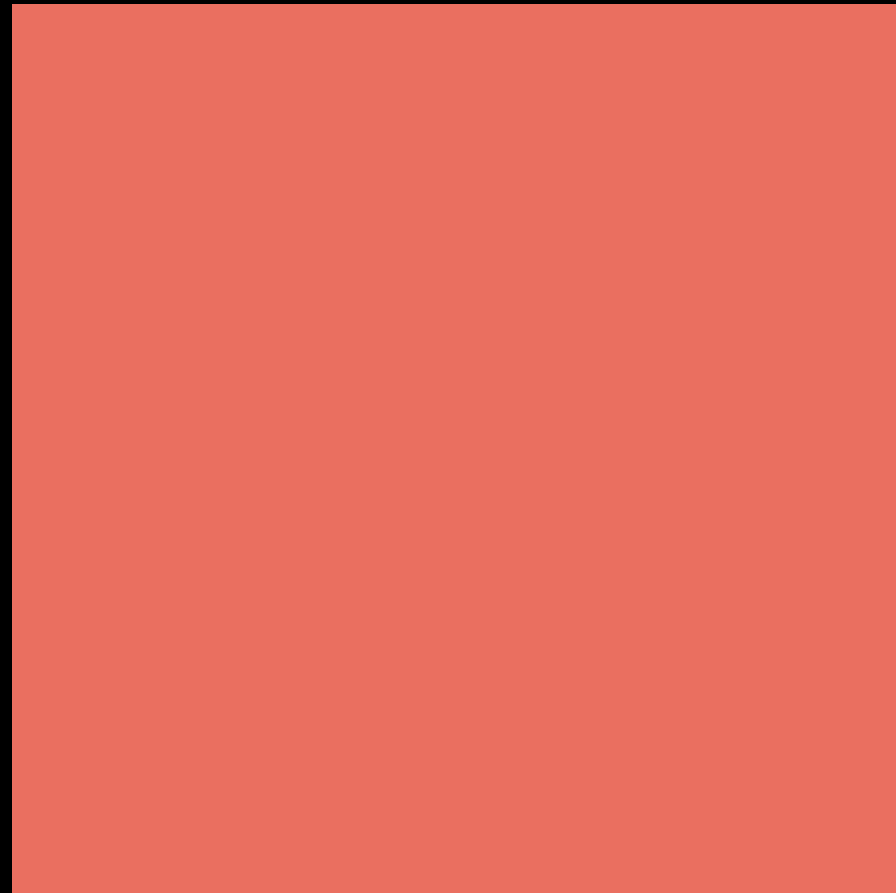
Message ChatGPT

Demo: Offering recipe or meal suggestions

- **Scenario:** I want to plan my week of dinners, and there are foods that I like and dislike.
- Let's try using ChatGPT to create a meal plan!

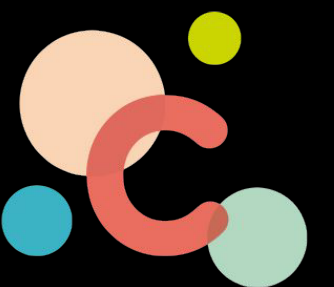


Safety and privacy



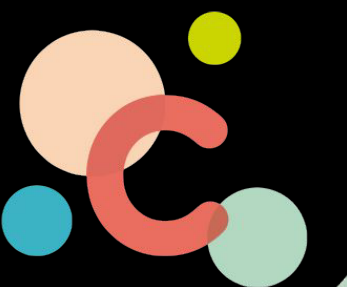
Where does my information go?

- Conversation data is deleted after 30 days
- If a data leak occurs within those 30 days, anything you typed would be exposed
- In general, it's best to avoid typing anything personal or anything that could be embarrassing
- This is true for the whole Internet



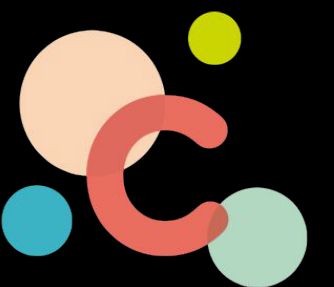
What information should I keep private?

- Banking information
- ID numbers
- Medical information
- Personal information that could lead someone to your passwords
- Usernames or passwords



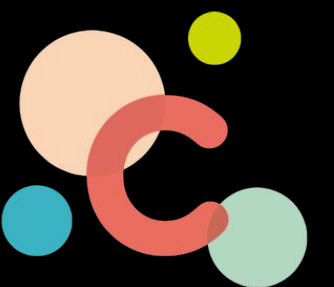
What should I avoid asking about?

- ChatGPT will not answer questions that:
 - Promote discrimination, misinformation, or crimes
 - Invade privacy
 - Are explicit, offensive, abusive, or insulting
 - Involve financial or investment advice



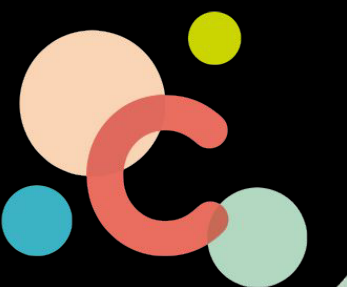
How reliable are ChatGPT's answers?

- ChatGPT is current up to November 2024
- It can now perform web searches to find the most current information
- Offers web sources after an answer is provided if it needs to search the web to find an answer

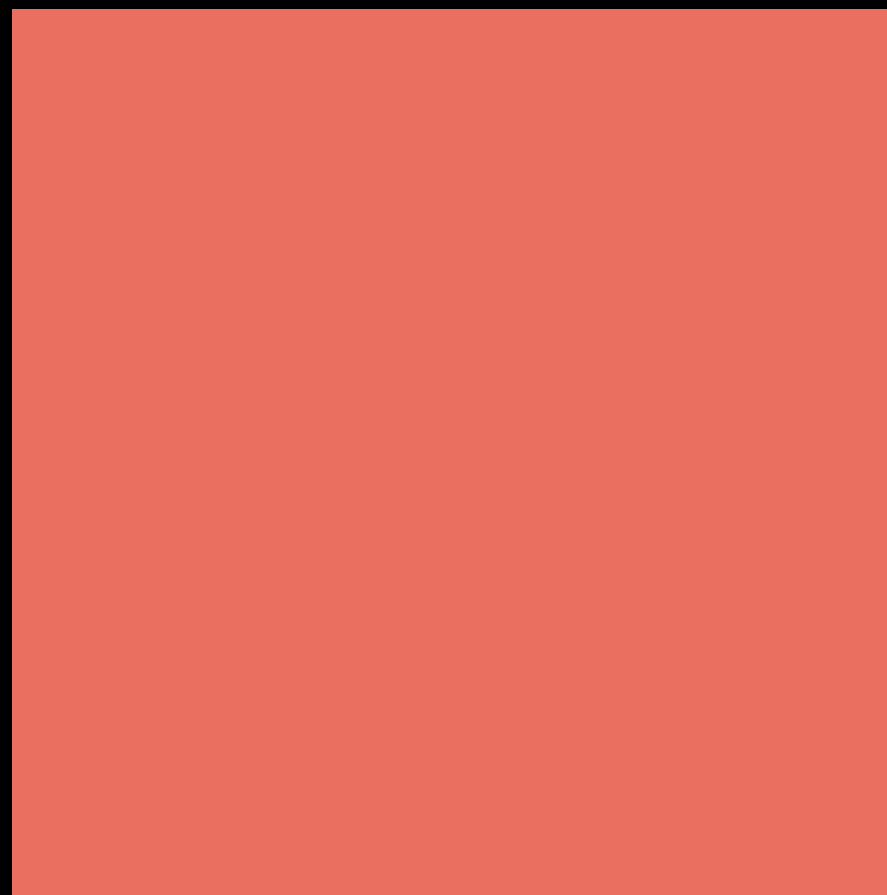


Other artificial intelligence (AI) tools

- Virtual assistants that come free with different devices:
 - Alexa
 - Siri
 - Google Assistant
- Other popular AI tools:
 - DALL-E - available via ChatGPT4o
 - Google Gemini
 - Microsoft Copilot
 - Claude by Anthropic



Questions?



Resources

ChatGPT:

<https://chatgpt.com/>

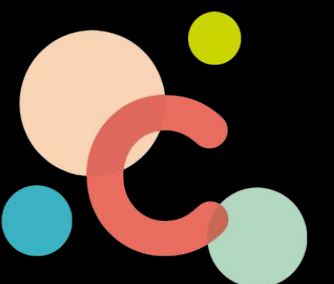
The Best Examples Of What You Can Do With ChatGPT:

<https://www.forbes.com/sites/bernardmarr/2023/03/01/the-best-examples-of-what-you-can-do-with-chatgpt/>

[What is ChatGPT and why does it matter? Here's what you need to know |](#)

[ZDNET:](#)

<https://www.zdnet.com/article/what-is-chatgpt-and-why-does-it-matter-heres-everything-you-need-to-know/>



Resources

Devices which include a free virtual assistant:

Alexa on Amazon devices:

<https://www.amazon.ca/>

Siri on Apple devices:

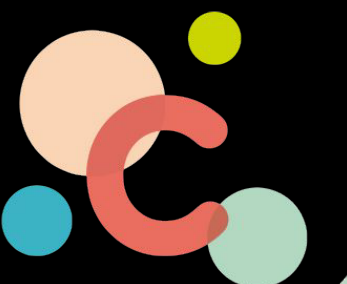
<https://www.apple.com/ca/siri/>

Google assistant on Google devices:

<https://assistant.google.com/>

Other popular AI tools:

DALL-E generates images from written descriptions



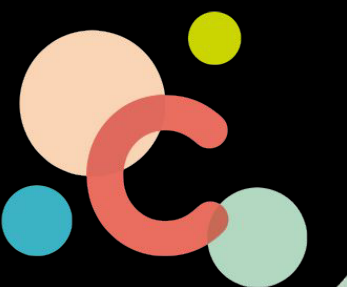
Resources

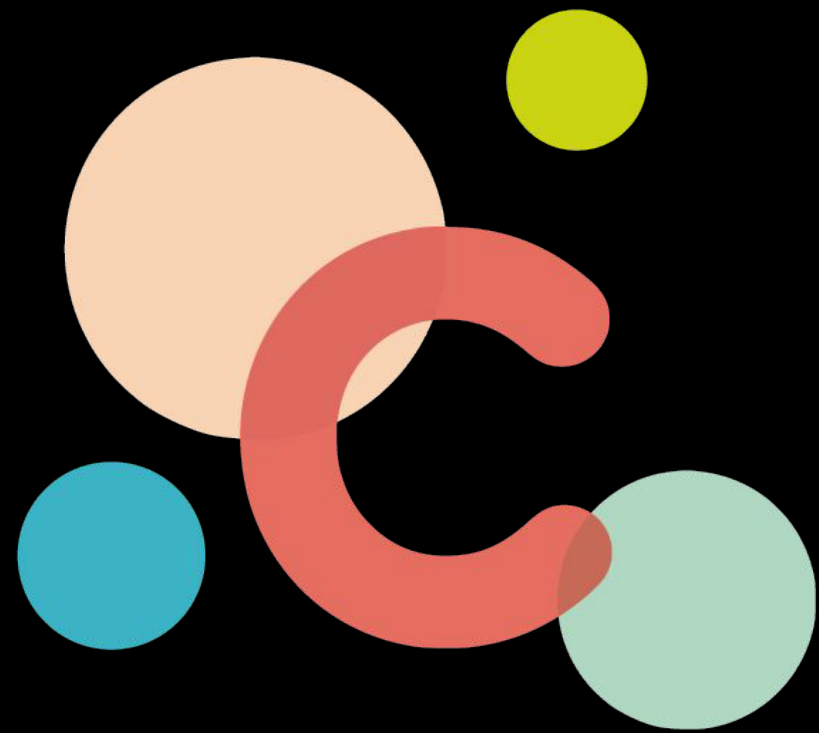
Google Gemini is similar to ChatGPT, but it can also display or create images:

<https://gemini.google.com/>

Microsoft Copilot is embedded in the Microsoft Bing web browser as a virtual assistant:

<https://www.microsoft.com/en-ca/microsoft-365/business/copilot-for-microsoft-365>





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