



Co-funded by  
the European Union



## MODULE 1

# Introduction to AI & Digital Tools for Remote Work

*Re-AI Training Programme • EQF Level 3-4 • 8 hours*



**Hemisfério Didático**  
"Empower Your Mind, Transform Your Future"



Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.



# How This Module Works

You start knowing nothing about AI and finish understanding what it is, how it is changing work, how to use cloud tools for remote work, and how to stay safe online.

**8 hrs**

Learning time

**2 wks**

Recommended pace

**4**

Lessons

**3**

Hands-on exercises

**EQF 3–4**

Qualification level

**1.1**

1 hour

**What is AI? How it works, what it can and cannot do**

Practice: EX 1.1

**1.2**

1 hour

**How AI is changing jobs — what this means for you**

Practice: activity + quiz

**1.3**

1.5 hours

**Getting set up for remote work: cloud storage and documents**

Practice: EX 1.2

**1.4**

1 hour

**Staying safe online: passwords, phishing, and privacy basics**

Practice: EX 1.3

# Learning Objectives

By the end of this module you will be able to:



## Understand what AI is

Explain in everyday language what artificial intelligence is, how it works and where its limits are.



## See how AI changes work

Recognise how AI is reshaping jobs and what that means for your own career.



## Set up for remote work

Use cloud storage and online documents to work and collaborate from anywhere.



## Stay safe online

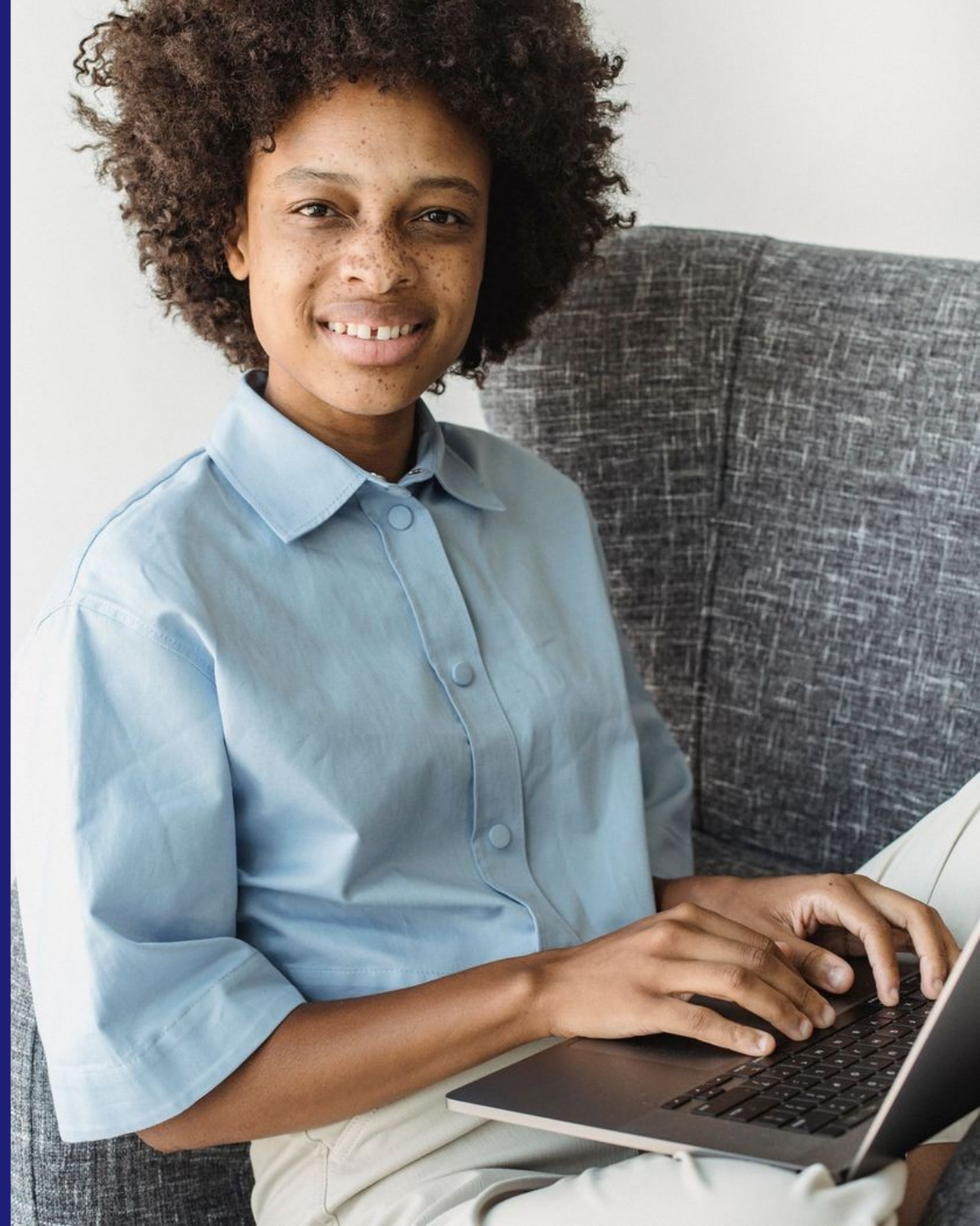
Protect yourself with strong passwords, phishing awareness and good privacy habits.

LESSON 1.1 • 1 HOUR

# What is AI? How it works, what it can and cannot do

## IN THIS LESSON

- What artificial intelligence really means
- How machines learn from examples
- What AI can and cannot do
- How to write a good prompt



# L1.1 Learning Objectives

By the end of this lesson you will be able to:



Explain in plain words what AI is and where you meet it every day



Describe how AI learns from examples instead of hand-written rules



List what AI does well and what it cannot do



Write a clear prompt with a task, context and an example

## THIS LESSON

# L1.1

**Duration:** 1 hour

**Practice:** EX 1.1

**Quiz:** 5 questions, 70% to pass



# Key Terms

The words you will meet in L1.1, in plain language.

## Artificial Intelligence (AI)

Software that learns patterns from data to predict, recommend or create, instead of following hand-written rules.

## Generative AI

AI that creates new content, such as text, images or audio, from a prompt. ChatGPT is an example.

## Hallucination

When an AI states something false as if it were true, because it predicts likely text, not checked facts.

## Model

The trained system that has 'learned' from examples and can now handle new inputs.

## Prompt

The instruction or question you give an AI. Clear prompts get better answers.

## Training data

The examples an AI learns from. Their quality shapes how good and how fair the AI is.

# What is artificial intelligence?

AI is not magic. It is a computer system that uses the data it gets to produce an output.



## Predicts

Estimates what comes next: the next word you type, or next week's demand for a product.



## Recommends

Suggests options: films to watch, routes to take, replies to send.



## Generates

Creates new content, such as text, images or summaries, from a short prompt.

*Plain-language version of OECD (2024), Updated OECD Definition of an AI System.*

# AI is already part of your day

You already rely on AI, often without noticing. Here is where it quietly shows up.



## At home and on your phone

Voice assistants, predictive text, spam filters, map routes and bank fraud alerts are AI making fast guesses.



## When you shop or stream

Online shops and streaming apps match your past choices to new suggestions.

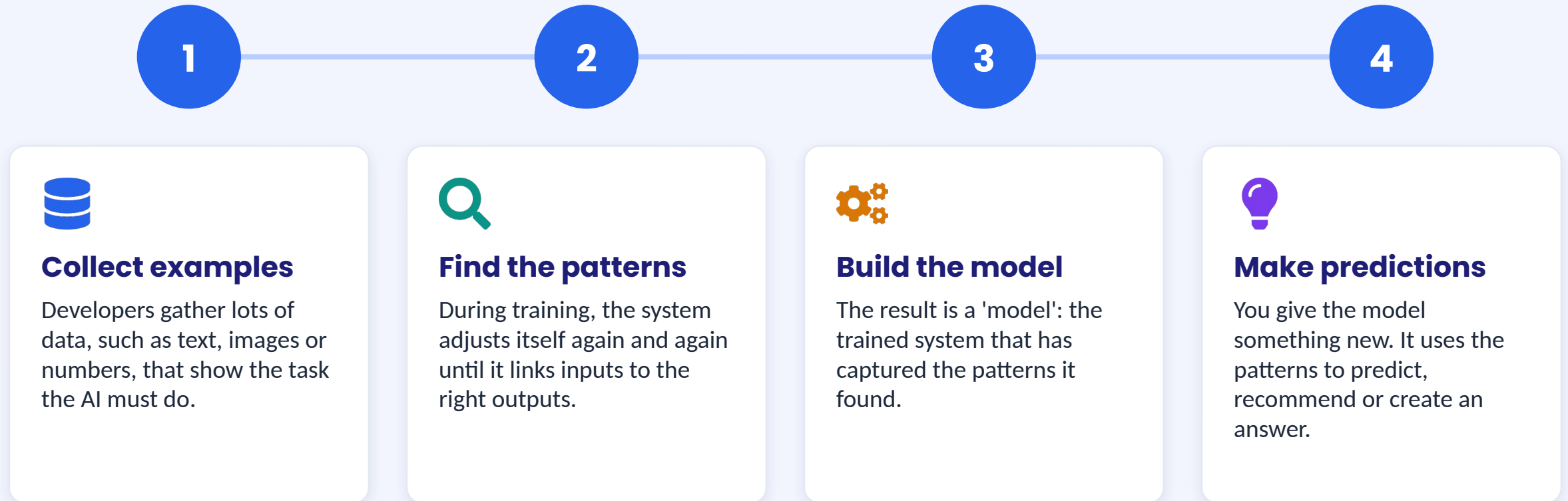


## At work

Email sorting, translation, meeting transcripts and customer chatbots handle routine tasks.

# How AI learns: from examples to answers

Modern AI is 'trained'. It studies examples until it can handle new cases on its own.



*Key idea: more good examples usually means a more reliable AI.*

# The big idea: learning, not rules

Older software followed rules a person wrote. Modern AI works out the rules itself from data.

## **A** Old way: hand-written rules

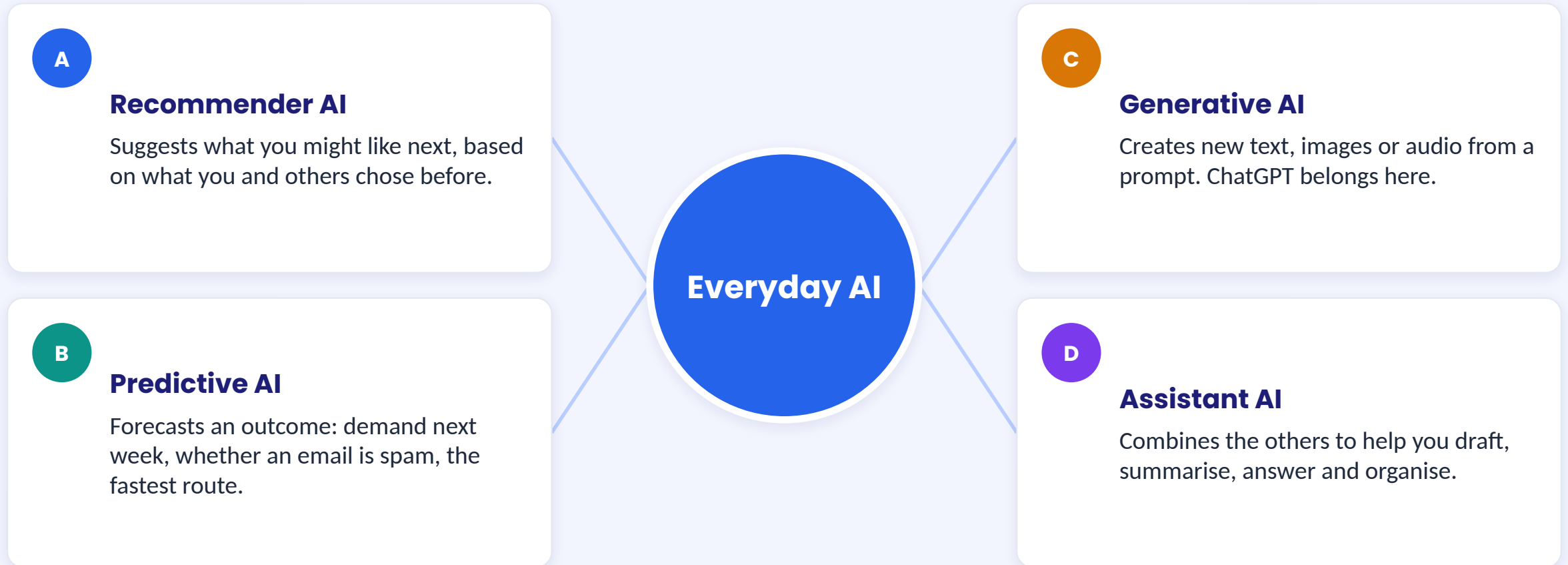
- A person had to foresee every situation
- Each situation needed its own instruction
- It broke down on messy tasks like understanding language

## **B** New way: learning from data

- The system is shown thousands of examples
- It works out the patterns by itself
- This is why AI can now write, translate and answer questions

*AI learns from human-made data, so it can copy human mistakes and bias. Always check its answers.*

# Kinds of AI you will meet



# Generative AI and chatbots

Tools like ChatGPT are 'generative'. Here is the simple idea behind them.



## They predict the next word

A chatbot writes by guessing the most likely next word again and again, learned from huge amounts of text.



## They sound fluent and human

They learned from human writing, so their answers read naturally, even when they are wrong.



## They do not truly understand

They match patterns in language. They do not 'know' facts the way a person does.



## Tools, not oracles

Used well, they save hours of drafting and explaining, as long as you check the result.

*A chatbot predicts a likely answer. Likely is not the same as correct.*

# What AI can and cannot do

AI is powerful, but it is a tool with real limits.



## What AI does well

- Spot patterns in huge amounts of data in seconds
- Draft text, translate and summarise documents
- Answer common questions and automate repetitive tasks
- Work around the clock without getting tired



## What AI cannot do

- Truly understand meaning, context or your intentions
- Guarantee its answers are correct
- Replace human judgement, ethics and empathy
- Know anything it was never trained on

*Rule of thumb: AI drafts, a human decides. Always check important outputs.*

# AI can be confidently wrong

## HALLUCINATIONS

**AI can state false information as if it were true. This is called a 'hallucination'.**

It predicts likely-sounding text and does not check facts. Verify facts, dates and numbers with a trusted source.



# How to write a good prompt

A 'prompt' is what you ask the AI. Better prompts get better answers.

1



## Be specific

Say what you want, for whom, and how long. 'Write a 5-line friendly reply to a customer asking for a refund' beats 'write a reply'.

2



## Give context

Add the background the AI needs: your role, the audience, the tone and any facts it must include.

3



## Show an example

Paste a sample of the style or format you want. Examples guide the AI better than adjectives.

4



## Refine step by step

Treat it as a conversation. Ask for changes like 'shorter' or 'more formal' until it fits.

*If the answer misses, do not restart. Tell the AI what to fix.*

# Smart habits when using AI

Use AI as a helpful assistant, not an authority you never question.



## Verify before you trust

Check facts, figures and names against a reliable source before you use them.



## Protect private information

Never paste passwords, customer data or confidential files into public AI tools.



## Keep your judgement

AI drafts and suggests. You make the final decision and you are responsible for it.



## Give it feedback

Tell the AI what to improve. Going back and forth is normal and gives a better result.

*Free tools to try: ChatGPT, Google Gemini, Microsoft Copilot and DeepL Translate.*

# Check Your Understanding

Try answering these in your own words before moving on.



In one sentence, how would you explain what AI is to a friend who has never heard of it?



Why can an AI chatbot sound completely confident and still be wrong?



Name two tasks AI does well and one important thing it cannot do.



What is one habit you will use every time you rely on an AI answer?



# Learning Resources

Want to go further? These are free and trusted.



## Elements of AI: free online course for beginners

<https://www.elementsofai.com/>



## OECD (2024): Explanatory memorandum on the updated OECD definition of an AI system

[https://www.oecd.org/en/publications/explanatory-memorandum-on-the-updated-oecd-definition-of-an-ai-system\\_623da898-en.html](https://www.oecd.org/en/publications/explanatory-memorandum-on-the-updated-oecd-definition-of-an-ai-system_623da898-en.html)



# L1.1 Key Takeaways

Before the next lesson, hold on to these five points.



AI is software that learns patterns from examples. It is a tool, not magic.



It predicts, recommends and generates, but it does not truly understand.



AI can be fluent and confident yet wrong, so always check important outputs.



Clear, specific prompts with context and examples get far better results.



You stay in charge: AI drafts and suggests, a human decides and is responsible.



# Now Put It Into Practice

Head to the Re-AI learning platform to finish this lesson.



## INTERACTIVE ACTIVITY

### Build a better prompt

On the platform · about 10 minutes



## HANDS-ON EXERCISE EX 1.1

### Map AI in your world

1 hour · Tools: Google Search, ChatGPT  
(free, or Google Gemini / Microsoft  
Copilot)



## LESSON QUIZ

### 5 multiple-choice questions

70% to pass · unlimited retakes



Co-funded by  
the European Union

Re-AI Training Programme · Module 1: Introduction to AI & Digital Tools · EQF Level 3-4



LESSON 1.2 • 1 HOUR

# How AI is changing jobs — what this means for you

## IN THIS LESSON

- Why work is shifting, not just disappearing
- Which tasks change and which stay human
- The skills employers want now
- How to future-proof your own career



# L1.2 Learning Objectives

By the end of this lesson you will be able to:



Describe how the job market is expected to change by 2030, using a named source



Tell apart routine tasks AI can take over and tasks that stay human



Name the digital and human skills employers value now



Plan one small step to future-proof your own work

THIS LESSON

## L1.2

**Duration:** 1 hour

**Practice:** Interactive activity

**Quiz:** 5 questions, 70% to pass



Co-funded by  
the European Union

Re-AI Training Programme · Module 1: Introduction to AI & Digital Tools · EQF Level 3–4



# Key Terms

The words you will meet in L1.2, in plain language.

## Automation

Using technology to do a task with little or no human effort, usually routine, repeatable work.

## Augmentation

Using AI to support and boost a person's work, rather than replace them.

## Upskilling

Learning new skills to do your current job better as it changes.

## Reskilling

Learning skills for a different role, often because your old tasks have changed.

## Digital literacy

Being able to use everyday digital tools, such as the cloud, documents and AI, with confidence.

## Lifelong learning

Treating skill-building as an ongoing habit throughout your working life.



# The job market is shifting fast

Employers worldwide expect major change by 2030. This is churn, not just loss.

**170M**

new jobs created by 2030

**92M**

existing roles displaced by  
2030

**+78M**

net new jobs worldwide

**39%**

of today's skills expected  
to change

Source: World Economic Forum (2025), Future of Jobs Report 2025.



# Tasks change, whole jobs rarely vanish

## JOBS ARE BUNDLES OF TASKS

**AI usually takes over parts of a job, not the whole job. Most people will do the same job in a new way.**

Less copying and looking things up. More reviewing, judging and dealing with people.



# What AI takes over vs what stays human

Knowing which is which helps you focus your learning.



## AI handles the routine

- Copying data between systems
- Looking up standard information
- First drafts of routine text
- Sorting, tagging and basic calculations



## Humans stay essential for

- Judgement and difficult decisions
- Empathy, care and persuasion
- Handling exceptions and the unexpected
- Taking responsibility for outcomes

*The human column is where your value grows as AI spreads.*



# Where the growth is

These areas are expected to grow, and most build on digital skills you can learn.



## Digital and data roles

Working with online tools, data and AI assistants is in rising demand in almost every sector.



## Care and people roles

Health, care, education and customer work rely on human skills AI cannot replace.



## Green and technical roles

The shift to greener, more digital industries is creating new hands-on and technical jobs.

# The skills employers want now

A mix of digital and human skills makes you adaptable, which is exactly what employers look for.



## Digital literacy

Using online tools, the cloud and AI assistants with confidence for everyday tasks.



## Communication

Explaining clearly, listening well and working with people in person and online.



## Problem-solving

Breaking down a task, finding options and choosing sensibly, with or without AI.



## Adaptability

Staying calm with change and being willing to learn new tools as they arrive.

*Simplified from World Economic Forum (2025), Future of Jobs Report 2025.*

# Basic digital skills are the gateway



**You do not need to become a programmer. You need to work with AI. The EU wants 80% of adults to have basic digital skills by 2030, and many do not yet.**

- Tasks change, not whole jobs
- Human skills matter more than before
- Small, regular learning keeps you employable



# Augmentation: AI as a co-worker

The healthiest way to think about AI at work is augmentation: a helper that boosts what you do.

|               | Replacement                                                 | Augmentation                                                                     |
|---------------|-------------------------------------------------------------|----------------------------------------------------------------------------------|
| What it means | A machine does the whole job.                               | AI handles the busywork so you focus on higher-value work.                       |
| Example       | A self-service machine takes over a simple task completely. | A support worker lets AI draft replies, then edits them for warmth and accuracy. |
| Who does well | Few people. The job is gone.                                | People who learn to direct AI well and help more customers each day.             |

Mindset: 'How can AI help me do this better?' not 'Will AI replace me?'

# How to future-proof your career

You can take charge of your own future with four practical steps.

1



## Audit your tasks

List what you do in a typical week and mark the routine parts. That is where AI will help most.

2



## Build the basics

Get comfortable with the cloud, online documents and one AI assistant. This course covers exactly that.

3



## Practise with AI

Use AI on small real tasks until directing it feels natural. Confidence comes from doing.

4



## Keep updating

Set aside a little regular time to try new tools. Lifelong learning is part of every modern job.

*Small and regular beats big and rare: 30 minutes a week adds up.*

# Myths vs facts about AI and jobs

Fear usually comes from myths. Facts help you act calmly and smartly.



## Facts

- More jobs are expected to be created than lost by 2030 (WEF)
- Most workers need to use AI tools well, not build them
- Most people are beginners, so starting now puts you ahead
- Communication, care and judgement grow in value



## Myths

- AI will take all the jobs
- Only programmers will cope
- I am too late to start
- Human skills will stop mattering



# Check Your Understanding

Try answering these in your own words before moving on.



Why is it more accurate to say AI changes tasks rather than whole jobs?



Which of your own weekly tasks could an AI assistant help with?



Name one digital skill and one human skill employers value right now.



What is one small step you could take this month to future-proof your work?



# Learning Resources

Want to go further? These are free and trusted.



## World Economic Forum: The Future of Jobs Report 2025

<https://www.weforum.org/publications/the-future-of-jobs-report-2025/>



## Eurostat: Skills for the digital age (Statistics Explained)

[https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Skills for the digital age](https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Skills_for_the_digital_age)



# L1.2 Key Takeaways

Before the next lesson, hold on to these five points.



AI is reshaping work through churn: creating, displacing and changing jobs at once.



AI takes over routine tasks, while judgement, care and people skills grow in value.



About 39% of today's skills are expected to change by 2030, so keep learning.



You do not need to code. You need digital literacy and confidence directing AI.



Future-proofing is a habit: audit, learn the basics, practise and keep updating.



# Now Put It Into Practice

Head to the Re-AI learning platform to finish this lesson.



## INTERACTIVE ACTIVITY

### AI task or human task?

On the platform · about 10 minutes



## LESSON QUIZ

### 5 multiple-choice questions

70% to pass · unlimited retakes



Co-funded by  
the European Union

Re-AI Training Programme · Module 1: Introduction to AI & Digital Tools · EQF Level 3-4



LESSON 1.3 • 1.5 HOURS

# Getting set up for remote work: cloud storage and documents

## IN THIS LESSON

- What 'the cloud' really is
- Storing and finding your files online
- Writing and sharing documents
- Setting the right permissions



# L1.3 Learning Objectives

By the end of this lesson you will be able to:



Explain in your own words what cloud storage is and why it helps remote work



Create a folder, upload files and find them again in cloud storage



Create, edit and organise an online document



Share a file with the right access level and permission

THIS LESSON

## L1.3

**Duration:** 1.5 hours

**Practice:** EX 1.2

**Quiz:** 5 questions, 70% to pass



Co-funded by  
the European Union

Re-AI Training Programme · Module 1: Introduction to AI & Digital Tools · EQF Level 3–4



# Key Terms

The words you will meet in L1.3, in plain language.

## Cloud storage

Keeping files on secure internet servers so you can reach them from any device.

## Sync

Keeping the same file up to date on all your devices automatically.

## Permission

The access level you give someone: Viewer, Commenter or Editor.

## Shareable link

A web address that lets others open a file. You choose who the link works for.

## Version history

A record of past versions of a document, so you can see changes or restore an earlier one.

## 2-step verification

A second security check, such as a code on your phone, added on top of your password.



# What is 'the cloud'?

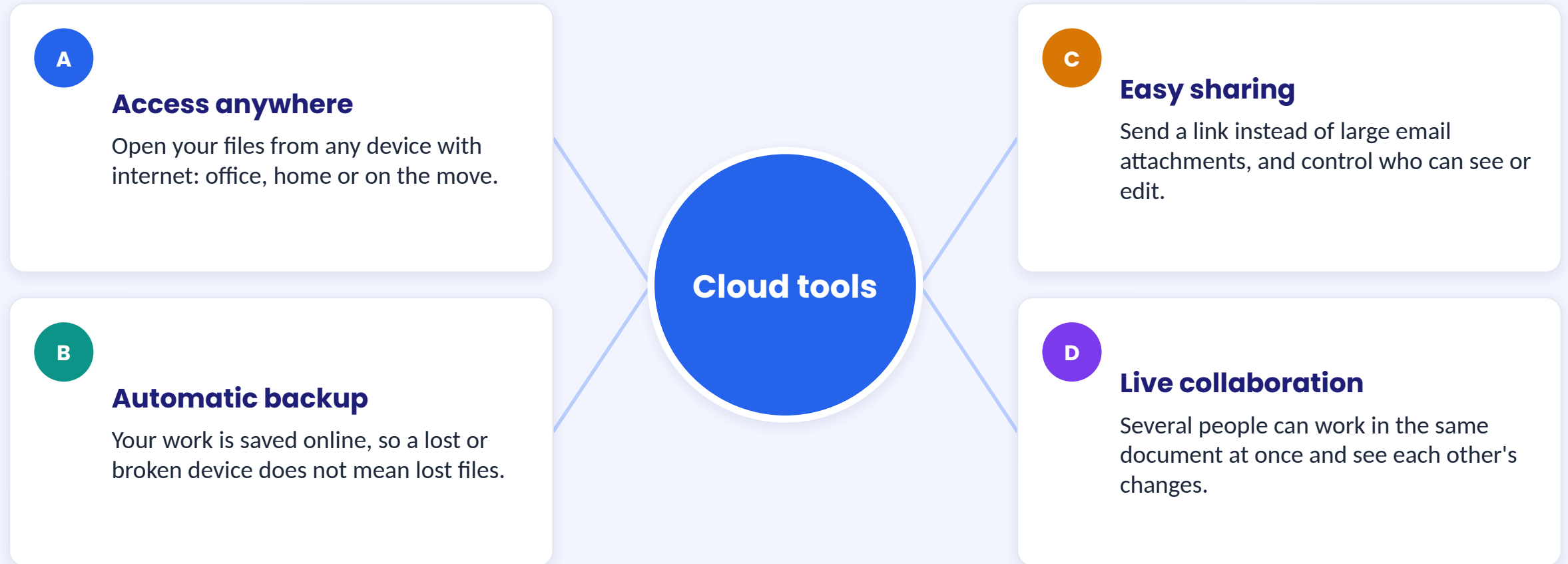
## PLAIN VERSION

**The cloud is just other computers on the internet, looking after your files for you.**

Your files live on secure servers online, so you can reach them from any device with your login.



# Why the cloud matters for remote work



# Your remote-work toolkit

These are the core cloud tools you will use throughout remote and hybrid work.



## Cloud storage

Save files online, for example in Google Drive or OneDrive, so they are backed up and reachable anywhere.



## Online documents

Write and edit in your browser with Google Docs or Word for the web. Nothing to install.



## Sharing and permissions

Share a link and choose who can view or edit. The right settings keep your work private.



## Auto-save and sync

Changes save automatically and sync across your devices, so you do not lose your work.

*Pick one system (Google or Microsoft) and learn it well before mixing tools.*



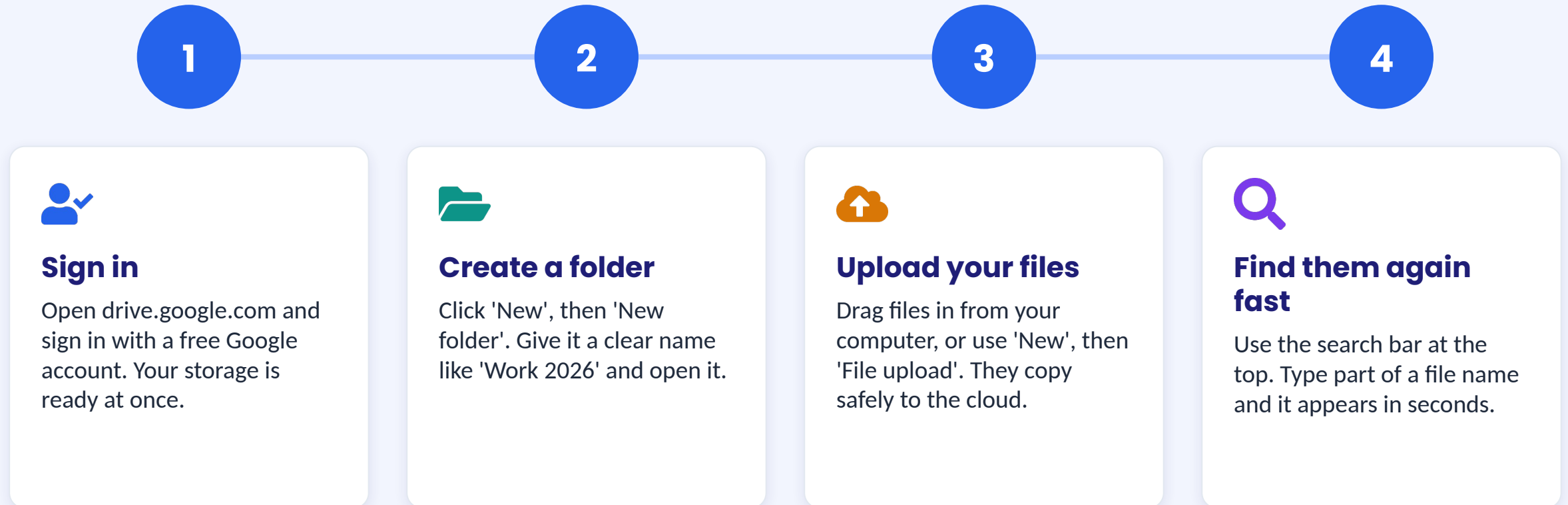
Co-funded by  
the European Union

Re-AI Training Programme · Module 1: Introduction to AI & Digital Tools · EQF Level 3–4



# Setting up cloud storage, step by step

Getting started takes only a few minutes. Here is the whole process.



*The example uses Google Drive, but OneDrive and Dropbox work the same way.*

# Creating and editing an online document

Online documents work in your browser with nothing to install. The basics are quick to learn.

1



## Open a new document

In Drive, click 'New', then 'Google Docs'. A blank document opens in your browser.

2



## Write and format

Type as normal. Use the toolbar for headings, bold, lists and links, like any word processor.

3



## It saves automatically

Every change is saved to the cloud as you type. Look for the 'Saved to Drive' message by the title.

4



## Rename and organise

Click the title to rename it, then move it into the right folder so you can find it later.

*There is no Save button. The cloud saves every change as you type.*



Co-funded by  
the European Union

Re-AI Training Programme · Module 1: Introduction to AI & Digital Tools · EQF Level 3–4



# Working together in real time

Cloud documents shine when more than one person is involved.



## Everyone edits one copy

No more 'final\_v3\_really\_final'. There is one living document and everyone sees the latest version.



## Comments and suggestions

Leave a comment, or switch to 'Suggesting' mode so your edits appear as proposals the owner can accept.

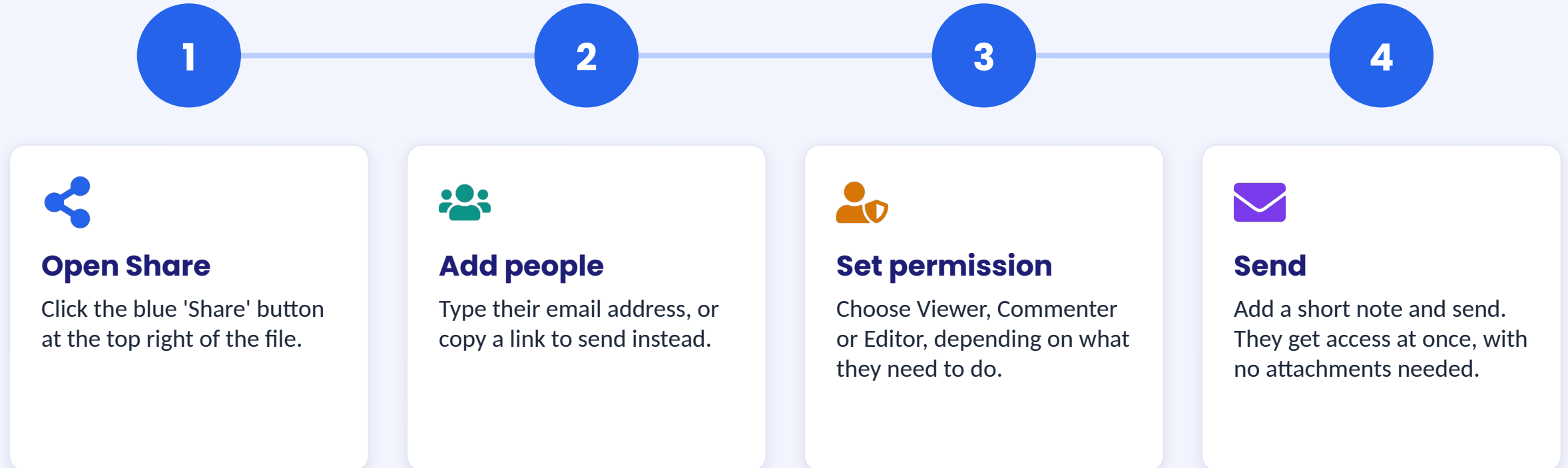


## Version history

The document remembers past versions. See who changed what and restore an earlier version if needed.

# Sharing a file the right way

Sharing takes four clicks. The key is choosing the right access each time.



*Double-check the access level before you send. It is the most common sharing mistake.*

# Getting permissions right

Two questions control every share: who can open it, and what can they do?



## Who can open it?

- Restricted: only the people you name
- Anyone with the link: handy but less private
- Work accounts: sometimes 'anyone in your organisation'
- Choose the most limited option that still works



## What can they do?

- Viewer: can read, but not change anything
- Commenter: can comment and suggest, but not edit
- Editor: can change, add and delete content
- Match the role to what the person needs

*'Restricted' plus named people is the safest default for work files.*

# Keep your files organised

A little structure now saves hours of searching later.



## Use clear folders

Group files by project, client or month so related work lives together.



## Name files consistently

Start with a date or project code, e.g. '2026-06\_Report\_v2'. It is easy to sort and find.



## Search, don't scroll

Type any part of a name in the search bar instead of hunting through folders.

*Tidy up regularly: delete old drafts and move finished work to an 'Archive' folder.*

# Common cloud mistakes to avoid

Steer clear of these slip-ups and you will work smoothly and safely.

| Mistake                                          | Why it is risky                                         | Do this instead                                        |
|--------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------|
| <b>Sharing 'Anyone with the link' by default</b> | The link can be forwarded to anyone.                    | Name the people who need access.                       |
| <b>Giving everyone Editor access</b>             | More people who can change a file means more accidents. | Use Viewer when reading is enough.                     |
| <b>Messy, unnamed files</b>                      | 'Document (1)' tells you nothing in six months.         | Name files clearly from the start.                     |
| <b>A weak password on your cloud account</b>     | One weak password can expose everything inside.         | Use a long, unique passphrase and 2-step verification. |
| <b>Staying signed in on a shared computer</b>    | The next user can open your files.                      | Always sign out on library or shared devices.          |

*30 seconds checking a share setting prevents most accidental leaks.*

# Check Your Understanding

Try answering these in your own words before moving on.



In your own words, what does it mean that a file is 'in the cloud'?



Which permission would you give a colleague who should read but not change a file?



Why is automatic saving better than a Save button when people work together?



Name one habit that keeps your cloud account secure.



# Learning Resources

Want to go further? These are free and trusted.



## Google Drive Help Centre

<https://support.google.com/drive>



## Google Drive Help: Share files from Google Drive

<https://support.google.com/drive/answer/2494822>



## Google Docs Help Centre

<https://support.google.com/docs>



# L1.3 Key Takeaways

Before the next lesson, hold on to these five points.



The cloud keeps your files online, reachable from any device and backed up.



Online documents save automatically and let people work together in one copy.



Sharing means choosing who can open a file and what they are allowed to do.



Clear folders and consistent file names save hours of searching later.



Protect your cloud account with a strong password and 2-step verification.



# Now Put It Into Practice

Head to the Re-AI learning platform to finish this lesson.



## INTERACTIVE ACTIVITY

### Match the sharing setting

On the platform • about 10 minutes



## HANDS-ON EXERCISE EX 1.2

### Set up your remote-work toolkit

1 hour • Tools: Google Drive, Google Docs



## LESSON QUIZ

### 5 multiple-choice questions

70% to pass • unlimited retakes



LESSON 1.4 • 1 HOUR

# Staying safe online: passwords, phishing, and privacy basics

## IN THIS LESSON

- The main online threats, simply explained
- Strong passwords and password managers
- How to spot and handle phishing
- Everyday privacy habits and your data rights



# L1.4 Learning Objectives

By the end of this lesson you will be able to:



Recognise the four main online threats, including phishing



Create a strong, unique passphrase and store it in a password manager



Spot the red flags of a phishing message and respond safely



Describe everyday privacy habits and your basic rights under the GDPR

## THIS LESSON

# L1.4

**Duration:** 1 hour

**Practice:** EX 1.3

**Quiz:** 5 questions, 70% to pass



# Key Terms

The words you will meet in L1.4, in plain language.

## Phishing

A trick message pretending to be someone trustworthy, to make you click, share details or pay.

## Passphrase

A long password made of several random words. It is strong but easier to remember.

## Password manager

An app that creates, stores and fills in strong, unique passwords for you.

## Two-factor authentication (2FA)

A second proof of identity, such as a phone code, added to your password. Also called 2-step verification.

## Data breach

When a company's stored data, possibly including yours, is exposed or stolen.

## GDPR

The EU law that protects your personal data and gives you rights over how organisations use it.

# Most attacks start with a trick

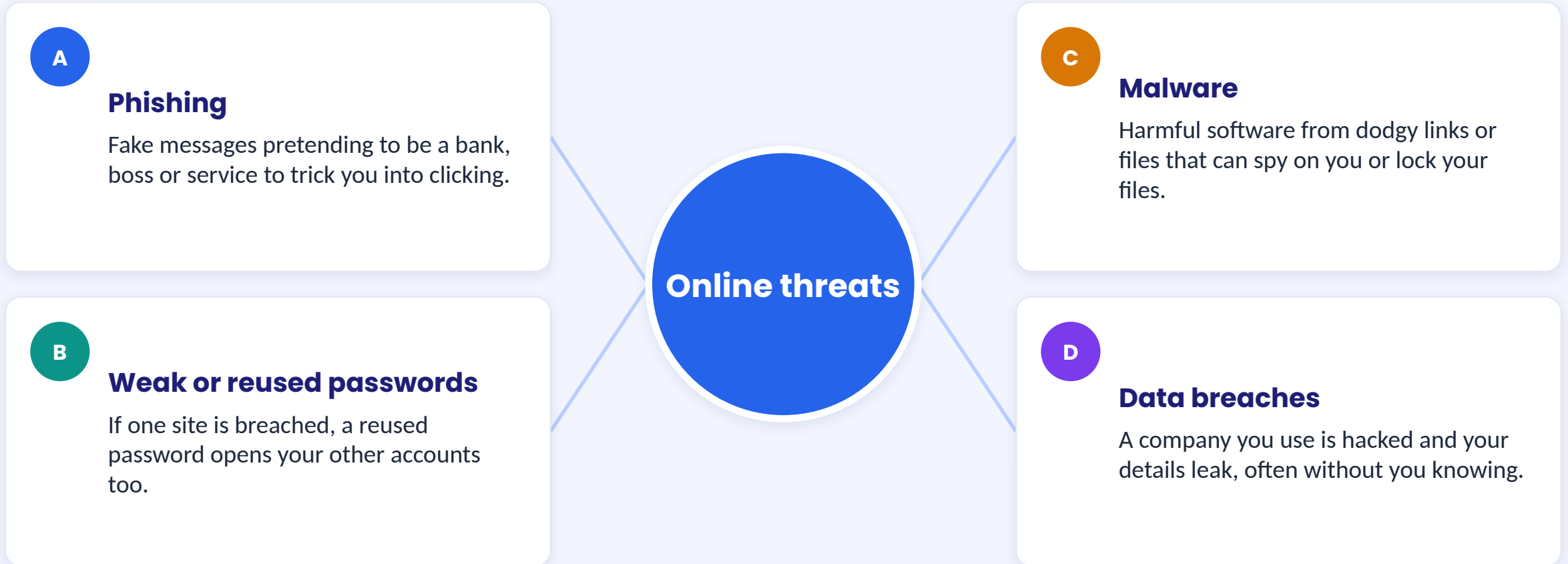
## PHISHING

**About 60% of intrusions begin with phishing: tricking a person, not breaking into a machine.**

Source: ENISA (2025), Threat Landscape 2025. If you can spot the trick, you stop most attacks early.



# The main online threats



# Building a strong password

A good password is long, unique and memorable. Here is how to build one.

1



## Make it long

Use a passphrase of four or more random words, for example four unrelated words plus a number.

2



## Make it unique

Use a different password for every important account, so one leak cannot open the others.

3



## Avoid the obvious

No names, birthdays, 'password123' or keyboard runs like 'qwerty'. These are tried first.

4



## Let a manager remember

You cannot memorise dozens of strong passwords, so store them in a password manager.

*Length beats complexity: a long phrase is stronger and easier to remember.*

# Why use a password manager

A password manager is the single biggest upgrade to your online safety.



## Remembers everything

It stores all your passwords securely, so you only remember one strong main password.



## Creates strong ones

It makes long, random, unique passwords for each site at the click of a button.



## Fills them in for you

It types your login automatically, and only on the real site it was saved for.



## Warns about leaks

Many managers alert you if a saved password has appeared in a known data breach.

*Free built-in managers from Google, Apple and your browser are a great start.*



Co-funded by  
the European Union

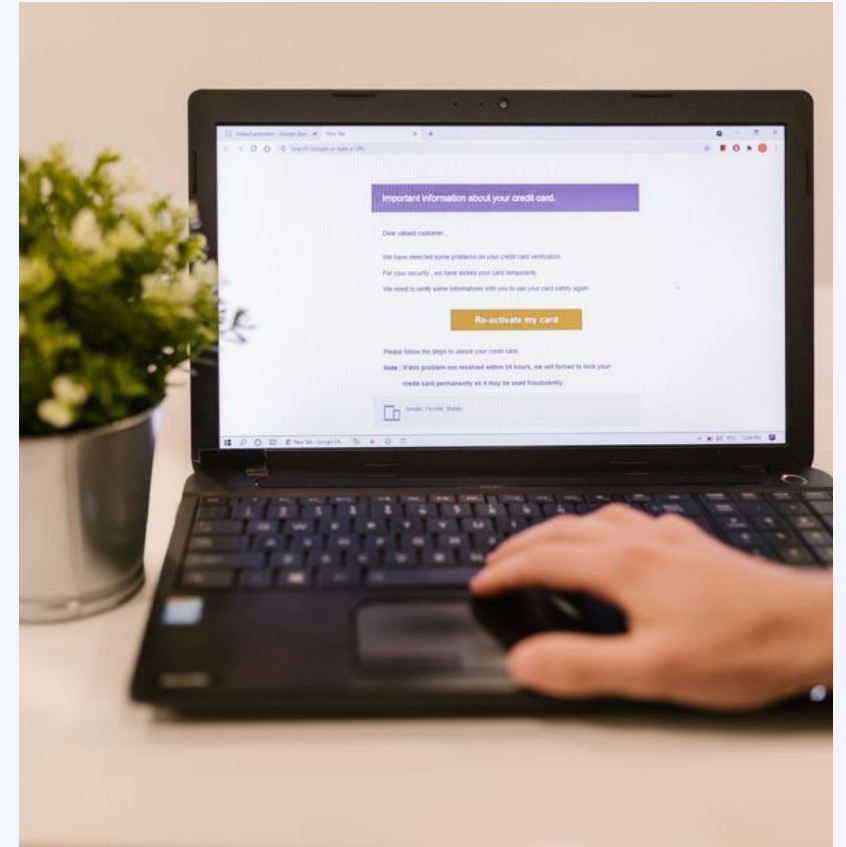
Re-AI Training Programme · Module 1: Introduction to AI & Digital Tools · EQF Level 3–4

# How to spot phishing



**If a message creates panic and urgency, slow down. That pressure is the warning sign.**

- Urgency and threats: 'Act now or your account is closed!'
- Odd sender or links: check the real address and hover over links
- Unexpected attachments: do not open them, check with the sender first
- Requests for secrets: real organisations never ask for your password



# What to do with a suspicious message

If a message feels wrong, follow these four steps instead of clicking.

1



## Don't click

Do not tap links, open attachments or reply. Pause and look again.

2



## Check the sender

Look at the real email address and where the link really goes, not just the display name.

3



## Verify directly

Contact the company through its official website or app, not the details in the message.

4



## Report and delete

Mark it as phishing or spam to warn your provider, then delete it.

*Clicked and typed a password? Change it at once and turn on 2-step verification.*

# Two-factor authentication (2FA)

2FA adds a second lock to your accounts. It is the best protection after good passwords.



## What it is

After your password, the account asks for one more proof it is you, usually a code from your phone or an app.



## Why it works

Even if a thief steals your password, they cannot get in without your second factor.



## How to start

In your account's security settings, turn on '2-step verification' and follow the steps. It takes minutes.

*Turn 2FA on for your email and bank first. They matter most.*



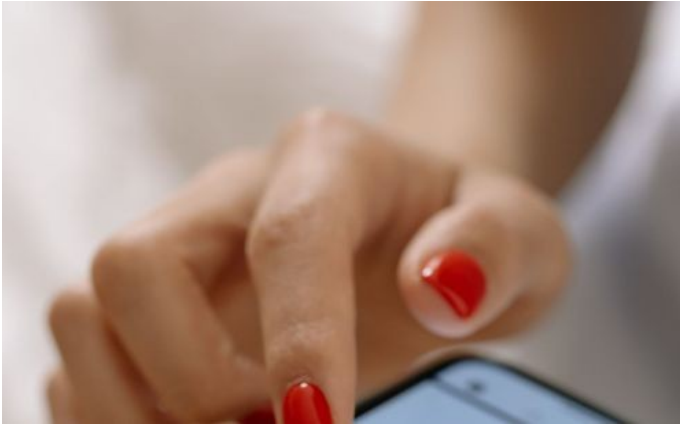
Co-funded by  
the European Union

Re-AI Training Programme · Module 1: Introduction to AI & Digital Tools · EQF Level 3-4



# Everyday privacy habits

Protecting your privacy is mostly small, regular choices.



## Share less

Think before posting personal details publicly. Once shared, they are hard to take back.



## Check app permissions

Review what apps can reach (camera, contacts, location) and switch off what they do not need.



## Update and use safe Wi-Fi

Install updates promptly. Avoid banking on open public Wi-Fi; use your phone data instead.



# Your data rights in the EU

The GDPR is the EU law that protects your personal data. It applies to every organisation that uses it.

## A Organisations must

- Have a lawful reason to use your personal data
- Collect only the data they really need
- Keep your data secure
- Report serious data breaches to the authorities

## B You have the right to

- Ask for a copy of the data they hold on you
- Have wrong data corrected
- Ask for your data to be deleted in many cases
- Complain to your national data protection authority

*The EU AI Act (2024) adds rules for AI, e.g. you must be told when you are chatting with an AI.*

# Check if your email has been leaked

You can find out for free whether your details have leaked, then fix it in minutes.

1



## Check the breach

Go to [haveibeenpwned.com](https://haveibeenpwned.com) and enter your email. It shows if it appeared in any known data breach.

2



## Change leaked passwords

For any breached site, set a new strong, unique password straight away.

3



## Turn on 2-step verification

Add 2FA to that account so a leaked password alone can no longer be used.

4



## Stay alert

Watch for phishing that uses leaked details, and never reuse the old password anywhere.

*A breach is not your fault. What matters is acting quickly afterwards.*



Co-funded by  
the European Union

Re-AI Training Programme · Module 1: Introduction to AI & Digital Tools · EQF Level 3–4



# Check Your Understanding

Try answering these in your own words before moving on.



What makes a password strong, and why is reusing passwords risky?



Name two red flags that suggest a message might be phishing.



What is two-factor authentication, and why does it help even if your password leaks?



What would you do first if you discovered your email was in a data breach?



# Learning Resources

Want to go further? These are free and trusted.



**Have I Been Pwned: check if your email was in a data breach**

<https://haveibeenpwned.com/>



**Google Password Manager**

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



**European Commission: Data protection in the EU**

[https://commission.europa.eu/law/law-topic/data-protection\\_en](https://commission.europa.eu/law/law-topic/data-protection_en)



# L1.4 Key Takeaways

Before the next lesson, hold on to these five points.



Most attacks start by tricking a person, so spotting phishing stops them early.



Use long, unique passphrases, and a password manager to remember them.



Turn on 2-step verification, especially for your email, bank and cloud accounts.



Protect your privacy: share less, check app permissions and keep software updated.



Check [haveibeenpwned.com](https://haveibeenpwned.com) for leaks, and change any exposed password at once.



# Now Put It Into Practice

Head to the Re-AI learning platform to finish this lesson.



## INTERACTIVE ACTIVITY

### Phishing or safe?

On the platform • about 10 minutes



## HANDS-ON EXERCISE EX 1.3

### Security check and password reset

1 hour • Tools: Have I Been Pwned, Google Password Manager



## LESSON QUIZ

### 5 multiple-choice questions

70% to pass • unlimited retakes



# Module Summary

What you can now do after Module 1



AI is software that learns patterns from examples. It is useful, but it can be wrong.



AI changes tasks more often than whole jobs, so human skills and steady learning matter.



Cloud storage and online documents let you work, share and collaborate from anywhere.



Sharing well means choosing who can open a file and what they are allowed to do.



Long unique passwords, 2-step verification and spotting phishing keep you safe online.

## COMING NEXT

Module 2 puts AI to work: you will use AI tools to organise tasks, write better emails and summarise meetings.

Complete the final module quiz (70% to pass) to earn your Module 1 certificate and badge.

End of Module 1

# Thank you for learning with Re-AI

[Continue on the Re-AI learning platform: re-ai.elnlab.eu](https://re-ai.elnlab.eu)



**Co-funded by  
the European Union**

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.