



Course introduction

What Claude is, what we will cover and how to study effectively

Gianluca Bonomo · www.gianlu.it · info@gianlu.it



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How to use this handout

This handout gathers, in written and ordered form, everything covered in the lesson. You do not need to memorise it: it is there so you can find things again calmly, later, when the lesson is over and a question is left hanging.

GOAL

Get an overview of the course: what Claude is, which tools we meet in each chapter, what you need to get started and how to follow the lessons.

What you will be able to do

- Describe in one sentence what Claude is and what it is for.
- Know the four tools of the course: chat, Cowork, Claude Code and skills.
- Know what to prepare before starting.
- Follow the path of the eight lessons with a method.

1. Welcome: what Claude is

Claude is an artificial intelligence assistant: you write to it in plain language and it reads, writes, analyzes, programs and, if you allow it, works in your place.

Claude is developed by **Anthropic**. You use it in the browser at claude.ai, with the desktop app and with the phone app. Behind it is a family of **models**, programs trained on huge amounts of text that generate the answers.

This course starts from a simple question: **how do you use Claude well, step by step, starting from zero?** Each lesson explains one part, in jargon-free language, with real screenshots of the interface (updated to October 2026) and an exercise to do right away.

IN PLAIN WORDS

Claude is like a very well-prepared, lightning-fast colleague. The course teaches you to explain tasks well and to check its work.

The tools of the course

Chat

Converse and create documents

Cowork

Works on your files

Code

Writes software

Skills

Learns your procedures

The four tools we meet in the course.

2. Who the course is for

The course starts from zero: no technical skills are needed.

It is for you if

- you have never used an AI assistant, or have used one little;
- you want better results than generic answers;
- you work with documents, emails, spreadsheets or software and want to save time;
- you want to learn how to customize Claude with your procedures.

It is not for you if

- you are looking for a course on training models or building AI systems from scratch;
- you want legal advice: the regulatory notes in this course are not.

3. What we will cover, lesson by lesson

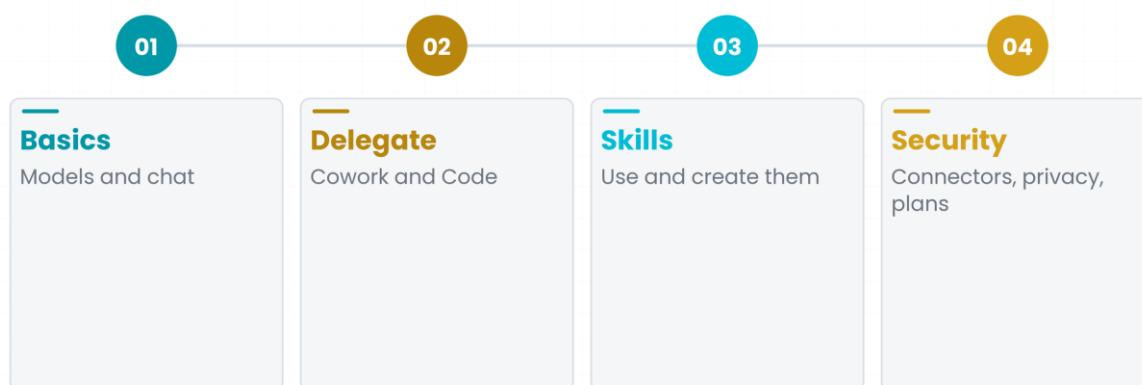
Eight lessons, from the basics to advanced customization.

Lesson	What it covers	Length	What you will be able to do
1. How Claude works	Models, tokens, context, limits	60 min	Choose the right model and spot errors
2. The chat	Prompts, files, web search, projects, artifacts, memory	75 min	Use the chat with method and organize your work

Lesson	What it covers	Length	What you will be able to do
3. Cowork	Delegating long tasks on your files	60 min	Hand over an assignment safely
4. Claude Code	The assistant that programs	90 min	Install it and use it with permissions and plan mode
5. Skills	Reusable manuals for Claude	60 min	Find, install and use skills
6. Creating a skill	The SKILL.md file step by step	90 min	Write and test your own skill
7. Connectors and automations	Connectors, MCP, plugins, scheduled tasks	75 min	Link Claude to your tools with caution
8. Security and plans	Plans, privacy, good practices	60 min	Choose the plan and protect data

The course program: about ten hours of lessons, plus a thirty-minute introduction and conclusion.

The course path



The path: from the basics to customization.

3.1 In short, the four tools

- **Chat:** dialogues, documents and small apps next to the conversation.
- **Cowork:** Claude carries out tasks on folders and tools you grant it.
- **Claude Code:** Claude works in your software projects.
- **Skills:** reusable instructions that teach Claude a trade.

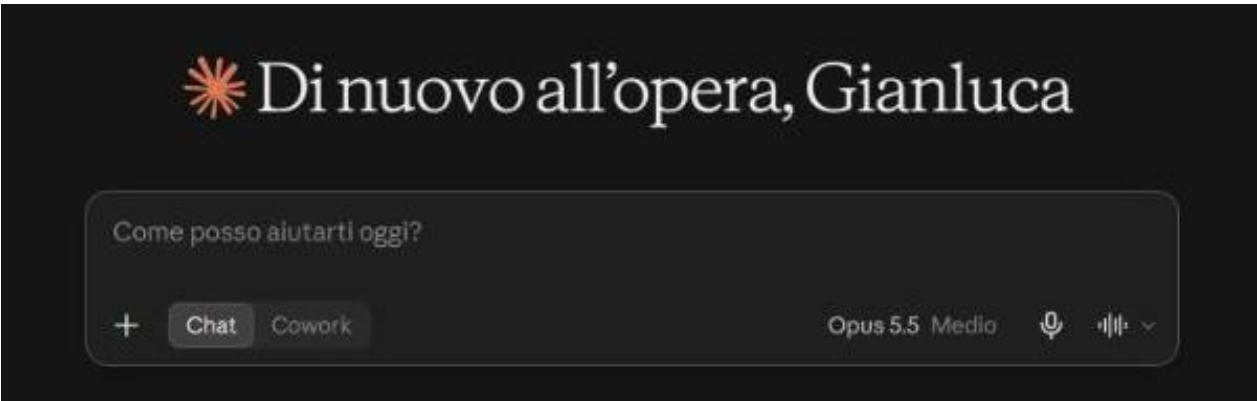
The lessons build on one another: the first two give the basics, 3 and 4 make Claude act on your files and on software, 5 and 6 customize it with skills, 7 and 8 link it to your tools and teach you to use it without risks.

4. What you need to get started

For the first lessons a browser and a free account are enough.

Lesson	What you need
1 and 2	A claude.ai account (even free)
3 and 4	A paid plan (Pro or Max) and the desktop app
5 and 6	A paid plan to create custom skills
7 and 8	A Google account or other services only if you want to try connectors

Requirements per lesson (verified in October 2026: plans change, see lesson 8).



The claude.ai writing box (Italian interface).

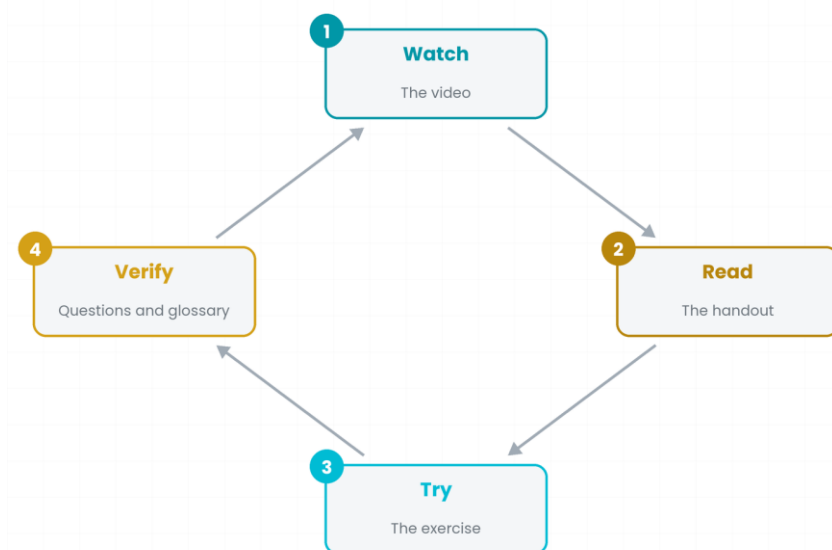
If you do not have an account yet, go to claude.ai and sign up. If you only want to follow the lessons on chat and on the built-in skills, the free plan is a good starting point.

BEFORE YOU START
Use test texts without personal or confidential data. In lesson 8 we cover the privacy settings, but it is best to get into the habit right away.

5. How to follow the course

The fastest way to learn is to try right away.

How to study



The study cycle of each lesson.

1. **Watch the video** of the lesson (about three minutes) to get the picture.
2. **Read the handout:** it explains the details and has the diagrams and screenshots.
3. **Do the exercise** with Claude open beside you.
4. **Answer the frequently asked questions** and check your answers.
5. **Review the glossary** when you meet a new term.

5.1 Three tips

- One lesson at a time: each lasts from thirty to ninety minutes.
- Always try with made-up or public data.
- Verify what Claude answers: it is the rule that returns throughout the course.

A STUDY PLAN

One lesson a week for eight weeks. After lesson 6 you already have your first skill; with lesson 8 you close the loop with security and plans.

6. Who is telling it

The course is by **Gianluca Bonomo**, IT consultant and trainer. The lessons come from the experience of someone who uses these tools every day at work, and from Anthropic's official documentation, checked in October 2026.

You find handouts, presentations and videos at **www.gianlu.it**; for questions or consulting write to info@gianlu.it.

Hands-on exercise

Ten minutes to prepare your working environment.

1. Open claude.ai and sign in (or create an account).
2. Write in the box: «Introduce yourself in three lines and tell me what you can do».
3. Look at the bottom right to see which model is selected.
4. Open the + menu and scroll through the entries without clicking: the ones you do not know we will see in the next lessons.
5. Write on a sheet three tasks from your work for which you would like Claude's help.

WATCH OUT

Do you have a working account?

Do you know which model you are using?

Did you choose three real tasks to bring to the course?

Questions that come up in class

Do I need to know artificial intelligence already?

No: the course starts from zero and explains each term the first time it appears.

Do I have to follow the lessons in order?

It is recommended: lessons 1 and 2 are the base, the following ones build on them.

Experienced readers can jump to the lesson that interests them.

Do I need to pay for a subscription?

Not for lessons 1 and 2. Cowork and Claude Code require a paid plan, according to the October 2026 check.

Are the screenshots in Italian?

Yes, they come from the Italian claude.ai interface. In the English edition of the course they stay in Italian.

Is the information up to date?

It is verified as of 3 October 2026. Features, names and prices change often: always check the official pages.

Glossary

Term	What it means
Account	Your personal access to a service, with email and password.
Interface	The part of a program that you see and interact with.
Subscription	The periodic payment that unlocks more features and wider limits.

Further reading

Anthropic, official Claude pages (claude.ai, claude.com) and documentation - accessed 3 October 2026

claude.ai interface (Italian version) - screenshots of 3 October 2026

WATCH OUT

Information verified on 3 October 2026: Claude's features, names and prices change often.