



Course conclusion

A recap of what we have seen and the next steps

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



Contents

How to use this handout	3
1. The path on one page	3
2. The key concepts	4
2.1 The method in four steps	5
3. The most common mistakes to avoid	5
4. Which tool for which job	5
5. The safety rules not to forget	6
6. And now? The plan for the next thirty days	7
6.1 To keep learning	7
Final self-assessment	8
Questions that come up in class	9
Glossary	9
Further reading	10

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

Review the whole path at a glance, choose the right tool for each job and set an action plan for the next thirty days.

What you will be able to do

- Summarize in your own words the content of each lesson.
- Choose between chat, Cowork, Claude Code and skills based on the job.
- Apply the safety rules that recur throughout the course.
- Plan your next steps of learning and practice.

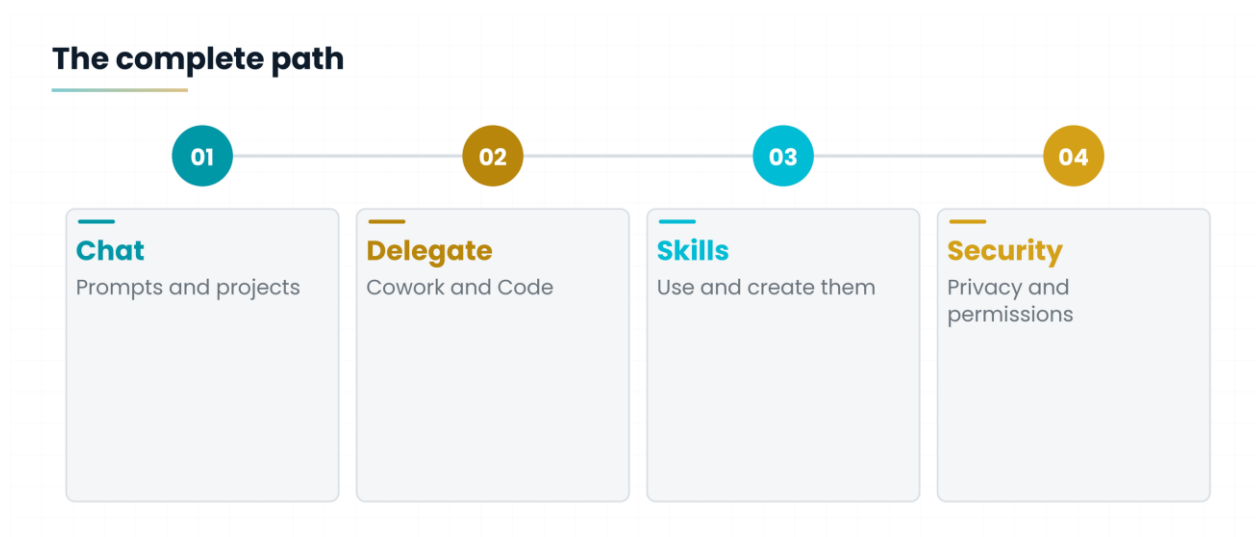
1. The path on one page

We started from a writing box and ended up teaching Claude a trade.

Here is what we saw, lesson by lesson, with the idea to take home.

Lesson	What we saw	The idea to remember
1. How Claude works	Models, tokens, context window, limits	Claude generates plausible text: always verify
2. The chat	Prompts, files, web search, projects, artifacts, memory	Context, goal, format, check
3. Cowork	Delegating long tasks on files	Limited folders, copies, approved plan
4. Claude Code	Software assistant, permissions, CLAUDE.md	Explore, plan, code, verify
5. Skills	Reusable manuals loaded in levels	The description decides when it fires
6. Creating a skill	SKILL.md, three creation paths, testing	One job per skill, tried in a new chat
7. Connectors and automations	Connectors, MCP, plugins, scheduled tasks	Data is not an order
8. Security and plans	Plans, privacy, ten good practices	Minimum permissions and anonymous data

The course recap.



The four stages of the path.

2. The key concepts

Strip away the details and six ideas remain.

- 1. Claude is a model that generates text**, not a search engine: it can be wrong with confidence (lesson 1).
- 2. Context is the working memory**: one chat per topic, complete requests (lessons 1 and 2).
- 3. You choose the model with a criterion** (light, balanced, powerful), not with a name (lesson 1).
- 4. The more Claude acts, the more permissions matter**: limited folders, copies, plan, review (lessons 3 and 4).
- 5. What you repeat becomes a skill**, written once and loaded when needed (lessons 5 and 6).
- 6. External content is data, not an order**: beware of hidden instructions (lesson 7).

IN PLAIN WORDS

Start small, check, repeat. Every time you repeat something three times, it is time to teach it to Claude.

2.1 The method in four steps

The same scheme works for the chat, for Cowork and for Claude Code: **context** (who you are and the situation), **goal** (what you want to get), **format** (what the result should look like) and **check** (how you verify). Only how much Claude can do by itself changes.

3. The most common mistakes to avoid

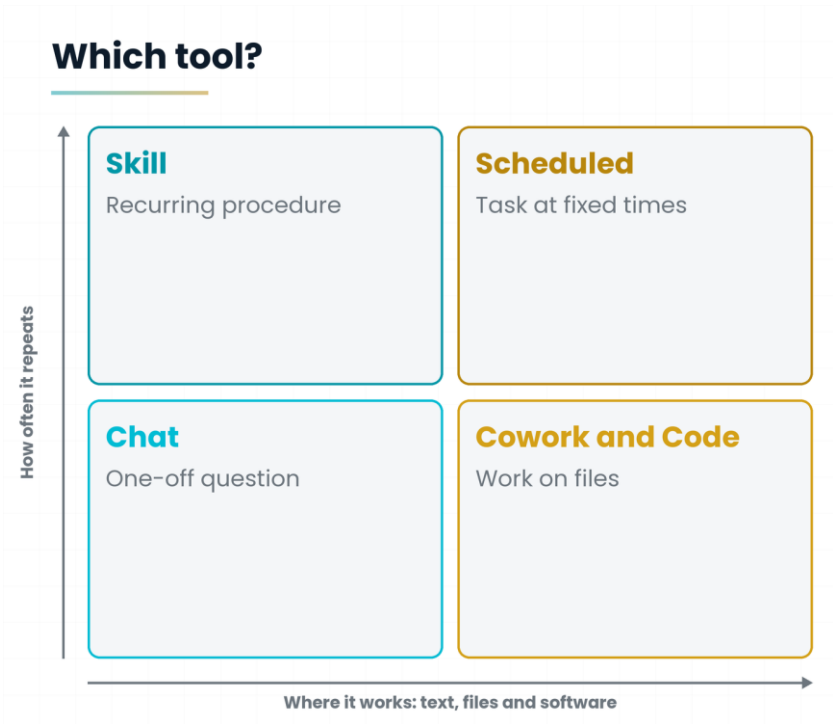
These are the mistakes that come up most often in the lessons' questions.

Mistake	Why it is a problem	What to do	Lesson
Trusting figures and quotations	Claude can invent plausible data	Ask for sources and spot-check	1
Writing vague requests	Claude guesses context and format	Use the four steps	2
Granting the whole disk	A mistake can touch important files	One folder, on a copy, with the plan	3
Leaving a project without checks	Nobody verifies the work	Give tests and checks to run	4
A skill with a generic description	It does not fire, or fires wrongly	Write what it does and when to use it	6
Giving write permissions to everything	A hidden instruction can cause damage	Read-only and review before sending	7
Writing confidential data	It leaves your computer	Anonymize and check privacy	8

The most common mistakes and the remedy.

4. Which tool for which job

Two questions are enough to choose: work on text or on files? Once, or repeated?



Choosing the tool according to the job.

If you need to	Use	Example
Ask a question or write a text	Chat	An email to a customer
Reuse instructions and files of a topic	Project	The «Customer quotes» project
Always repeat the same procedure	Skill	Meeting minutes
Process several files and create documents	Cowork	Totals from a hundred PDFs in an Excel sheet
Edit a software project	Claude Code	Fix an error and run the tests
Use your services	Connector	Read a Google Drive file
Start a task at fixed times	Scheduled task	Every Monday's summary

A quick-choice table.

5. The safety rules not to forget

The same five rules return in every lesson.

- **Data:** no passwords, cards or confidential data of others; anonymize.
- **Verification:** check figures, quotations and sources before using them.
- **Permissions:** grant only what is needed, prefer read-only.

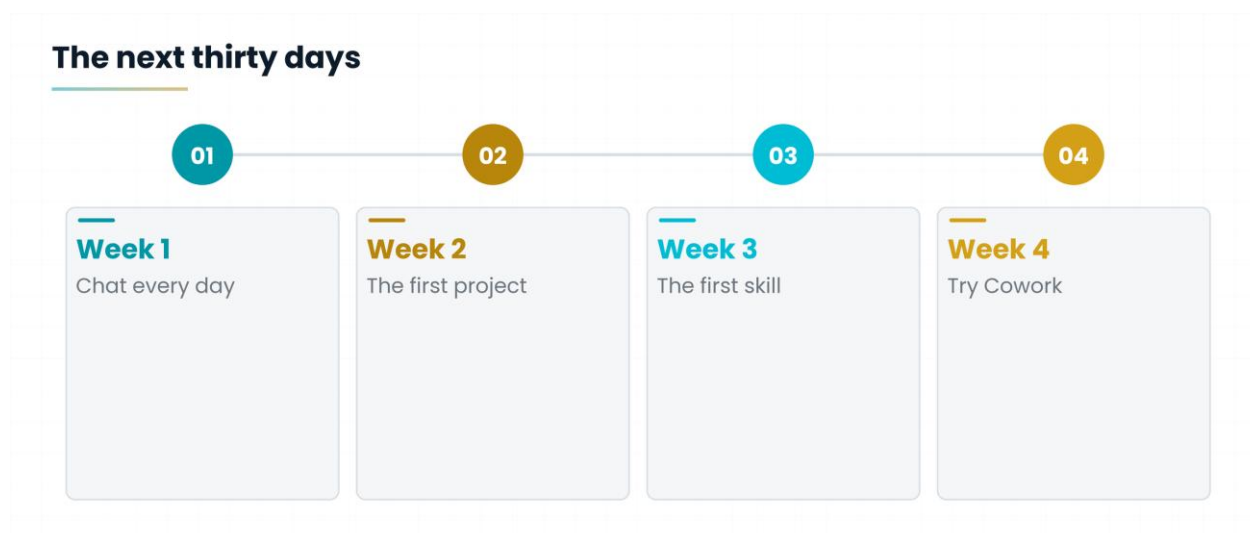
- **Copies and plan:** work on copies and ask for the plan before important actions.
- **Trust:** install skills, plugins and connectors only from trusted sources.

REMEMBER

Prices, plans, names and features change often. The safety rules do not: keep them as a checklist.

6. And now? The plan for the next thirty days

Learning only matters if you then use it: here is a simple plan.



A plan in four weeks.

Week	What to do
1	Use the chat every day for a real task; save your three best prompts
2	Create a project for a recurring job, with instructions and files
3	Create your first skill and test it in a new chat
4	Try Cowork on a test folder and review your privacy settings

A thirty-day plan.

6.1 To keep learning

- The Claude Code documentation (code.claude.com/docs) and the free Claude Academy courses (academy.claude.com).
- The Claude Help Center (support.claude.com).
- Gianluca Bonomo's channel and handouts at www.gianlu.it.

Final self-assessment

Fifteen minutes to see what stayed with you and what to review.

1. Without looking at your notes, write in five lines what Claude is and how it works.
2. List the four tools of the course and, for each, a real job where you would use it.
3. Write your five personal safety rules.
4. Review the lessons where you hesitated and redo their exercise.
5. Put the four weeks of the plan on your calendar.

WATCH OUT

Can you explain the four-step method?

Can you pick the right tool for a task?

Did you write your safety rules?

Questions that come up in class

Where do I restart if I forgot something?

From lesson 2 for the chat and from 5 for skills. Every handout has a glossary and frequently asked questions for a quick review.

What is the most important thing to remember?

Always verify what Claude produces and give it only the access it needs.

How do I stay up to date?

Features and prices change: check Anthropic's official pages and the Claude Code documentation, and review your settings now and then.

Do I have to use all the tools?

No. Start with the chat; add projects, skills and Cowork when you meet a job that calls for them.

Where do I find the handouts?

On www.gianlu.it, as PDFs, together with the presentations and the videos of the lessons.

Glossary

Term	What it means
Anonymize	Remove from the text the data that identifies a person.
Checklist	A list of checks to review before acting.
Connector	A link between Claude and an external service such as Google Drive.
Context window	The amount of text Claude can keep in mind within the same conversation.
Cowork	A mode where Claude carries out tasks on files and tools you grant it.
Hallucination	A plausible-sounding answer with invented data.
Hook	A command run automatically before or after a Claude action.
Read-only	A permission that lets you consult but not modify.
Self-assessment	Your own check of what you have learned.
Token	A fragment of text (word, syllable, mark) used to read and write.

Further reading

Lessons 1–8 of this course and their sources – verified on 3 October 2026

Anthropic, official documentation of Claude and Claude Code – code.claude.com/docs,
platform.claude.com/docs

WATCH OUT

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