**School of Digital Education**

# AI TOOLS HANDBOOK
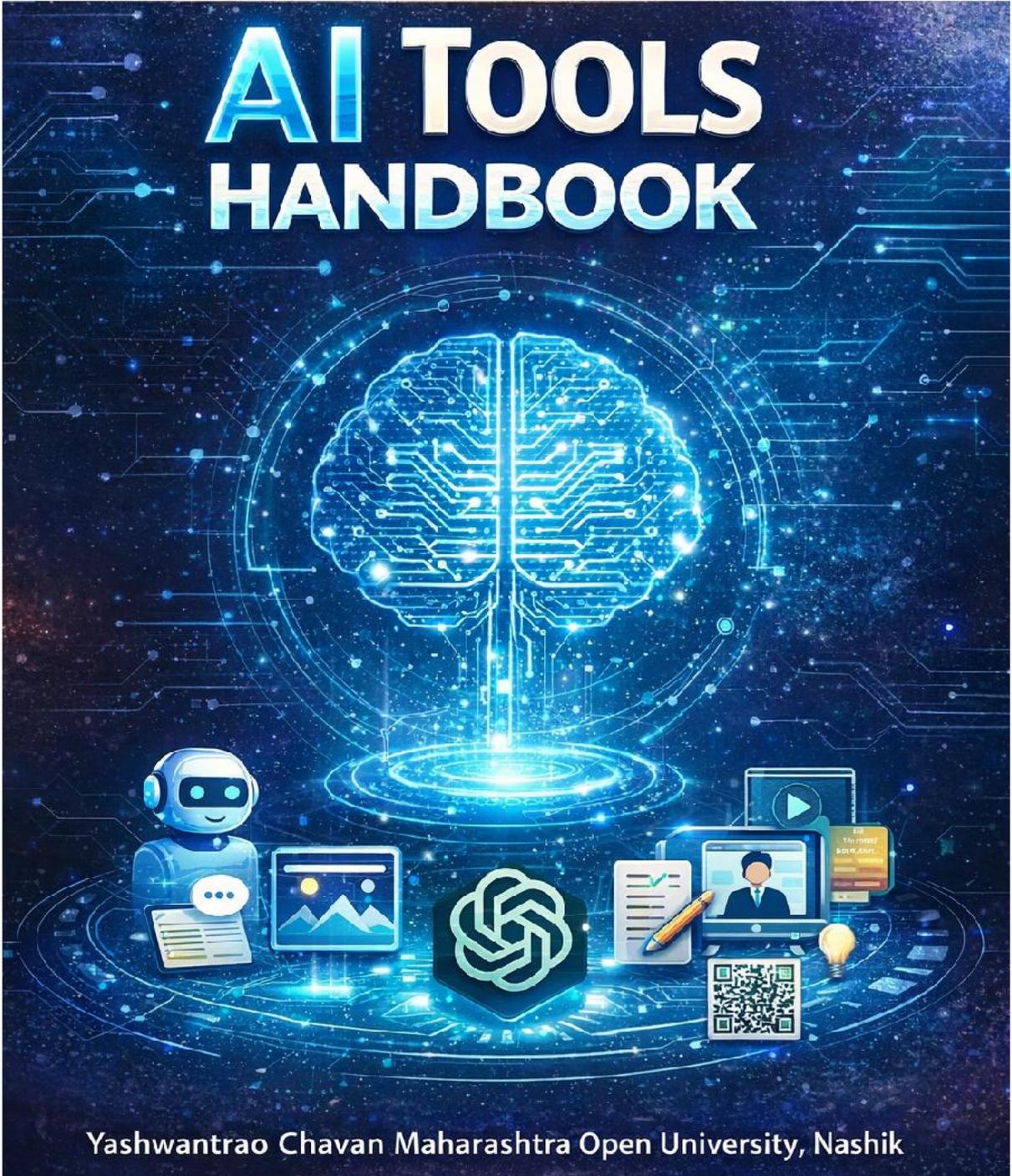
Yashwantrao Chavan Maharashtra Open University, Nashik

ज्ञानगंगा घरोघरी

# Yashwantrao Chavan Maharashtra Open University, Nashik
## Nac Accredited 'A' Grade

## School of Digital Education (SoDE)

## "AI Tools Handbook"

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# AI Tools Handbook

*A Practical Guide for Educators, Students, and Professionals*

Prepared by: Prof. Dr. Prakash Khanale, School of Digital Education, YCMOU, Nashik under the guidance of Hon. VC Prof.Sanjeev Sonawane Oct. 2025

The purpose of this handbook is to provide a comprehensive guide to various Artificial Intelligence (AI) tools useful for learning, teaching, research and professional productivity. It aims to help users understand, select, and effectively apply AI tools across diverse domains. The handbook also promotes responsible and ethical use of AI technologies in academic and practical contexts.

## Generative AI Tools

Generative AI tools are designed to create new content such as text, images, audio, video, or code using machine learning models. They help users automate creativity and enhance productivity by generating high-quality, human-like outputs from prompts. Examples include ChatGPT for text, DALL·E for images, and Synthesia for video creation.

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| ChatGPT | ChatGPT is a generative AI tool developed by OpenAI that can understand and generate human-like text. It is widely used for writing assistance, summarization, question answering, brainstorming, coding help, and educational support. | https://chat.openai.com | |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Claude | Claude is an advanced generative AI chatbot developed by Anthropic that assists with writing, summarizing, reasoning, coding, and document analysis. It is known for producing safe, context-aware, and well-structured responses for educational and professional use. | https://claude.ai | |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Gemini | Gemini is Google's advanced AI assistant / large language model. Its purposes include: Helping users with writing, brainstorming, and learning tasks. Summarizing and extracting information from emails, Google Drive, and documents. Generating and editing images, answering questions from images, and multimodal interactions (text, voice, images) Deep integration with Google Workspace to boost productivity and assist in collaborative work while ensuring data control. | https://gemini.google.com/ | |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Grok | Grok is a generative AI chatbot developed by xAI, a company founded by Elon Musk. It is designed to help users with tasks such as answering questions, brainstorming, problem solving, and creative content generation. One of its distinguishing features is real-time access to the web and posts from X (formerly Twitter), so that its responses can use up-to-date information. Grok's style is somewhat bold or rebellious — it may handle "spicy" questions that more conservative systems might avoid. | https://grok.com/ | |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Grammarly | Grammarly is designed to augment human communication skills, helping users write more clearly, correctly, and confidently.<br>It gives real-time suggestions on grammar, spelling, punctuation, and style (tone, clarity, and conciseness) based on context.<br>It also includes features like plagiarism detection, vocabulary enhancement, writing style adjustments, and generative AI assistance such as, rewriting or composing text | https://www.grammarly.com/ |  |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| DALL.E | DALL·E is a generative AI model by OpenAI that creates images from textual descriptions (prompts).<br>It combines techniques from natural language processing and computer vision to interpret a user's prompt and generate corresponding visuals.<br>Newer versions (e.g. DALL·E 3) have improved nuance and fidelity in translating prompts into images, and are integrated into ChatGPT for seamless prompt-to-image workflows.<br>Its use cases include art/graphic creation, educational illustrations, design ideation, and visual aids. | https://openai.com/dall-e/ |  |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Synthesia | Synthesia is a platform that lets users create videos from text, without needing cameras, microphones, or studios.<br>Its AI creates lifelike avatars and voiceovers in many languages, so you can generate professional video content quickly. | https://www.synthesia.io/ |  |

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| Use cases include corporate training, explainer videos, marketing content, on boarding, and internal communications. It aims to reduce the time, cost, and complexity of video production, and enable more creators and organizations to make videos at scale. | |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Midjourney | Midjourney is an advanced generative AI tool designed to create high-quality images, artworks, and visual concepts from text-based prompts. It allows users—such as designers, educators, marketers, and creators—to transform their ideas or descriptions into stunning visuals using artificial intelligence. By interpreting natural language creatively, Midjourney helps in visual storytelling, concept art generation, and design exploration, making it a powerful platform for inspiration, innovation, and digital creativity. | https://www.midjourney.com/ |  |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Nano Banana | Nano Banana is an AI image-editing and generation model (also referred to as "Gemini 2.5 Flash Image" by Google DeepMind) designed to let users transform or edit photos using simple natural-language prompts. You can upload an image (or images) and tell the system things like "change the background to a beach", "make me a 3D figurine style", or "merge these two photos into one scene", and it will apply the edits while preserving key elements like faces/characters and scene coherence.<br>This makes it useful for creative-design workflows, social-media content, educational visuals, marketing materials, or simply fun personal image transformations. | https://nanobanana.ai/ | |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Copilot | Microsoft Copilot is an AI-powered assistant integrated across Microsoft products like Windows, Word, Excel, PowerPoint, Outlook, and Edge. Its purpose is to enhance productivity by helping users write, summarize, analyze data, generate presentations, draft emails, and even code—simply through natural language commands. Copilot combines the power of large language models (like GPT) with Microsoft 365 data and tools, enabling users to work faster, smarter, and more creatively in their everyday tasks. | https://copilot.microsoft.com | |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Zapier AI | Zapier AI is designed to bring intelligent automation into the workflows of your everyday apps. With it you can: Connect hundreds or even thousands of apps and automate tasks using AI (for example: analyze an email, extract data, generate a summary, then send it to another app). Build "agents" or "teammates" via AI that work across your system of apps, doing tasks you'd normally do manually—such as managing leads, responses, data-flows, etc. Simply put: give your automation a brain. Instead of just "if this then that", you add "and then the AI figures it out" so you can focus on higher-level work. | https://zapier.com/apps/ai/integrations |  |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Motion | Motion is an AI-driven productivity platform that integrates task management, calendar scheduling, project planning and meeting notes into a unified workspace, enabling users and teams to prioritise work, auto-schedule tasks and meetings, protect deep-work time, and get ahead of deadlines by continuously optimising their plan | https://www.usemotion.com/ |  |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Perplexity AI | Perplexity AI is an AI-powered search engine that combines real-time web search with large language models to provide concise, conversational answers — rather than just a list of links — and each answer includes citations so you can verify the sources. | https://www.perplexity.ai/ | |

| Name of the Tool | Purpose | Website Link | QR Code |
|---|---|---|---|
| Notebook LM | NotebookLM is an AI-powered research and note-taking tool developed by Google Labs that allows you to upload your own documents (PDFs, Google Docs, Slides, websites) and then interact with that content through summarisation, Q&A, study-guides, and even audio-podcast style overviews.<br>It's designed to act as a personal "thinking partner" that knows your material and helps you make connections faster and more deeply. | https://notebooklm.google.com | |