

ChatGPT: Zero to Power User Cheat Sheet

KEY TERMS

OpenAI: parent company of ChatGPT

Generative AI: category of AI that can "produce" content like text/images vs. specific tasks like predicting things

AI models: think of these as big, big math equations

Large language models: very big math equations that are very good at predicting the next word

Prompts: messages you send to ChatGPT

Prompt engineering: the "science" of sending the exact right messages to ChatGPT to get the output you want

PROMPT FRAMEWORKS

Get better output by structuring your prompts:

- **RTF (Role, Task, Format)**
- **CTF (Context, Task, Format)**
- **RASCEF (Role, Action, Steps, Context, Examples, Format)**

Two methods to prompting:

- **Megaprompts:** Write one big message that contains all of the above. E.g., ask for a full press release.
- **Prompt chaining:** Break down the task into smaller steps. E.g., start by asking for a blog post idea, then an outline, then the content.

MODES

1. **Intern:** "Come up with new fundraising ideas."
2. **Thought Partner:** "What should we think about when generating new fundraising ideas?"
3. **Critic:** "Here's a list of 10 fundraising ideas I created. Are there any I missed? Which ones seem particularly good or bad?"
4. **Teacher:** "Teach me about [x]. Assume I know [x] and adjust your language."

EXAMPLE PROMPTS

Example context (attach before prompt): "I run a bake shop called Pete's Pies located in Denver. We sell vegan cookies, brownies and cakes. My brand is witty, humorous and irreverent."

1. "Write 5 subject lines I should use for a holiday sale. Maximum 8 words each."
2. "Come up with a 5-day email sequence outline based on the teachings of the world's best e-commerce marketers to sell my ebook called 'Baking Wonders'"
3. "Write a landing page header for my new Salt Lake City location. Generate 10 ideas. Make sure they're creative."
4. "Write a cold email to the CEO of a local insurance agency. Assume they are interested in catered dessert. End of email asks for a 15-minute call. Max length 50 words. Tone: professional, enthusiastic."
5. "I'm hiring for a part-time baker position. Draft a job description using what you know about my business."
6. "I need to increase sales by 10% this year. What are some growth strategies I should think about?"
7. "Here are the reviews from my Google Reviews page. Summarize the feedback from my customers."
8. "Below are scratch notes from my recipe notebook. Format as a recipe to be shown online."

KEY USE CASES

- **Summarizing** long text, transcripts, articles, reports
- **Brainstorming** ideas, outlines, new concepts
- **Synthesizing** insights and takeaways from text
- **Writing** blog posts, articles, press releases, standard operating procedures, pretty much any type of text
- **Coding** scripts and small programs
- **Extracting** data and patterns from messy text
- **Reformatting** text/data from messy text to tables/structure

TONES

"Tone: [x]"
"Write using a [x] tone"

CONVERSATIONAL
LIGHTHEARTED
PERSUASIVE
SPARTAN
FORMAL
FIRM

FORMAT

- "Be concise. Minimize excess prose."
- "Use less corporate jargon."
- "Output as bullet points in short sentences."
- "Output as a table with columns: [x], [y], [z], [a]"
- "Be extremely detailed."

MISC. TIPS

- **Encouragement = better:** "You are world-class at marketing."
- **Scolding also = better:** "Make this better/more insightful."
- **If the output is bad, add more detail/background info**
- **Ask it to check its work:** "Are there any topics you missed?"
- **Adjust temperature:** Add "Temperature: x" to prompt. 1 = more creative (good for copywriting). 0 makes it more conservative (good for academic/formal).

OTHER CHATBOTS



Bing Chat



Anthropic Claude



Poe



Google Bard

USEFUL PLUGINS

requires ChatGPT Plus (\$20/month)



Zapier



Prompt Perfect



Noteable



Video Insights



Show Me



B12 AI Websites



Brandfetch



Substack IQ



Bardoon



AskYourPDF

PROMPT INSPIRATION



PromptHero



SnackPrompt



Compiled by Pete Huang

Get the HI-RES version at theneurondaily.com

Chatgpt Guide

Marco Behnke

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

Chatgpt Guide:

Mastering ChatGPT 5 Jens Belner, 2025-08-15 Mastering ChatGPT 5 The Complete Guide from Beginner to Advanced Step into the future of AI with Mastering ChatGPT 5 the ultimate hands on guide for creators entrepreneurs professionals and curious minds who want to unlock the full potential of the world s most advanced AI model ChatGPT 5 isn t just a chatbot it s a powerhouse capable of building entire apps in one prompt automating complex workflows creating AI agents and delivering expert level insights across any topic This comprehensive guide takes you from the basics to cutting edge techniques ensuring you can harness GPT 5 for real results in business productivity and creativity Inside you ll discover Foundations of GPT 5 Understand its capabilities limitations and how it outperforms previous versions in reasoning coding and instruction following Prompting Mastery Learn proven prompt engineering strategies to get precise high quality outputs every time App Agent Building Step by step methods to create custom AI agents automate tasks and integrate GPT 5 with tools like Make n8n and Cursor Advanced Automation Connect GPT 5 to APIs Google Sheets and other platforms to streamline workflows and scale operations Business Applications Use GPT 5 to generate marketing campaigns sales funnels SEO strategies and data driven reports Creative Power Explore how GPT 5 can assist with writing design coding content planning and even brainstorming full business models Real World Case Studies See exactly how experts are using GPT 5 to save hours of work reduce costs and drive innovation Whether you re a complete beginner or already an experienced AI user this book will show you how to move from experimenting with ChatGPT 5 to fully integrating it into your personal and professional life turning ideas into reality faster than ever Perfect for Entrepreneurs business owners looking to automate and scale Developers wanting to speed up coding and prototyping Marketers content creators seeking fresh high impact strategies Anyone curious about using AI to work smarter not harder With Mastering ChatGPT 5 you ll have a clear practical roadmap to becoming an advanced AI operator ready to build automate and innovate in ways you never thought possible The future of productivity is here Are you ready to master it

Chat GPT 4 Unveiled: A Comprehensive Beginner's Guide to Mastering AI-Powered Conversations Guido Van, 2024-03-16 Dive into the fascinating world of artificial intelligence with Chat GPT 4 Unveiled This comprehensive beginner s guide is your roadmap to mastering AI powered conversations with ease Whether you re new to the realm of AI or seeking to deepen your understanding this book offers a clear and accessible introduction to Chat GPT 4 Unlock the secrets behind crafting engaging and meaningful conversations with AI From understanding the fundamentals of natural language processing to harnessing the power of Chat GPT 4 s advanced capabilities this guide takes you on a journey from novice to expert With practical tips insightful examples and hands on exercises Chat GPT 4 Unveiled empowers you to navigate the complexities of AI conversation with confidence Say goodbye to confusion and hello to conversational excellence with this indispensable resource

Using Chat GPT - A College Student's Guide to Mastering a Research Paper Barbara Oleynick, 2025-01-25 Description of the eBook Mastering the Art of Research

Paper Writing with ChatGPT A College Student's Guide is a practical easy to read reference guide designed to help students navigate the complexities of academic research and writing using the power of artificial intelligence This comprehensive guide demystifies the research paper process from brainstorming topics to crafting a polished final draft while emphasizing ethical and effective use of AI tools like ChatGPT The eBook is tailored for students of all academic levels and offers step by step instructions actionable tips and real world examples to enhance writing skills streamline workflows and foster confidence in academic writing By integrating ChatGPT into the research and writing process students can save time overcome writer's block and focus on critical thinking and analysis Key Highlights Learn how to choose and refine research topics using ChatGPT Master the art of crafting compelling thesis statements and structured outlines Understand how to conduct research effectively integrating credible sources and AI suggestions Discover techniques for editing proofreading and creating citations with AI assistance Overcome common challenges like writer's block and time management Explore real world examples and ethical considerations for using AI in academic writing Whether you're a college freshman tackling your first research paper or an experienced student seeking to optimize your writing process this guide offers the tools and insights to make research paper writing efficient accessible and rewarding

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worried it's too complicated The Curious User's Guide to Chat GPT is here to show you just how accessible and user friendly AI can be This book is specifically designed for those with no technical skills offering a clear and simple path to understanding and using ChatGPT Discover practical applications for writing brainstorming getting information and much more all explained in plain language Satisfy your curiosity and start exploring the power of ChatGPT today no tech expertise required AI AIEasy AskAI TalkToAI LearnChatGPT BeginnerAI EasyAI ChatGPTTips AIChatbot EasyChatGPT SimpleAITips AIChat ChatGPTGuide ChatGPTBeginner SimpleAIChat ChatGPTForNewUsers EffectivePrompts ChatGPTShortcuts ChatGPTForBeginners ChatGPTForEveryone AISimplified MBChatfield SimpleStepsTo ChatGPTGuide ChatGPTTechniques ArtificialIntelligence ChatGPTMadeEasy

Advanced SEO Strategies with Chat GPT V5: A Step by Step Guide

StoryBuddiesPlay,2025-08-13 Advanced SEO Strategies with ChatGPT V5 A Step by Step Guide is the definitive blueprint for harnessing artificial intelligence to supercharge your search engine performance Covering everything from advanced keyword research and content optimization to voice search featured snippets and future SEO trends this eBook shows you how to integrate ChatGPT V5 into every stage of your workflow Packed with practical workflows actionable tips and forward looking insights it's designed for marketers entrepreneurs and content creators who want to stay ahead of algorithm changes and win top positions in search results Whether you're optimizing your first site or managing large scale campaigns this guide will help you rank higher work smarter and future proof your SEO strategy advanced seo strategies ai powered seo chatgpt v5 for seo seo content optimization keyword research ai voice search optimization featured snippet seo topic cluster strategy schema markup guide future of seo 2025

[Get Started with Chat GPT: Your Guide to Productive Conversations](#)

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One, Two, Three with Chat GPT: A Beginner's Guide M.B. Chatfield, One Two Three with Chat GPT A Beginner s Guide Perfect for total beginners to Chat GPT Starts with the absolute basics no prior knowledge needed Teaches you the easiest ways to start using Chat GPT Step by step guidance to your first AI conversations Simple language and clear instructions Your friendly first step into the world of AI AI AIEasy AskAI TalkToAI LearnChatGPT BeginnerAI EasyAI ChatGPTTips AIChatbot EasyChatGPT SimpleAITips AIChat ChatGPTGuide ChatGPTBeginner SimpleAIChat ChatGPTForNewUsers EffectivePrompts ChatGPTShortcuts ChatGPTForBeginners ChatGPTForEveryone AISimplified MBChatfield SimpleStepsTo ChatGPTGuide ChatGPTTechniques ArtificialIntelligence ChatGPTMadeEasy

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The Ultimate Guide to ChatGPT Percival C. Verena,2023-04-22 In this comprehensive guide you ll gain a deep understanding of prompt engineering and how to leverage the cutting edge language model to unleash your full potential

AI Income Mastery: The Ultimate Guide to Earning Online Matthew Lane,Fred Ochieng,2024-07-23 Unlock the Secrets to Ai Driven Wealth and Skyrocket Your Online Earnings Find Everything You Need to Achieve Financial Freedom With Just a Couple Prompts Do you want to get on the fast track to financial freedom Are you ready to unlock the full potential of AI and revolutionize your income streams AI Income Mastery is your ultimate roadmap for turning artificial intelligence into a powerful income generating tool Find step by step actionable strategies that are here to help you leverage AI and turn it into your own money making machine The best part is it s so easy anyone can do it Inside You ll Discover Understanding and Setting Up ChatGPT Grasp the fundamentals and get started quickly Optimizing Productivity and Earnings Boost efficiency and explore various ways to monetize ChatGPT Enhancing

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[The Essential Guide to Prompt Engineering](#) Vladimir Geroimenko, 2025-03-17 This book provides a concise yet comprehensive guide to mastering the entire spectrum of prompt engineering from fundamental concepts to pro level techniques and essential security considerations Filled with practical examples and detailed explanations it delivers actionable knowledge that can be directly applied to AI projects The guide includes dedicated chapters on key challenges and security issues equipping readers to overcome significant obstacles they may encounter It outlines a clear pathway to the art and science of prompt engineering offering the tools and insights for a successful journey into the rapidly evolving world of generative AI With its holistic approach and coherent structure this book is an indispensable resource for AI developers professionals in related fields enthusiasts graduate and undergraduate students and anyone keen to enhance the efficiency of their interactions with AI models

[Unlocking ChatGPT's Potential: Practical Tips and Tricks for Everyday Use](#) Colin Tandy, 2024-07-16 Unlocking ChatGPT's Potential Practical Tips and Tricks for Everyday Use In a world rapidly evolving with the advances of artificial intelligence ChatGPT emerges as a groundbreaking tool designed to transform the way we work learn and create Unlocking ChatGPT's Potential Practical Tips and Tricks for Everyday Use is your comprehensive guide to mastering this powerful AI assistant and integrating it seamlessly into your daily life This book takes you on an enlightening journey starting with the basics of setting up ChatGPT and understanding its core functionalities As you delve deeper you'll uncover practical applications that enhance productivity streamline tasks and organize information effortlessly Whether you're drafting emails generating creative content conducting research or managing personal projects this guide provides step by step instructions and expert tips to maximize ChatGPT's potential Explore the transformative power of ChatGPT across various domains Productivity Automate routine tasks manage schedules and boost efficiency Creative Writing Generate ideas draft compelling content and refine your writing Research and Learning Retrieve information summarize articles and gain clear explanations on complex topics Personal Assistant Plan events manage tasks and receive personalized assistance for everyday activities Professional Settings Enhance workplace communication collaboration marketing and customer support Advanced Features Customize ChatGPT to suit your needs and integrate it with other tools Ethical Use Navigate the ethical considerations and best practices for responsible AI usage

Troubleshooting Resolve common issues and optimize performance Packed with real world case studies success stories and answers to frequently asked questions this book is an invaluable resource for both beginners and experienced users It empowers you to leverage the full capabilities of ChatGPT ensuring you stay ahead in an AI driven future About OPENAI OpenAI a leading force in artificial intelligence research and development is committed to ensuring AI technologies benefit all of humanity Our team of experts has crafted ChatGPT an advanced language model designed to assist with a myriad of tasks from simple conversations to complex problem solving Unlock the future of AI with Unlocking ChatGPT s Potential Practical Tips and Tricks for Everyday Use and revolutionize the way you live and work **ChatGPT Guide für Anfänger - 10 Schritte zum KI-Erfolg** Hans-Jürgen Göbel, ChatGPT Guide f r Anf nger 10 Schritte zum KI Erfolg Der praxisnahe Ratgeber f r Einsteiger So nutzt du KI clever f r Business Alltag kreative Projekte ChatGPT einfach erkl rt dein Start in die Welt der K nstlichen Intelligenz Du hast schon von ChatGPT geh rt wei t aber nicht so recht wie du es nutzen kannst Dann ist dieses Buch genau das Richtige f r dich In ChatGPT f r Einsteiger 10 Schritte zum KI Erfolg zeigt dir Hans J rgen G bel Schritt f r Schritt wie du das volle Potenzial von K nstlicher Intelligenz f r dich entdeckst verst ndlich praxisnah und sofort anwendbar Egal ob du Anf nger Selbstst ndiger Rentner oder einfach neugierig bist Dieses Buch f hrt dich durch alle Grundlagen und macht dich fit f r die digitale Zukunft Das erwartet dich Einfache Erkl rungen ohne Fachchinesisch Praktische Anwendungsbeispiele f r Alltag Beruf Tipps wie du bessere Prompts formulierst Sicherheit Datenschutz im Umgang mit KI Kreative M glichkeiten Zeit und Geld mit ChatGPT zu sparen Warum dieses Buch ChatGPT ver ndert die Welt und du kannst jetzt mitmachen Statt dich von der Technik einsch chtern zu lassen lernst du hier spielerisch wie du die KI als Helfer Ideengeber und virtuellen Assistenten nutzen kannst Ein Muss f r alle die verstehen wollen wie K nstliche Intelligenz funktioniert und wie man sie clever einsetzt F r wen ist das Buch geeignet Einsteiger ohne Vorkenntnisse Selbstst ndige Unternehmer Rentner Senioren die digital durchstarten wollen Alle die ChatGPT im Alltag Beruf oder Hobby nutzen m chten Gef llt dir das Buch Dann hilf anderen Einsteigern mit einer kurzen Bewertung vielen Dank Autor Hans J rgen G bel

Prompt Engineering für die Sekundarstufe 1+2 Boris Ehret, 2024-10-04 K nstliche Intelligenz revolutioniert unsere Welt auch im Bildungsbereich Dieses Buch bietet einen praxisnahen Leitfaden f r Lehrpersonen der Sekundarstufen 1 2 zum Einsatz von KI im schulischen Alltag Folgende Fragen werden beantwortet Wie kann KI das Lernen und Lehren unterst tzen Welche KI Tools eignen sich f r den Unterricht und die Pr fungsvorbereitung Wie formuliert man effektive Prompts f r ChatGPT und andere KI Assistenten Welche ethischen und rechtlichen Aspekte m ssen beim KI Einsatz beachtet werden Wie ver ndert KI die Anforderungen an Maturaarbeiten und an andere schulische Leistungsnachweise Das Buch bietet Grundlegendes Wissen zu KI Systemen wie ChatGPT Claude und anderen ber 50 konkrete Anwendungsbeispiele f r den Einsatz von KI im Unterricht Tipps zur Erstellung von Custom GPTs und Mega Prompts Kritische Reflexion zu Chancen und Risiken von KI in der Bildung Dieses Werk richtet sich an Lehrpersonen die KI Tools verstehen und deren Einsatz im

Unterricht bewusst steuern möchten Schüler die KI für effizienteres Lernen und Prüfungsvorbereitung nutzen wollen. Bildungsverantwortliche, die sich mit den Auswirkungen von KI auf unser Schulsystem auseinandersetzen. Mit diesem Leitfaden sind Sie gerüstet, um das Potenzial der künstlichen Intelligenz zu nutzen und gleichzeitig deren Grenzen zu erkennen. Der Autor Boris Ehret, Jahrgang 1962, ist Romanist und seit fast zwei Jahrzehnten als Franzischi-Lehrer an der Kantonsschule Alpenquai in Luzern tätig. Als Bildungslehrer begleitet er angehende Lehrkräfte auf ihrem Weg ins Gymnasium. Seine Leidenschaft für innovative Lehrmethoden spiegelt sich in der von ihm entwickelten und betreuten Lernplattform www.borisehret.ch wider. Seit der Einführung von ChatGPT im November 2022 widmet sich Boris Ehret intensiv der Erforschung der Auswirkungen künstlicher Intelligenz auf den gymnasialen Unterricht. Seine Expertise in diesem Bereich hat er in zahlreichen Weiterbildungsveranstaltungen an Lehrkräfte und Bildungsverantwortliche weitergegeben. Mit diesem Buch teilt er seine Erkenntnisse und praktischen Erfahrungen zum Einsatz von KI im Bildungskontext.

300+ WAYS TO MAKE MONEY WITH CHATGPT D. L. Bailey, 2024-08-01 Discover the ultimate guide to leveraging Chat GPT for financial success in 300 Ways to Make Money With Chat GPT. This comprehensive ebook provides over 300 creative and practical methods to harness the power of Chat GPT to generate income. Whether you're a seasoned entrepreneur or just starting, you'll find actionable strategies, tips, and real-world examples to turn your Chat GPT interactions into lucrative ventures. Unlock the potential of AI and start your journey towards financial independence today.

The Early-Career Professional's Guide to Generative AI Jonas Bjerg, 2024-08-27 The world stands at a pivotal moment due to the emergence of Generative AI, specifically ChatGPT. This groundbreaking technology has provoked and impressed almost every industry globally, evoking every emotion from awe to anxiety. Many are apprehensive about the future, fearing job losses due to rapid artificial intelligence (AI) advancements. But if history has taught us anything, progress while challenging often paves the way for broader opportunities and growth. This book explains in depth the core building blocks that make up the current landscape of transformer and language models and, more broadly speaking, AI as a whole. We have seen how the internet and the mobile revolution changed our world. Is AI following a similar trajectory? Are we on the verge of something even more transformative? This book strives to provide a complete picture of the challenges and opportunities and the implications for our shared futures. In subsequent chapters, the book will discuss language models in depth. These are not just algorithms; they represent a nexus of linguistics, cognitive science, and cutting-edge technology. You'll trace AI's unexpected and exhilarating evolution, observing how it has grown from a mere concept to a force reshaping entire industries. Finally, you'll consider the rise of AI in the context of advancements. While ChatGPT has gained significant attention for certain applications, it's essential to recognize that its capabilities extend far beyond what's immediately evident. Artificial Intelligence, represented by models like ChatGPT, is not a static field. It's dynamic and ever-evolving, and its potential applications are broadening each day. Technology is not by any means limited to chatbots or translation use cases. This book captures this vast and ever-expanding

horizon of possibilities What You Will Learn How large language models came to be and how they work What ethical AI design looks like The role of regulation in artificial intelligence Why you should not be afraid of losing your job Who This Book is For Working professionals and students in any field **Artificial Intelligence Guide** Stephen Park, Unlocking the Future A Journey into Artificial Intelligence In a world where technology evolves at an unprecedented pace Unlocking the Future takes you on a captivating journey through the fascinating realm of artificial intelligence This book explores not just the mechanics of AI but also its profound impact on our daily lives industries and society as a whole Join us as we delve into groundbreaking innovations ethical dilemmas and future possibilities that AI presents From intelligent machines transforming healthcare to algorithms shaping our digital experiences discover how AI is not merely a tool but a catalyst for change Whether you re an industry professional a curious novice or simply someone intrigued by modern technology this book offers insights that will challenge your perceptions and inspire your imagination Prepare to engage with thought provoking concepts and real world applications that will help you understand what lies ahead in this exciting frontier Are you ready to unlock the future **Quick Guide Marktforschung im Mittelstand** Wibke Heidig,Thomas Dobbelstein,2025-09-26 Eine verl ssliche Datenbasis ist entscheidend f r gute Managemententscheidungen Dieser Quick Guide zeigt wie kleine und mittlere Unternehmen Start ups und Gr nder Marktforschung effizient und zielgerichtet einsetzen k nnen von der pr zisen Forschungsfrage ber die Datenerhebung bis zur handlungsorientierten Auswertung Wissenschaftlich fundiert und praxisnah erkl rt bietet das Buch einen kompakten Einstieg in quantitative Umfragen und qualitative Gruppendiskussionen ideal f r Entscheider mit wenig Zeit aber hohem Anspruch an Datenqualit t Die zweite Auflage des Buches wurde komplett bearbeitet und um Kapitel zu Datenschutz und Marktforschungsethik sowie zum Einsatz k nstlicher Intelligenz in der Marktforschung erg nzt Die zweite Auflage des Buches wurde komplett bearbeitet und um Kapitel zu Datenschutz sowie zum Einsatz k nstlicher Intelligenz in der Marktforschung erg nzt **Quick & Easy Guide ChatGPT f r Einsteiger** Marco Behnke,2024

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