

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

Hans-Jürgen Göbel



Chatgpt Guide:

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

The Curious User's Guide to Chat GPT. No Tech Skills Required M.B. Chatfield, Unlock the wonders of ChatGPT it s easier than you think Heard about ChatGPT but 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

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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 *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 Freelancing and Social Media Elevate your freelancing career and streamline social media strategies Content Creation and Effective Prompts Let ChatGPT handle writing tasks and use effective prompts for best results Keys to Success and Business Insights Essential tips for a successful venture and leveraging AI as a business partner Advanced Techniques and Monetization Hacks Implement productivity hacks target markets effectively and make informed financial decisions with AI And so much more AI Income Mastery isn t just a book it s your roadmap to living the life you ve always dreamed of Whether you re looking to augment your current income or seeking new opportunities this guide will equip you with the knowledge and tools to thrive in the digital age Embrace the future of earning with AI and transform the way you work and live Scroll Up Click on Buy Now and Get Your Copy Today **DEMYSTIFYING Artificial Intelligence : A Practical Guide**

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Intelligenz revolutioniert unsere Welt auch im Bildungsbereich Dieses Buch bietet einen praxisnahen Leitfaden für Lehrpersonen der Sekundarstufen 1 2 zum Einsatz von KI im schulischen Alltag Folgende Fragen werden beantwortet Wie kann KI das Lernen und Lehren unterstützen Welche KI Tools eignen sich für den Unterricht und die Prüfungsvorbereitung Wie formuliert man effektive Prompts für ChatGPT und andere KI Assistenten Welche ethischen und rechtlichen Aspekte müssen beim KI Einsatz beachtet werden Wie verändert KI die Anforderungen an Maturaarbeiten und an andere schulische Leistungsnachweise Das Buch bietet Grundlegendes Wissen zu KI Systemen wie ChatGPT Claude und anderen über 50 konkrete Anwendungsbeispiele für 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 über den 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 Lehrkräften und Bildungsverantwortliche weitergegeben Mit diesem Buch teilt er seine Erkenntnisse und praktischen Erfahrungen zum Einsatz von KI im Bildungskontext

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

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

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

Quick Guide Marktforschung im Mittelstand Wibke Heidig,Thomas Dobbelsstein,2025-09-26 Eine verlässliche Datenbasis ist entscheidend für gute Managemententscheidungen Dieser Quick Guide zeigt wie kleine und mittlere Unternehmen Start ups und Grnder Marktforschung effizient und zielgerichtet einsetzen können von der präzisen Forschungsfrage über die Datenerhebung bis zur handlungsorientierten Auswertung Wissenschaftlich fundiert und praxisnah erklärt bietet das Buch einen kompakten Einstieg in quantitative Umfragen und qualitative Gruppendiskussionen ideal für Entscheider mit wenig Zeit aber hohem Anspruch an

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Principles of Public Speaking Dakota Horn, 2024-04-29 Now in its 21st edition this introductory public speaking textbook encourages the reader to see public speaking as a way to build community in today's diverse world Within a framework that emphasizes speaker responsibility listening and cultural awareness this classic book uses examples from college the workplace and political and social communication to make the study of public speaking relevant contemporary and exciting Balancing skills and theory new author Dakota Horn provides expanded coverage of speaking anxiety and understanding and delivering digital presentations along with two new chapters on culture and diversity and diversifying speeches Each chapter also contains in class applied activities to support students learning This textbook is ideal for general courses on public speaking as well as specialized programs in business management political communication and public affairs An Instructor's Manual featuring discussion questions and guides exercises quiz questions and suggestions and resources for syllabus design as well as PowerPoint slides is available at <https://www.routledge.com/9781032537634>

Mediale Praktiken in einer Kultur der Digitalität Stefan Emmersberger, Ingo Kammerer, 2025-09-22 Die Kultur der Digitalität führt zu tiefgreifenden Transformationen der medialen Praktiken in der Gesellschaft Die mit Technologien und Medienangeboten wie Instant Messaging Social Media oder Streaming Media digitalen Spielen oder Künstlicher Intelligenz verbundenen Veränderungen stellen Institutionen wie Schule und Universität vor große Herausforderungen bieten ihnen allerdings auch vielfältige Chancen Mit Blick auf den Deutschunterricht versucht der vorliegende Band hierfür eine

differenzierte Position zu entwickeln die zwischen Bewährtem und Neuem abwägt und praxisnahe Impulse für sprachliche und literarische Bildung anbietet

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Chatgpt Guide Introduction

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