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

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

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.

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."

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."

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).

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."

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
Bardeen
AskYourPDF

PROMPT INSPIRATION

PromptHero
SnackPrompt

Compiled by Pete Huang
Get the HI-RES version at theneurondaily.com

Chatgpt Guide

RaptorDynasty

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 *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 **ChatGPT Guide: What It Is, How to Use It, and The Best Things You Can Do With This AI Chat** Martín Arellano, ChatGPT in Action: A Guide ,2024-11-10 ChatGPT in Action is a self study and practice book with 60 lessons to learn how to use ChatGPT in a professional way What will you learn from this book Understand How AI Works Learn how ChatGPT can understand your input and generate human like responses Discover ChatGPT s Full Range of Features as a software tool from customizing its outputs to using advanced tools and creating images Understand ChatGPT s Limits including hallucination and its memory limits along with strategies to work around them effectively Master Prompt Engineering Develop the skill of writing effective prompts and building context to achieve the best results Unlock ChatGPT s Full Potential by exploring practical applications that range from personal to professional

contexts **The Curious User’s Guide to Chat GPT. No Tech Skills Requied** 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 ChatGPTForNewUsers EffectivePrompts ChatGPTShortcuts ChatGPTForBeginners ChatGPTForEveryone AISimplified MBChatfield SimpleStepsTo ChatGPTGuide ChatGPTTechniques ArtificialIntelligence ChatGPTMadeEasy **Chat GPT** Ai Mastery Solutions,2023-01-24 Unlock the power of OpenAI s language model with ChatGPT A Beginner s Guide to Using OpenAI s Language Model This comprehensive guide takes you step by step through the process of using ChatGPT from registering for an API key to fine tuning the model for your specific use case Learn how to use ChatGPT for applications such as chatbots virtual assistants language translation and more Discover advanced techniques for controlling the temperature handling large outputs and working with multiple models Fine tune the model to avoid biases and improve performance Understand the limitations and potential of the model This book also includes a FAQ section to help you troubleshoot any issues you may encounter Whether you re a developer data scientist or a language model enthusiast this book has everything you need to get started with ChatGPT With this guide you ll be able to generate human like text and unlock new possibilities for your application Get your copy now and discover the exciting potential of ChatGPT *Artificial Intelligence (AI) in Social Research* Prokopis A. Christou,2025-04-08 The field of social research is characterized by its broad scope and interdisciplinary nature encompassing the examination of human behaviour societies and various facets of social existence however it is influenced by numerous factors including technological advancements It is therefore no surprise that Artificial Intelligence AI has rapidly become a driving force bringing about substantial transformations within the field The use of AI assisted tools and programmes for the collection analysis and interpretation of both quantitative and qualitative data is increasing at a remarkable pace The implications of utilizing these applications are significant and noteworthy While these technologies present numerous opportunities it is important to acknowledge the accompanying dilemmas and risks associated with this form of technological advancement With a focus on AI s research implications this book explores various considerations and examples across different disciplines of social research **AI and the Emotionally Enlightened Mind** Kemal Onur Güneş,2024-12-22 Discover the transformative power of Emotional Intelligence EQ in AI and the Emotionally Enlightened Mind A Guided Journey for Analytical Thinkers by Kemal Onur G ne This groundbreaking guide invites those with a keen analytical mind to enhance their logical strengths with emotional insight creating a balanced intelligence that

resonates beyond numbers and data In an age where both cognitive and emotional skills drive success this book reveals how AI particularly ChatGPT can support personal growth in EQ With ChatGPT as your interactive companion you ll navigate structured exercises that explore self awareness empathy resilience and social skills components essential for those who value intellectual depth but seek to engage more meaningfully in personal and professional relationships This book empowers you to Develop a profound self awareness that aligns intellectual insight with emotional understanding Practice empathy to deepen interpersonal connections and perspective taking Enhance social skills to communicate with clarity and warmth Build resilience embracing setbacks as steps toward growth AI and the Emotionally Enlightened Mind is more than a manual it s an experiential journey for high IQ individuals seeking to master the art of emotional intelligence With each chapter you ll see how IQ and EQ together create a powerful toolkit for navigating life s complexities Elevate your potential enrich your relationships and embrace a well rounded intelligence that combines sharp reasoning with genuine human connection **The Beginners Guide to ChatGPT: Master AI with Ease** Manoj Jangra,2025-05-01 Are you curious about ChatGPT but don t know where to start Overwhelmed by the tech jargon and unsure how AI can actually help you This is the book for you The Beginner s Guide to ChatGPT is your all in one step by step introduction to understanding and using the world s most powerful AI tool in your personal creative and everyday life Whether you re a student professional creator or just curious this book gives you the practical knowledge confidence and inspiration to start using ChatGPT from Day 1 What You ll Learn What ChatGPT is and how it works no confusing tech talk How to sign up and start chatting like a pro Prompts that solve real problems writing recipes ideas more Productivity hacks and creative uses Tips to get the best answers and what to avoid 70 powerful prompt examples cheat sheets Inspiring success stories and use cases By the end of this book you won t just understand ChatGPT you ll use it with ease every day Beginner’s Guide to ChatGPT Don Rider,2025-06-30 Beginner s Guide to ChatGPT is the perfect introduction to the world of artificial intelligence In clear straightforward language Dr Don Rider shows you how to use ChatGPT for everything from writing and automating tasks to learning new skills and enhancing productivity Packed with practical tips ready to use prompts and step by step examples this guide makes it easy to tap into the power of AI no technical experience necessary **ChatGPT 4.0 for Beginners** StoryBuddiesPlay,2024-05-25 Unveiling the Power of ChatGPT 4 0 A Comprehensive Guide to Mastering This Revolutionary AI Tool Are you ready to unlock the potential of artificial intelligence in your daily life Look no further than ChatGPT 4 0 a powerful language model that can transform the way you work learn and create This beginner friendly guide empowers you to harness the full potential of ChatGPT 4 0 from crafting effective prompts to exploring its vast functionalities Unleash Your Creative Spark Effortless Content Creation Generate compelling stories poems scripts and marketing copy with just a few guiding prompts Overcome writer s block and explore new creative avenues with ChatGPT as your partner Level Up Your Productivity Automate repetitive tasks streamline research and organize your workflow with ChatGPT s intelligent assistance

Free up valuable time and mental space to focus on what truly matters Revolutionize Your Learning Dive deeper into any topic with ChatGPT as your research assistant Summarize complex information generate practice problems and create interactive learning experiences to solidify your knowledge Master the Art of Prompts This guide delves into the heart of interacting with ChatGPT 4 0 prompts Learn how to craft clear and concise instructions that unlock the tool s true potential Explore different prompt types from instructional prompts for specific tasks to open ended prompts that spark creative exploration A Guide for Everyone Whether you re a student seeking research assistance a professional looking to boost your workflow or simply a curious individual eager to explore the potential of AI ChatGPT 4 0 has something to offer This guide caters to users of all backgrounds providing step by step instructions and practical applications for various needs Embrace the Future of AI As AI technology continues to evolve ChatGPT 4 0 stands at the forefront This guide equips you with the knowledge and tools to stay informed about updates and navigate the ever changing landscape of AI Don t wait any longer Embark on your journey with ChatGPT 4 0 today and unlock a world of possibilities This comprehensive guide is your key to mastering this powerful AI tool and transforming the way you work learn and create **ChatGPT, A Guide for Beginners** Todd Bitfold,2024-02-21 Are you curious about ChatGPT but don t know how to get started Do you want to understand ChatGPT in simple terms Do you want to know how ChatGPT can help the average person Start your journey into the exciting world of artificial intelligence with A ChatGPT Guide for Beginners What It Does How It Does It and Why You Should Use It a comprehensive guide to mastering ChatGPT the groundbreaking AI tool This easy to follow book is designed for anyone eager to unlock the full potential of ChatGPT It addresses common challenges and frustrations such as Understanding ChatGPT s capabilities and limitations Getting the results you need from ChatGPT Leveraging ChatGPT for problem solving content creation and more As a beginner friendly guide A ChatGPT Guide for Beginners What It Does How It Does It and Why You Should Use It equips you with the knowledge to use ChatGPT efficiently Inside you ll discover how to Boost your everyday productivity AND be more creative Sidestep common pitfalls and maximize ChatGPT s capabilities Boost your business and personal productivity to unprecedented levels For those ready to dive into the world of advanced technology and forge a new path with ChatGPT this book is the way to get started So don t wait scroll up and click the Buy Now button to start your transformative journey with ChatGPT today Getting Started with AI RaptorDynasty,2025-10-07 Getting Started with AI A Practical Guide to Using ChatGPT for Business is a step by step handbook for entrepreneurs freelancers and creators who want to turn AI into real income This practical guide shows you how to use ChatGPT to automate tasks create high quality content write persuasive copy and build scalable digital products even without a team Through hands on examples ready to use prompts and actionable exercises you ll learn how to grow your business faster and smarter Whether you re starting from scratch or ready to scale this book helps you move from learning to earning with the power of AI AI Ink. Jason Van Tatenhove,2025-11-04 Learn how to use and leverage AI as a writer editor literary agent or publisher AI Ink Writing

Publishing and Misinformation at the Dawn of the AI Age is a groundbreaking exploration of the profound impact of artificial intelligence on the creative industries Jason Van Tatenhove a journalist and expert on political extremism takes readers on a journey through the rapidly evolving landscape where AI tools are reshaping writing and publishing From AI generated content to the ethical dilemmas of misinformation this book addresses the opportunities and challenges that come with the integration of AI into creative processes Van Tatenhove draws on his extensive experience and interviews with leading experts to provide a comprehensive guide that is essential for writers publishers and anyone interested in the future of creativity AI Ink not only explores the current state of AI but also offers thoughtful predictions and practical advice for navigating the complexities of this new technological era **The Beginner's Guide to ChatGPT** StoryBuddiesPlay,2024-04-12 Unleash your creative potential and unlock a world of possibilities with ChatGPT the powerful AI language model that can revolutionize the way you work and think This comprehensive guide crafted specifically for beginners is your one stop shop for mastering ChatGPT in 10 easy to follow chapters No prior AI experience necessary We ll walk you through everything you need to know from setting up your free OpenAI account to crafting effective prompts that unlock the full potential of ChatGPT Here s a glimpse of what awaits you Become a Content Creation Powerhouse Generate captivating stories poems scripts and marketing materials with just a few guiding words Effortless Information Access Simplify your research with ChatGPT s ability to summarize articles answer your questions and verify facts Streamline Communication ChatGPT can draft emails translate languages and even brainstorm ideas to elevate your communication skills The Art of the Prompt Discover the key to maximizing ChatGPT s capabilities Learn how to craft clear concise and context rich prompts that generate the exact results you desire Refine Your Results it also equips you with the knowledge to navigate the ever evolving landscape of AI We ll delve into the future of AI and Large Language Models explore responsible AI practices and connect you with a vibrant community of AI enthusiasts Are you ready to embark on your AI adventure This comprehensive guide is your key to unlocking the transformative power of ChatGPT Get started today and discover a world of possibilities where AI empowers you to achieve more AI Revolution Tero Ojanperä,2024-11-14 The AI Revolution is a practical guide to using new AI tools such as ChatGPT DALLE and Midjourney Learn how to multiply your productivity by guiding or prompting AI in various ways The book also introduces Microsoft Copilot Google Bard and Adobe Photoshop Generative Fill among other new applications ChatGPT reached a hundred million users in just two months after its release faster than any other application before This marked the advent of the generative AI era Generative AI models generate text images music videos and even 3D models in ways previously thought impossible for machines The book explains in an understandable manner how these AI models work The book provides examples of how AI increases productivity which professions are changing or disappearing and how job markets will evolve in the coming years With this book you ll learn to recognize the opportunities and risks AI offers Understand what this change demands from individuals and companies and

what strategic skills are required The book also covers legal questions caused by generative AI like copyrights data protection and AI regulation It also ponders societal impacts AI produces content thus influencing language culture and even worldviews Therefore it s crucial to understand by whom and how AI is trained The AI revolution started by ChatGPT is just the beginning This handbook is for you if you want to keep up with the rapid development of AI **Generative AI, Contracts, Law and Design** Marcelo Corrales Compagnucci,Helena Haapio,Mark Fenwick,2025-11-22 This book explores how generative AI and design are reshaping the law legal communication and contracting moving beyond automation toward collaboration and meaningful outcomes Combining theory and practice it addresses challenges such as privacy communication financial well being responsible AI use and the language of contracts This edited book breaks new ground in exploring how generative AI and design are acting as catalysts for change in law legal communication and contracting Together they are transforming the way we think and act moving beyond automation toward collaboration actionability and achieving goals Bringing together theoretical insights and practical experiments the book features contributions from scholars and practitioners working at the intersection of law business technology and design Chapters address topics such as AI enhanced financial well being and debt support bridging the implementation gap in contracting improving the usability of privacy communication and health data and protecting artistic style in the age of AI Threaded through these diverse contributions common questions emerge If the purpose of contracts is to establish and achieve common goals why does their language so often seem arcane like a magic spell and how can AI help us change that How can we responsibly integrate AI into legal health and commercial information to enhance usability and understanding What does responsible AI use look like in practice and how can design principles guide it This book provides legal professionals technologists designers business leaders and policymakers with the insight and tools necessary to shape the future of law and contracts creatively and critically Chatgpt Kenneth Escoto,2023-07-04 **MASTERING CHATGPT** , Look no further than this book Mastering ChatGPT A Comprehensive Guide for Beginners and Advanced Users Written by Kamilu Aminu Yusif Unlock the full potential of ChatGPT with this comprehensive guide perfect for both beginners and experienced users Mastering ChatGPT takes you on a step by step journey from understanding the basics of AI driven communication to mastering advanced techniques that will elevate your productivity creativity and problem solving skills Inside this book you ll find Understanding ChatGPT Gain insights into what makes ChatGPT tick Learn about its capabilities limitations and how to effectively communicate with this powerful AI tool Clear and Accessible Explanations Whether you re new to ChatGPT or looking to deepen your understanding this guide breaks down key concepts and provides detailed examples making it easy to learn at your own pace Practical Applications Discover how to use ChatGPT in a variety of contexts from personal productivity and education to professional writing software development and customer support Advanced Features and Techniques Learn how to customize prompts integrate ChatGPT with other tools and APIs and apply advanced strategies to improve response quality and precision Ethical

Considerations Understand the importance of responsible AI use including best practices for ethical interactions and safeguarding against misuse Effective Interaction Discover strategies for crafting precise prompts managing conversation flow and optimizing responses From simple queries to complex interactions this book helps you get the most out of every exchange Advanced Customization Dive into the technical aspects with detailed explanations of API integrations advanced settings and how to tailor ChatGPT to meet your specific needs Perfect for developers and tech enthusiasts Privacy and Security Learn best practices for safeguarding your data and maintaining privacy while using ChatGPT Understand the importance of ethical AI usage and how to protect your sensitive information Troubleshooting and Support Find solutions to common issues with easy to follow troubleshooting guides Whether it s dealing with unwanted responses or navigating technical difficulties this book has you covered Resources for Further Learning Continue your AI journey with curated lists of tutorials community forums advanced documentation and certification programs Stay ahead of the curve with the latest in AI advancements Future Developments in AI Get a glimpse into the future of AI and how tools like ChatGPT are evolving Understand the trends and innovations that will shape the next generation of conversational AI Appendix with Essential Resources Gain quick access to a glossary of terms keyboard shortcuts troubleshooting tips and support contacts ensuring you have everything you need to succeed Whether you re a writer developer educator or simply curious about AI Mastering ChatGPT is your go to resource for maximizing the benefits of this powerful tool Empower yourself with the knowledge and skills to leverage ChatGPT in ways you never thought possible Get your copy of Mastering ChatGPT today and take your AI conversation to the next level **ChatGPT Power User Guide** StoryBuddiesPlay,2024-04-14 Unleash the full potential of ChatGPT and transform yourself from a casual user into a pro with this comprehensive guide Ditch the limitations and unlock a world of possibilities with ChatGPT This ultimate resource equips you with the knowledge and techniques to become a ChatGPT power user Master the Art of the Prompt Crafting effective prompts is the key to unlocking ChatGPT s true potential Learn how to formulate clear concise instructions that guide ChatGPT towards the specific outcomes you desire We ll delve into the secrets of tailoring prompts for various tasks from creative writing to research to code generation Fine Tune for Specialization Take ChatGPT beyond its generic capabilities Discover how to fine tune it with domain specific data transforming it into a powerful assistant specifically tailored to your unique workflow and needs Supercharge Productivity Creativity Imagine automating repetitive tasks overcoming writer s block and generating innovative ideas with the help of AI This guide explores how to leverage ChatGPT to streamline your workflow boost productivity and unleash your inner artist Become a Research Powerhouse Tired of tedious research drudgery Learn how to utilize ChatGPT as your intelligent research partner Explore techniques for efficiently sifting through information extracting key findings and generating insightful reports all with impressive speed and accuracy Navigate Challenges Embrace the Future We ll equip you with the knowledge to identify and mitigate potential biases and factual errors in ChatGPT outputs Discover strategies for

troubleshooting unexpected outcomes and ensure responsible and ethical use of this powerful tool Continuous Learning Exploration This guide is just the beginning We ll show you how to stay updated on the latest ChatGPT features and developments by following official channels and engaging with the vibrant community Explore uncharted territory with advanced applications like code generation and data analysis Become an Agent of Change The future of AI is in your hands Learn how to contribute to the responsible development of ChatGPT by providing feedback creating training data sets and participating in crucial discussions about ethical AI practices This comprehensive guide offers 10 Step by Step Chapters A clear and concise roadmap to mastering ChatGPT Actionable Techniques Practical strategies you can implement immediately to see results Advanced Applications Explore the cutting edge capabilities of ChatGPT Expert Tips Tricks Gain valuable insights from seasoned ChatGPT users Ethical Considerations Ensure responsible and ethical use of this powerful tool Don t settle for the ordinary Take control and unlock the full potential of ChatGPT Get your copy of this essential guide today and embark on your journey to becoming a ChatGPT power user

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