

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



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PROMPT INSPIRATION



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Chatgpt Guide

Manoj Jangra



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 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 [ChatGPT Guide: What It Is, How to Use It, and The Best Things You Can Do With This AI Chat](#) Martín Arellano,

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 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* Prokopia 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 [The Beginner's 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

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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

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

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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 **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 **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 DALL-E 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

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

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conversation to the next level Chatgpt Kenneth Escoto,2023-07-04 *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 for Beginners:** Adam Palmer,2025-08-14 ChatGPT for Beginners Unlock the power of AI and transform the way you work learn and create ChatGPT for Beginners is your essential guide to understanding and mastering one of today s most exciting technologies Whether you re new to AI or looking to get practical with your first chatbot this book delivers clear accessible and actionable insights to help you get started with confidence Forget the jargon and confusion This guide breaks down what ChatGPT is how it works and how you can use it in real life From setting up your first session to troubleshooting issues you ll gain the tools and strategies to make AI your everyday assistant creative partner and productivity booster It also tackles the important questions about privacy data security and ethics so you can use ChatGPT responsibly and thoughtfully Inside This Book You ll Discover Introduction to ChatGPT What It Is and How It Works Setting Up Your First ChatGPT Session Understanding Prompts How to Talk to ChatGPT Using ChatGPT for Everyday Tasks Creative Writing with ChatGPT Troubleshooting Common Issues Privacy and Data Security with ChatGPT If you re ready to turn curiosity into real world skills this is the guide you ve been waiting for Learn to chat smarter write faster research better and unlock your creative potential with an AI that s always ready to help Scroll Up and Grab Your Copy Today

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