

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
- All 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

- Intern:** "Come up with new fundraising ideas."
- Thought Partner:** "What should we think about when generating new fundraising ideas?"
- Critic:** "Here's a list of 10 fundraising ideas I created. Are there any I missed? Which ones seem particularly good or bad?"
- 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."

- "Write 5 subject lines I should use for a holiday sale. Maximum 8 words each."
- "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'."
- "Write a landing page header for my new Salt Lake City location. Generate 10 ideas. Make sure they're creative."
- "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."
- "I'm hiring for a part-time baker position. Draft a job description using what you know about my business."
- "I need to increase sales by 10% this year. What are some growth strategies I should think about?"
- "Here are the reviews from my Google Reviews page. Summarize the feedback from my customers."
- "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



PROMPT INSPIRATION



Compiled by Pete Huang

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PromptHero



SnackPrompt

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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](#)

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[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

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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

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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

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