

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

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Chatgpt Guide

Marco Behnke

A red circular graphic with a gradient, appearing as a stylized arrow 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

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 einschließen zu lassen lernst du hier spielerisch wie du die KI als Helfer Ideengeber und virtuellen Assistenten nutzen kannst Ein Muss für alle die verstehen wollen wie Künstliche Intelligenz funktioniert und wie man sie clever einsetzt Für wen ist das Buch geeignet Einsteiger ohne Vorkenntnisse Selbstständige Unternehmer Rentner Senioren die digital durchstarten wollen Alle die ChatGPT im Alltag Beruf oder Hobby nutzen möchten Gefällt dir das Buch Dann hilf anderen Einsteigern mit einer kurzen Bewertung vielen Dank Autor Hans Jürgen Gebel Prompt Engineering für die Sekundarstufe 1+2 Boris Ehret, 2024-10-04 Künstliche 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 Franzischlehrer 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 *Praxisratgeber: Künstliche Intelligenz* Eva Müller, Julia Mosbach, Claudia Potthoff, Dirk Thiede, Stefan Wilsmann, Tim Kantereit, Elona Gutschlag, Janina Brüggemann, Alicia Bankhofer, 2023-03-21 Künstliche Intelligenz ist der neue Trend in der Schule Chatbots und Co eröffnen völlig neue Möglichkeiten für den Unterricht und stellen Lehrerinnen vor neue Herausforderungen In diesem Leitfaden erfahren Sie alles Wissenswerte über Künstliche Intelligenz und wie die neuen Technologien den Unterricht verändern werden Darüber hinaus werden verschiedene Anwendungsfälle für KI im Unterricht vorgestellt z B wie man Chatbots als Tutoren einsetzt um SchülerInnen zu unterstützen Der Leitfaden enthält auch viele praktische Tipps die dazu inspirieren neue Wege im Unterricht und in der Unterrichtsvorbereitung zu gehen Aus dem

Inhalt Medienkompetenz Die Technik hinter ChatGPT und Co verstehen Lernen optimieren Chatbots als Lernassistenten einsetzen Unterrichtsvorbereitung KI gestützte Stundenplanung Kompetent in Rechtsfragen Wie dürfen KI generierte Inhalte genutzt werden Schöne neue Welt Die Zukunft des Unterrichtens **Quick & Easy Guide ChatGPT für Einsteiger** Marco Behnke,2024

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 Güneş 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

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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

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 Ultimate Guide to ChatGPT Percival C. Verena, 2023-04-22 In this comprehensive guide you will 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, **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 will 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

Upgrade: KI-Pädagogik Alexander König, 2024-11-01 Wie Sie KI zielgerichtet und verantwortungsbewusst einsetzen Ist KI das Ende der Institution Schule Sollte ihr Einsatz in der Schule verboten werden Oder markiert sie vielmehr den Beginn einer neuen Ära des Unterrichtens Kaum eine andere Bildungstechnologie polarisiert so sehr wie Künstliche Intelligenz Spätestens seit der Einführung des Bots ChatGPT beherrschen die Diskussionen über ihren Einsatz die Gespräche in Lehrer*innenräumen und in der Bildungspolitik Der vierte Band der Upgrade Reihe betrachtet KI aus dem Blickwinkel von Schule und Unterricht Er klärt was unter Künstlicher Intelligenz überhaupt zu verstehen ist zeigt wie KI zum Erwerb von

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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

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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

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Reviewing **Chatgpt Guide**: Unlocking the Spellbinding Force of Linguistics

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