ChatGPT: Zero to Power User Cheat Sheet

KEY TERMS

OpenAl: parent company of ChatGPT Generative Al: category of Al that can "produce" content like text/images vs. specific tasks like predicting things Al 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."
- 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 with, humorous and irreverent,"

- "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: [xl, fyl, fzl, fal
- "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). O makes it more conservative (good for academic/formal).

OTHER CHATBOTS









Bing Chat

Anthropic Claude

USEFUL PLUGINS requires CharGPT Plus (\$20/month)



B

PROMPT INSPIRATION





SnackPrompt



Compiled by Pete Huang

Get the HI-RES version at theneurondaily.com

Chatgpt Guide

Don Rider

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 ChatGPT Guide für Anfänger - 10 Schritte zum KI-Erfolg future of productivity is here Are you ready to master it Hans-Jürgen Göbel, ChatGPT Guide fr Anf nger 10 Schritte zum KI Erfolg Der praxisnahe Ratgeber fr Einsteiger So nutzt du KI clever fr Business Alltag kreative Projekte ChatGPT einfach erklrt dein Start in die Welt der Knstlichen 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 fr dich In ChatGPT fr Einsteiger 10 Schritte zum KI Erfolg zeigt dir Hans Jrgen G bel Schritt fr Schritt wie du das volle Potenzial von K nstlicher Intelligenz fr 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 fr 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 einsch chtern zu lassen lernst du hier spielerisch wie du die KI als Helfer Ideengeber und virtuellen Assistenten nutzen kannst Ein Muss fralle die verstehen wollen wie Knstliche Intelligenz funktioniert und wie man sie clever einsetzt F r wen ist das Buch geeignet Einsteiger ohne Vorkenntnisse Selbstst ndige Unternehmer Rentner Senioren die digital durchstarten wollen Alle die ChatGPT im Alltag Beruf oder Hobby nutzen m chten Gef llt dir das Buch Dann hilf anderen Einsteigern mit einer kurzen Bewertung vielen Dank Autor Hans I rgen G bel Prompt Engineering für die Sekundarstufe 1+2 Boris Ehret, 2024-10-04 K nstliche Intelligenz revolutioniert unsere Welt auch im Bildungsbereich Dieses Buch bietet einen praxisnahen Leitfaden fr Lehrpersonen der Sekundarstufen 12 zum Einsatz von KI im schulischen Alltag Folgende Fragen werden beantwortet Wie kann KI das Lernen und Lehren unterst tzen Welche KI Tools eignen sich fr den Unterricht und die Pr fungsvorbereitung Wie formuliert man effektive Prompts fr ChatGPT und andere KI Assistenten Welche ethischen und rechtlichen Aspekte m ssen beim KI Einsatz beachtet werden Wie ver ndert KI die Anforderungen an Maturaarbeiten und an andere schulische Leistungsnachweise Das Buch bietet Grundlegendes Wissen zu KI Systemen wie ChatGPT Claude und anderen ber 50 konkrete Anwendungsbeispiele fr 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 m chten Sch ler die KI f r effizienteres Lernen und Pr fungsvorbereitung nutzen wollen Bildungsverantwortliche die sich mit den Auswirkungen von KI auf unser Schulsystem auseinandersetzen Mit diesem Leitfaden sind Sie ger stet um das Potenzial der k nstlichen Intelligenz zu nutzen und gleichzeitig deren Grenzen zu erkennen ber den Autor Boris Ehret Jahrgang 1962 ist Romanist und seit fast zwei Jahrzehnten als Franz sischlehrer an der Kantonsschule Alpenquai in Luzern t tig Als bungslehrer begleitet er angehende Lehrkr fte auf ihrem Weg ins Gymnasium Seine Leidenschaft fr innovative Lehrmethoden spiegelt sich in der von ihm entwickelten und betreuten Lernplattform www borisehret ch wider Seit der Einf hrung von ChatGPT im November 2022 widmet sich Boris Ehret intensiv der Erforschung der Auswirkungen k nstlicher Intelligenz auf den gymnasialen Unterricht Seine Expertise in diesem Bereich hat er in zahlreichen Weiterbildungsveranstaltungen an Lehrkr fte 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 K nstliche Intelligenz ist der neue Trend in der Schule Chatbots und Co er ffnen v llig neue M glichkeiten f r den Unterricht und stellen Lehrer innen vor neue Herausforderungen In diesem Leitfaden erfahren Sie alles Wissenswerte ber K nstliche Intelligenz und wie die neuen Technologien den Unterricht ver ndern werden Dar ber hinaus werden verschiedene Anwendungsf lle fr KI im Unterricht vorgestellt z B wie man Chatbots als Tutoren einsetzt um Sch ler innen zu unterst tzen Der Leitfaden enth lt 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 gest tzte Stundenplanung Kompetent in Rechtsfragen Wie d rfen KI generierte Inhalte genutzt werden Sch ne neue Welt Die Zukunft des Unterrichtens **Quick & Easy Guide ChatGPT für Einsteiger** Marco 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 AI and the Emotionally Enlightened Mind Kemal Onur Günes, 2024-12-22 Discover the transformative power research 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 Quick & Easy Guide ChatGPT für Anfänger Marco Behnke, 2025

Mediale Praktiken in einer Kultur der Digitalität Stefan Emmersberger, Ingo Kammerer, 2025-09-22 Die Kultur der Digitalit t f hrt 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 K nstlicher Intelligenz verbundenen Ver nderungen stellen Institutionen wie Schule und Universit t vor gro e Herausforderungen bieten ihnen

allerdings auch vielf ltige Chancen Mit Blick auf den Deutschunterricht versucht der vorliegende Band hierf r eine differenzierte Position zu entwickeln die zwischen Bew hrtem und Neuem abw gt und praxisnahe Impulse fr sprachliche und ChatGPT in Action: A Guide ,2024-11-10 ChatGPT in Action is a self study and practice literarische Bildung anbietet 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 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 Martin Arellano, **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

<u>Upgrade: KI-Pädagogik</u> 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 ra des Unterrichtens Kaum eine andere Bildungstechnologie polarisiert so sehr wie K nstliche Intelligenz Sp testens seit der Einf hrung des Bots ChatGPT beherrschen die Diskussionen ber ihren Einsatz die Gespr che in Lehrendenzimmern und in der Bildungspolitik Der vierte Band der Upgrade Reihe betrachtet KI aus dem Blickwinkel von Schule und Unterricht Er kl rt was unter K nstlicher Intelligenz berhaupt zu verstehen ist zeigt wie KI zum Erwerb von

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avoid biases and improve performance Understand the limitations and potential of the model This book also includes a FAO 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 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 Il 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 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

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