

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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Beginner Chatgpt Prompts For Beginners For Gen Z

**Jochen Kuhn, Stefan Küchemann, Knut
Neumann, Martina Rau**



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Art of Digital Hustle Aalok Dixit, 2025-07-15 You were told to hustle but unfortunately no one warned you that the digital hustle might hustle you back The book redefines success in a fast paced AI driven industry It introduces the MAP framework Mindset Adaptability Purpose to help young techies hustle intentionally without burning out Chapters explore generational workplace dynamics mental health challenges such as anxiety caused by social media and the need for continuous learning 65% of tech skills expire within three years Gartner 2024 Real stories like Aalok's Day 17 Disaster at IBM show how embracing challenges leads to growth The Key lessons include building a skill stack over chasing titles with 70% of tech jobs now requiring cross functional skills LinkedIn 2024 The book also introduces simple methods focusing on mindset intentionality navigation and discipline and Aalok's Single Secret Technique SST for productivity such as one minute breath resets It encourages finding purpose whether coding for a cause or freelancing and stresses adaptability in a rapidly evolving field Ultimately Art of Digital Hustle empowers the next generation to craft unique fulfilling IT careers by staying true to themselves and leveraging their digital native strengths

Unleashing User Innovation

Mohammad Amin Kuhail, Mostafa Mohamad, Rawad Hammad, Mohammed Bahja, 2025-12-31 The convergence of End User Development EUD and Generative Artificial Intelligence GenAI ushers in a transformative era in which creators and consumers are no longer sharply divided and users are empowered to innovate as never before Unleashing User Innovation Multidisciplinary Perspectives on End User Development and Generative AI explores this dynamic intersection by bringing together diverse perspectives to highlight how these technologies are reshaping how we interact learn and innovate With the perspective that new challenges require user driven solutions the book explores how EUD allows non technical users to adapt and create tools for their needs while GenAI infuses the creative capability for creating human like output from natural language to multimedia Together EUD and GenAI can allow the democratization of innovation and open unimagined possibilities The book Traces the evolution of EUD with an overview of the tools designed for chatbot development Examines the educational landscape and shows how GenAI empowers educators to use AI as consumers and collaborators in shaping educational futures Presents state of the art applications of GenAI in personalizing education to improve comprehension and support special education Explores the versatility of GenAI applications in tourism and immersive experiences public health and financial systems Covers major ethical policy and global considerations driving responsible AI deployment By exploring the intersection of diverse fields the book reveals how generative AI empowers individuals engaged in end user development to unlock their creative potential It emphasizes the role of generative AI in enabling these developers to create innovative software solutions effectively With a focus on cutting edge advancements the book showcases how the integration of generative AI fosters a collaborative environment that bridges the gap between technical and non technical users thereby democratizing development and fostering innovation

AI in Language Teaching, Learning, and Assessment Pan,

Fang,2024-02-12 The introduction of Artificial Intelligence AI has ignited a fervent academic discourse AI's role is as both a powerful ally and a potential adversary in education For instance ChatGPT is a generative AI which mimics human conversation with impressive precision Its capabilities span the educational spectrum from answering questions and generating essays to composing music and coding Yet as with any innovation its advent has sparked a spirited academic dialogue AI in Language Teaching Learning and Assessment seeks to address these concerns with rigor and thoughtfulness It explores the undeniable drawbacks of AI in language education and offers strategic insights into their prevention It scrutinizes the resources and safeguards required to ensure the ethical and secure integration of AI in academic settings This book lays out the multifaceted benefits of incorporating AI into language teaching learning and assessment Its chapters dissect the transformative impact of AI on pedagogy teaching materials assessment methodologies applied linguistics and the broader landscape of language education development This book is a valuable resource for language learners educators researchers and scholars alike It beckons to those who are keen on exploring and implementing AI in education as well as AI developers and experts seeking to bridge the chasm between technology and language education

Navigating the Circular Age of a Sustainable Digital Revolution Tanveer, Umair,Ishaq, Shamaila,Huy, Truong Quang,Hoang, Thinh Gia,2024-08-26 In the face of rapid digitalization and environmental challenges the world stands at a critical juncture The relentless pace of technological advancement has brought unparalleled convenience and efficiency but has also contributed to unsustainable consumption patterns resource depletion and environmental degradation Despite growing awareness many industries need help integrating sustainable practices into their operations hindered by a lack of understanding resources and clear guidelines Moreover the complexity of the circular economy and the ethical dimensions of digitalization pose significant challenges requiring innovative solutions and comprehensive guidance Navigating the Circular Age of a Sustainable Digital Revolution offers a timely and comprehensive solution to these pressing challenges By exploring the intricate relationship between technology and sustainability this book provides a roadmap for businesses policymakers and individuals to embrace sustainable practices in the digital era Researchers and scholars gain profound insights from this book into the dynamics between digitalization and sustainable practices while policymakers find nuanced analyses to shape regulatory frameworks Business leaders and professionals discover practical guidance for sustainable business models and digital transformation and technology practitioners align their fields with sustainable advancements Ultimately the book empowers individuals and organizations to shape a future where technology and sustainability coexist fostering a more sustainable and prosperous world

Adopting Artificial Intelligence Tools in Higher Education Thangavel Murugan,Karthikeyan Periasamy,A.M. Abirami,2025-01-24 This book offers a modern exploration of the intersection of technology and education It examines the prospects of integrating different AI tools into higher education and explores the challenges opportunities and innovative solutions for the different issues surrounding the use of AI in higher education Each

chapter discusses a different area where AI can enhance the educational landscape such as AI integration in higher education and immersive virtual reality based learning environments The book also emphasizes student centered learning AI powered frameworks for academic excellence and learner centric pedagogies Furthermore it delves into the role of AI in personalized learning in STEM courses the development of AI based tutoring systems and the use of machine learning to identify students mental health status The volume concludes with Dynamic Horizon which examines how AI and gamification are shaping higher education This book is essential for educators administrators researchers and policymakers who want to leverage AI to create an adaptive personalized and engaging learning environment Adopting Artificial Intelligence Tools in Higher Education provides valuable insights into the future of education paving the way for a more empowered and enlightened academic world

Chatgpt and Other Generative AI Tools Jochen Kuhn, Stefan Küchemann, Knut Neumann, Martina Rau, 2025-02-17 In the past ten years applications of generative artificial intelligence GAI have found rapidly growing use in medicine science and daily life Large language models LLMs opened up new avenues in particular for education LLMs have been used to create interactive educational content for students stimulate their curiosity generate code explanations and develop assessment questions Additionally LLMs been applied for language practice anxiety alleviation and feedback provision In higher education LLMs have shown potential for assisting in medical exam preparation and clinical decision making In school education LLMs can help teachers with automated evaluation of student responses and respective adaptive feedback More recently LLM based applications such as chatGPT have been used to generate teaching materials or assessment tasks across different subjects The fields understanding of the effects of the use of LLM based applications in classroom teaching however is still in its infancy GAI tools may help solving a range of tasks in education in particular with respect to teachers and students and teachers efforts to generate content However it is critical that teachers and students do not overly rely on GAI generated solutions but instead critically assess each solution Students should furthermore not use GAI tools to avoid investing relevant mental effort to create mental models or more broadly build up competencies

Silent Economy Sandra Maria Correira Loureiro, João Guerreiro, 2025-10-14 This book explores the evolution of artificial intelligence AI and its wide ranging impacts Beginning with the concept of the silent economy this work traces the development of AI from its early stages to the present highlighting the emergence of generative AI The narrative examines how AI influences organizational culture societal well being and business decisions at strategic tactical and operational levels The book also analyzes the evolving dynamics of the workplace consumer behavior and AI s ethical and legal implications The final chapter offers thoughtful reflections on future generations of AI presenting a comprehensive and insightful perspective on this transformative technology

Navigating Generative AI in Higher Education Soroush Sabbaghan, 2025-08-11 This timely book explores the role of generative artificial intelligence AI in reshaping higher education It presents a detailed examination of the impact of generative AI on teaching research and academic practices investigating its transformative potential and

addressing key ethical concerns and challenges Unleashing Creativity with ChatGPT: A Writing Prompt Companion C. P. Kumar , Writing can be both an exhilarating and a daunting task Sometimes the ideas just flow and other times we sit staring at a blank page struggling to find inspiration As a writer you might be familiar with the feeling of being stuck or experiencing writer s block In such moments a little nudge in the right direction can make all the difference This is where ChatGPT comes in ChatGPT is a language model that has been trained on an enormous amount of text data which allows it to generate human like responses to various prompts In this book we explore how you can use ChatGPT as a tool to unleash your creativity and inspire your writing Whether you are a seasoned writer looking to break through a creative block or a beginner seeking guidance on how to get started this book has something for everyone We have designed a comprehensive range of writing prompts that cover various genres including fiction non fiction poetry memoir screenwriting and more We also offer unique exercises for honing your writing skills and exploring your thoughts and emotions The book is divided into chapters that explore different types of prompts and how they can be used to generate ideas for various writing projects From character development and world building to dialogue and comedy we ve got you covered Whether you re looking to write a children s book a horror story or a persuasive essay there s a prompt for every genre and writing style We hope that this book will not only inspire you but also challenge you to explore new ideas and approaches to your writing With ChatGPT as your companion you ll be able to unleash your creativity and write stories that captivate and engage your readers

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Table of Contents Beginner Chatgpt Prompts For Beginners For Gen Z

1. Understanding the eBook Beginner Chatgpt Prompts For Beginners For Gen Z
 - The Rise of Digital Reading Beginner Chatgpt Prompts For Beginners For Gen Z
 - Advantages of eBooks Over Traditional Books
2. Identifying Beginner Chatgpt Prompts For Beginners For Gen Z
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Beginner Chatgpt Prompts For Beginners For Gen Z
 - User-Friendly Interface
4. Exploring eBook Recommendations from Beginner Chatgpt Prompts For Beginners For Gen Z
 - Personalized Recommendations
 - Beginner Chatgpt Prompts For Beginners For Gen Z User Reviews and Ratings
 - Beginner Chatgpt Prompts For Beginners For Gen Z and Bestseller Lists
5. Accessing Beginner Chatgpt Prompts For Beginners For Gen Z Free and Paid eBooks
 - Beginner Chatgpt Prompts For Beginners For Gen Z Public Domain eBooks
 - Beginner Chatgpt Prompts For Beginners For Gen Z eBook Subscription Services
 - Beginner Chatgpt Prompts For Beginners For Gen Z Budget-Friendly Options
6. Navigating Beginner Chatgpt Prompts For Beginners For Gen Z eBook Formats

- ePub, PDF, MOBI, and More
 - Beginner Chatgpt Prompts For Beginners For Gen Z Compatibility with Devices
 - Beginner Chatgpt Prompts For Beginners For Gen Z Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Beginner Chatgpt Prompts For Beginners For Gen Z
 - Highlighting and Note-Taking Beginner Chatgpt Prompts For Beginners For Gen Z
 - Interactive Elements Beginner Chatgpt Prompts For Beginners For Gen Z
 8. Staying Engaged with Beginner Chatgpt Prompts For Beginners For Gen Z
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Beginner Chatgpt Prompts For Beginners For Gen Z
 9. Balancing eBooks and Physical Books Beginner Chatgpt Prompts For Beginners For Gen Z
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Beginner Chatgpt Prompts For Beginners For Gen Z
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Beginner Chatgpt Prompts For Beginners For Gen Z
 - Setting Reading Goals Beginner Chatgpt Prompts For Beginners For Gen Z
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Beginner Chatgpt Prompts For Beginners For Gen Z
 - Fact-Checking eBook Content of Beginner Chatgpt Prompts For Beginners For Gen Z
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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