

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



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Complete Guide To Ultimate Chatgpt Prompts 2025

**Christopher Maneu, Emilie Beau, Jean-
Pierre Riehl, Romain Casteres, Frederic
Gisbert**

Complete Guide To Ultimate Chatgpt Prompts 2025:

The Essential Guide to Prompt Engineering Vladimir Geroimenko, 2025-03-17 This book provides a concise yet comprehensive guide to mastering the entire spectrum of prompt engineering from fundamental concepts to pro level techniques and essential security considerations Filled with practical examples and detailed explanations it delivers actionable knowledge that can be directly applied to AI projects The guide includes dedicated chapters on key challenges and security issues equipping readers to overcome significant obstacles they may encounter It outlines a clear pathway to the art and science of prompt engineering offering the tools and insights for a successful journey into the rapidly evolving world of generative AI With its holistic approach and coherent structure this book is an indispensable resource for AI developers professionals in related fields enthusiasts graduate and undergraduate students and anyone keen to enhance the efficiency of their interactions with AI models

Advanced SEO Strategies with Chat GPT V5: A Step by Step Guide

StoryBuddiesPlay, 2025-08-13 Advanced SEO Strategies with ChatGPT V5 A Step by Step Guide is the definitive blueprint for harnessing artificial intelligence to supercharge your search engine performance Covering everything from advanced keyword research and content optimization to voice search featured snippets and future SEO trends this eBook shows you how to integrate ChatGPT V5 into every stage of your workflow Packed with practical workflows actionable tips and forward looking insights it s designed for marketers entrepreneurs and content creators who want to stay ahead of algorithm changes and win top positions in search results Whether you re optimizing your first site or managing large scale campaigns this guide will help you rank higher work smarter and future proof your SEO strategy advanced seo strategies ai powered seo chatgpt v5 for seo seo content optimization keyword research ai voice search optimization featured snippet seo topic cluster strategy schema markup guide future of seo 2025

Passive Income Machines Part 2: The Ultimate Guide to Earning Online

While You Sleep Claudio Peppicelli, 2025-12-18 Passive Income Machines Part 2 The Ultimate Guide to Earning Online While You Sleep is an advanced follow up manual that focuses on cutting edge digital assets and automation to generate scalable revenue While Part 1 covered foundational methods this second installment explores modern frontiers such as artificial intelligence digital real estate and platform specific automation Key areas of focus in this guide include AI Automation Tools Detailed strategies for monetizing AI including selling prompts building custom chatbots for businesses creating AI generated art and automating video and blog content Digital Real Estate Practical advice on high leverage assets such as flipping domain names and websites renting lead generation sites to local businesses and building SEO authority portals Social Media Monetization Tactics for faceless growth and earnings through YouTube automation Instagram theme pages TikTok compilation channels and specialized services like LinkedIn ghostwriting Business SaaS Models Guidance on scalable ventures such as white label software SaaS subscription boxes and licensing digital assets or APIs Service Based Scalability Instruction on high ticket AI services where a single well built solution like a chatbot can be sold for significant fees with

added monthly maintenance retainers The book emphasizes that in the modern economy the highest profits go to those who teach the machines what to do and leverage automation to serve global markets 24 7

The Definitive Guide to Microsoft Fabric Christopher Maneu, Emilie Beau, Jean-Pierre Riehl, Romain Casteres, Frederic Gisbert, 2025-11-21 Master Microsoft Fabric from basics to advanced architectures with expert guidance to unify secure and scale analytics on real world data platforms Key Features Build a complete data analytics platform with Microsoft Fabric Apply proven architectures governance and security strategies Gain real world insights from five seasoned data experts Purchase of the print or Kindle book includes a free PDF eBook Book Description Microsoft Fabric is reshaping how organizations manage analyze and act on data by unifying ingestion storage transformation analytics AI and visualization in a single platform The Definitive Guide to Microsoft Fabric takes you from your very first workspace to building a secure scalable and future proof analytics environment You ll learn how to unify data in OneLake design data meshes transform and model data implement real time analytics and integrate AI capabilities The book also covers advanced topics such as governance security cost optimization and team collaboration using DevOps and DataOps principles Drawing on the real world expertise of five seasoned professionals who have built and advised on platforms for startups SMEs and Europe s largest enterprises this book blends strategic insight with practical guidance By the end of this book you ll have gained the knowledge and skills to design deploy and operate a Microsoft Fabric platform that delivers sustainable business value What you will learn Understand Microsoft Fabric architecture and concepts Unify data storage and data governance with OneLake Ingest and transform data using multiple Fabric tools Implement real time analytics and event processing Design effective semantic models and reports Integrate AI and machine learning into data workflows Apply governance security and compliance controls Optimize performance and costs at scale Who this book is for This book is for data engineers analytics engineers architects and data analysts moving into platform design roles It s also valuable for technical leaders seeking to unify analytics in their organizations You ll need only a basic grasp of databases SQL and Python

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The Prompt Engineering Playbook Avery Grey, 2025-09-17 Unlock the True Power of Artificial Intelligence Stop Guessing and Start Engineering Do you find your interactions with AI assistants like ChatGPT Gemini or Claude falling short Are you getting generic uninspired or inaccurate results leaving you frustrated and wondering how others achieve breakthrough outcomes The problem isn't the AI It's the prompt In a world driven by artificial intelligence the ability to communicate your intentions with clarity and precision is the most valuable skill you can possess The Prompt Engineering Playbook by Avery Grey is your definitive beginner friendly guide to mastering this essential new literacy Forget complex jargon and technical fluff This book is a practical hands on training manual designed to turn you from a passive user into a confident AI director Inside this playbook you will discover actionable strategies and step by step plays to Master the Fundamentals Understand what AI is actually doing and why the Garbage In Garbage Out rule is more important than ever Construct the Perfect Prompt Learn the six core components of a championship prompt that consistently deliver accurate and useful results Command Structured Outputs Force the AI to format information exactly how you need it from simple lists and tables to complex JSON and Markdown Deploy Expert Personas Go beyond Act as to build deep knowledgeable AI assistants tailored to any task from a marketing strategist to a data analyst Build an Idea Factory Use advanced brainstorming techniques to generate hundreds of creative and strategic ideas at scale Refine and Control Your Outputs Master the art of using constraints negative prompts and fact checking strategies to eliminate errors and fine tune AI generated content Conquer Advanced Applications Move beyond text with dedicated playbooks for generating stunning visuals with image AI writing and debugging code and automating complex multi step workflows Whether you are a professional aiming to boost productivity a student seeking a competitive edge or a creator looking to unlock new possibilities this playbook is your strategic advantage It's time to stop talking at your AI and start collaborating with it

The Ultimate Guide to ChatGPT Prompts Remon Geyser, 2025 *Your way to become a prompt expert! A comprehensive guide for working with ChatGPT* Mika Schwan, Lucas Greif, Andreas Kimmig, 2023-08-29 Do you want to learn how to achieve stunning results with ChatGPT Then this is the book for you With *Your way to become a prompt expert* A comprehensive guide for working with ChatGPT Your way to become a prompt expert A comprehensive guide for working with ChatGPT you will get a guide that will help you use the full potential of ChatGPT to accomplish complex tasks In this book you'll learn how to create effective prompts to get ChatGPT to generate the results you want You will learn the best methods and techniques to create precise and controllable interactions with ChatGPT This book will help you take your interaction with ChatGPT to the next level What you'll learn in this book Prompt engineering basics understand how ChatGPT works and how to create effective prompts Advanced prompt techniques Learn different strategies to formulate complex queries and achieve customized results Troubleshooting and Optimization Learn how to identify and optimize problems to get the best results

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Prompts For Success - The Ultimate ChatGPT Prompt Engineering Guide Michael Ferguson,2023-04-17 Get ready to unlock your full potential with ChatGPT In this comprehensive guide you ll discover the power of prompt engineering to boost your creativity productivity and effectiveness in various niches such as writing music business health and even fun With well researched content practical strategies real world examples and 100 carefully crafted prompts you ll learn how to harness the full capabilities of ChatGPT to empower yourself for effective interactions From generating compelling content to crafting persuasive sales pitches creating captivating stories composing motivational speeches and more you ll have the tools and techniques to excel in your chosen domain Along the way you ll also explore ethical considerations and engage in self reflection exercises ensuring a well rounded and responsible approach to using ChatGPT Whether you re a writer entrepreneur marketer musician or health enthusiast this book offers actionable takeaways personal stories and engaging content that will ignite your imagination and drive success Don t miss out on this transformative journey with ChatGPT Get started now and unleash your limitless potential ChatGPT Prompts Mastering Christian Brown,2023 Welcome to ChatGPT

Prompts Mastering A Guide to Crafting Clear and Effective Prompts In this comprehensive guide you ll learn everything you need to know about crafting clear and effective ChatGPT prompts that drive engaging and informative conversations Whether you re a beginner or an experienced ChatGPT user this book has something for everyone From understanding the principles of effective prompting to mastering the art of constructing clear and concise prompts you ll gain the skills and knowledge you need to take your ChatGPT conversations to the next level **ChatGPT Basic Manual 2025 A Complete Guide to Master the World's Most Advanced Conversational AI** Sebastian angeloff, Unlock the full potential of ChatGPT 2025 GPT 5 and take your digital skills to the next level The ChatGPT Basic Manual 2025 is a complete step by step guide designed to help you understand use and master the most advanced conversational AI available today Inside this manual you ll learn how to Create precise and effective prompts like a professional Write analyze summarize translate and generate ideas

with AI Automate workflows and integrate ChatGPT with other tools Apply ChatGPT in education business programming and creative projects Use best practices ethics and security principles for responsible AI usage Includes Practical exercises and guided examples Prompt templates for different industries A 30 day learning plan to build mastery step by step Troubleshooting guides and quick reference checklists Perfect for students teachers entrepreneurs developers and professionals who want to boost creativity and productivity with artificial intelligence

ChatGPT Unlocked Aileen Santos, 2024-10-29 Unlock the full potential of ChatGPT with this comprehensive beginner's guide ChatGPT Unlocked The Ultimate Beginner's Guide with Tips Tricks and Prompts to Master AI Conversations Whether you're new to AI or looking to deepen your skills this book will empower you to make the most of ChatGPT as a versatile all in one tool for daily life Packed with expert tips tailored tricks and beginner friendly prompts this guide explores everything from getting started with simple commands to advanced prompt techniques that yield powerful results Discover how ChatGPT can assist you in productivity creativity organization and learning Each section is designed to enhance your confidence and skill in interacting with ChatGPT making it a helpful companion for personal and professional growth Ideal for anyone looking to integrate AI into their routine this guide provides the essential insights and practical tools needed to make ChatGPT your go to resource for brainstorming problem solving organizing and so much more Dive in to unlock the capabilities of ChatGPT and transform the way you approach tasks projects and ideas

Mastering ChatGPT: A Comprehensive Guide to Prompt Engineering, Coding, and Monetization Balaji murumbe, 2023-06-05 Description Mastering ChatGPT A Comprehensive Guide to Prompt Engineering Coding and Monetization is the ultimate resource for anyone looking to harness the power of ChatGPT and unlock its full potential Whether you're a developer entrepreneur or AI enthusiast this ebook will equip you with the knowledge and skills to excel in prompt engineering coding and monetization In this comprehensive guide you'll dive deep into the world of prompt engineering and learn how to craft effective prompts that elicit precise and tailored responses from ChatGPT Discover advanced techniques strategies and best practices to optimize your inputs and achieve desired outcomes With practical examples and real world scenarios you'll gain a solid foundation in prompt engineering and be able to apply these skills to a wide range of applications But that's not all This ebook also delves into the realm of coding with ChatGPT showing you how to leverage its capabilities for various programming tasks Explore the possibilities of generating code snippets enhancing your software development workflows and tapping into the potential of ChatGPT as a coding assistant Unlock new avenues for efficiency and creativity in your coding endeavors Furthermore Mastering ChatGPT offers insights and strategies for monetizing your ChatGPT expertise Learn how to transform your skills into revenue streams whether by developing AI powered products offering consultancy services or creating compelling content Discover the lucrative opportunities that await you in the world of ChatGPT monetization and get practical tips for navigating this exciting landscape With its comprehensive approach expert guidance and practical advice Mastering ChatGPT A Comprehensive

Guide to Prompt Engineering Coding and Monetization is your definitive companion on the journey to mastering ChatGPT. Unleash the power of ChatGPT, unlock new possibilities, and achieve success in prompt engineering, coding, and monetization. Get ready to take your AI skills to the next level.

ChatGPT Basic Manual 2025: A Complete Guide to Master the World's Most Advanced Conversational AI Sebastian Angeloff, 2025-10-13. Unlock the full potential of ChatGPT 2025 GPT 5 and take your digital skills to the next level. The ChatGPT Basic Manual 2025 is a complete step-by-step guide designed to help you understand, use, and master the most advanced conversational AI available today. Inside this manual, you will learn how to create precise and effective prompts like a professional, write, analyze, summarize, translate, and generate ideas with AI. Automate workflows and integrate ChatGPT with other tools. Apply ChatGPT in education, business, programming, and creative projects. Use best practices, ethics, and security principles for responsible AI usage. Includes practical exercises and guided examples, prompt templates for different industries, a 30-day learning plan to build mastery step-by-step, troubleshooting guides, and quick reference checklists. Perfect for students, teachers, entrepreneurs, developers, and professionals who want to boost creativity and productivity with artificial intelligence.

ChatGPT Prompts Wesley Duggan, 2023-06-05. ChatGPT Prompts is your ultimate guide to mastering ChatGPT and crafting effective prompts that yield accurate and relevant responses.

ChatGPT Prompt Engineering Mastery Playbook Dwayne Anderson, 2023-05-04. ChatGPT Prompt Engineering Mastery Playbook: 500 Prompts for Productivity is a comprehensive guide that covers the basics of ChatGPT prompt engineering. This guidebook offers practical tips on how to generate high-quality and relevant responses from ChatGPT, including customizing prompt settings like length, temperature, and prompt types such as Long form, prompt explainer, prompt endnote, prompt, and envision prompt. With this comprehensive guide, you will learn everything you need to know about crafting effective prompts that will produce the results you want. The ebook contains a wide range of prompts on various topics to help users save time by providing pre-made prompts that guide the conversation and enhance creativity by encouraging imagination and optimizing ChatGPT's full potential. Moreover, some of the prompts are designed to challenge users' thinking, expand their knowledge, and critical thinking skills, and help them achieve specific goals such as learning the neutral language processing system. The first book in the series is titled 500 Prompts for Productivity and covers various aspects of prompt formulation techniques and enhances readers' broad scope for productivity such as time management, daily goal setting, and motivation. It offers daily inspiration to keep users focused and motivated, boosting their efficiency to get more done every day. With real-world examples and step-by-step instructions, this guidebook is suitable for both experienced administrators and beginners. By investing in this professionally created resourceful package, users can benefit from a personalized experience that caters to their specific interests and needs. Overall, the ChatGPT Prompt Engineering Mastery Playbook is an essential resource for anyone looking to unlock the full potential of ChatGPT and create unique and engaging content quickly and easily.

ChatGPT for Everyday Use (Updated Edition) Çağla Erdem Öztaş, 2025-11-04. Save time

spark creativity and simplify your work with ChatGPT get real results fast This book skips the technical jargon and focuses entirely on practical solutions Preparing editing and summarizing text Working with images including Gemini Nano Banana 100 carefully crafted real prompts One sentence to add for instantly better results Optimize long or complex prompts Prompt generation via prompts Study Learn Deep Research Agent Mode and more

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