AI Zero to Hero - ChatGPT Mastery Cheat Sheet

GRAND SCALE

Key Terms

Prompts: Written instructions given to ChatGPT

GPT-5: The latest AI model powering ChatGPT

Open AI: The company that built ChatGPT and GPT-5

Generative AI: A category of AI that generates media like text images, music, and movies

Key Features

Prompting: Instruct ChatGPT to produce text outputs you want, e.g., blogs, white papers, video scripts.
Web Browsing: Enables ChatGPT to access real-time internet information to stay up-to-date.
Plugins: Similar to Chrome extensions, these built-in tools extend ChatGPT's capabilities.
Note: Unlimited web browsing and access to other plugins requires a paid subscription.

Tones

Firm	Professional	Persuasive
Confident	Descriptive	Formal
Poetic	Humorous	Informal
Narrative	Academic	Friendly

Format

Code	Table	Essay
Ad Copy	Blog	Report
Social	Email	Presentation
Media Post	Bullets	Research

Modes and Roles

Intern: Find research on [Insert topic]
Idea generator: Generate ideas on [X]
Editor: Edit and fix this text: [Insert text]
Teacher: Teach me about [Insert topic]
Critic: Critique my argument: [Argument]

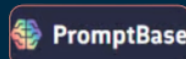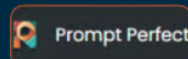## Alternative Chatbots

Google Gemini

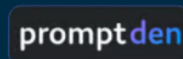Microsoft Copilot

Perplexity

Claude (Anthropic)

Prompt Generation Apps

PromptBase — Prompt Base

Prompt Perfect — Prompt Perfect

promptden — Prompt Den

10 BEST PLUGINS

Dall-E

Wolfram

Scholar AI

WebPilot

KeyMate Search

VoxScript

Zapier

Create QR Code

Pixellow

AskYour PDF

Key Use Cases and Prompts

Improve your writing: Proofread my writing above. Fix grammar and spelling mistakes. And make suggestions that will improve the clarity of my writing.

Delegate your research: I am creating a report about [Insert topic]. Research and create an in-depth report with a step-by-step guide that will help readers understand how to [Insert outcome].

Use 80/20 to learn faster: I want to learn about [Insert topic]. Identify and share the most important 20% of learnings from this topic that will help me understand 80% of it.

Summarise long text, articles, and reports: Summarise the text below and give me a list of bullet points with key insights and the most important facts.

Simply and effectively understand complex documents: Rewrite this text and make it easy for a beginner to understand: [Insert text].

Generate new ideas: I want to [Insert task or goal]. Generate [Insert desired outcome] for [Insert task or goal].

Simply and effectively learn complex topics: Explain [Insert topic] in simple and easy terms that any beginner can understand.