



100 CHATGPT TIPS

BY NICOLAS BOUCHER 

FRAMEWORK

1	CRISPE	Context, Specifics, Instructions, + Format, Structure, Identity
2	ARCS	Attention, Interest, Desire, Action
3	CARE	Context, Action, Result, Example
4	TAR	Task, Action, Result
5	RTI	Role, Task, Format
6	PAR	Problem, Approach, Solution
7	RISEN	Role, Instructions, Steps, End Goal, Formatting
8	DRAG (Do you get the best?) Python coded	Specify the type, Name, Use of Code, Assumed Action, Key Data, Structure
9	STAR	Situation, Task, Action, Result
10	CRISPE	Capacity, Role, Insights, Statement, Personality, Experiment
11	APL	Action, Purpose, Expectation
12	BAR	Before, After, Bridge
13	SWOT	Strengths, Weaknesses, Opportunities, Threats
14	RICE	Reach, Impact, Confidence, Effort
15	ROI	Algorithm and Key Results
16	PEOPLE	Political, Economic, Social, Technological, Legal, Environmental
17	POWOW	Point, Name, Should have, Could have, Won't have
18	ABCD	Assess, Brainstorm, Create, Develop, Evaluate
19	SPAC	Setting, Research, Analysis, Improve, Control
20	CARE	Challenges, Action, Results, Reflection
21	PPP	Progress, Plans, Problems
22	SPORT	Specific, Measurable, Actionable, Relevant, Time-bound
23	WPI	What, How, When, Promotion
24	ROCK	Role, Objective, Details, Examples, Same Check
25	IRA	Instructions, Resources, Benchmark, Additional Guidelines

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SHORTCUTS

26	Open new chat	Windows: <code>Ctrl + Shift + 0</code>	Mac: <code>Cmd + Shift + 0</code>
27	Place cursor in chat input	Windows: <code>Shift + Esc</code>	Mac: <code>Shift + Esc</code>
28	Copy last code block	Windows: <code>Ctrl + Shift + .</code>	Mac: <code>Cmd + Shift + .</code>
29	Copy last response	Windows: <code>Ctrl + Shift + E</code>	Mac: <code>Cmd + Shift + E</code>
30	Set custom instructions	Windows: <code>Ctrl + Shift + I</code>	Mac: <code>Cmd + Shift + I</code>
31	Toggle sidebar	Windows: <code>Ctrl + Shift + O</code>	Mac: <code>Cmd + Shift + O</code>
32	Refresh chat	Windows: <code>Ctrl + Shift + Backspace</code>	Mac: <code>Cmd + Shift + Backspace</code>
33	Show all shortcuts	Windows: <code>Ctrl + /</code>	Mac: <code>Cmd + /</code>
34	Undo Action	Windows: <code>Ctrl + Z</code>	Mac: <code>Cmd + Z</code>
35	Redo Action	Windows: <code>Ctrl + Y</code>	Mac: <code>Cmd + Shift + Z</code>
36	Zoom in	Windows: <code>Ctrl + +</code>	Mac: <code>Cmd + +</code>
37	Zoom out	Windows: <code>Ctrl + -</code>	Mac: <code>Cmd + -</code>
38	Reset Zoom	Windows: <code>Ctrl + 0</code>	Mac: <code>Cmd + 0</code>
39	Quit Application	Windows: <code>Alt + F4</code>	Mac: <code>Cmd + Q</code>
40	Submit Input	Windows: Enter	Mac: Enter
41	Add a Line Break	Windows: <code>Shift + Enter</code>	Mac: <code>Shift + Enter</code>
42	Cycle through sidebar elements	Windows: Tab	Mac: Tab
43	Browser-Specific Shortcut: Close Current Tab	Windows: <code>Ctrl + W</code>	Mac: <code>Cmd + W</code>
44	Browser-Specific Shortcut: Search Within Tab	Windows: <code>Ctrl + F</code>	Mac: <code>Cmd + F</code>
45	Browser-Specific Shortcut: Reload ChatGPT	Windows: <code>Ctrl + R</code>	Mac: <code>Cmd + R</code>
46	Browser-Specific Shortcut: Mark Tab/Chat as Favorite	Windows: <code>Ctrl + B</code>	Mac: <code>Cmd + B</code>
47	Keyboard Navigation in ChatGPT: Scroll to Top	Windows: Page up	Mac: <code>Cmd + Up Arrow</code>
48	Keyboard Navigation in ChatGPT: Scroll to Bottom	Windows: Page down	Mac: <code>Cmd + Down Arrow</code>
49	In-Text Editors for ChatGPT Plugins: Invoke ChatGPT Command	Windows: <code>Ctrl + Shift + F</code>	Mac: <code>Cmd + Shift + F</code>
50	In-Text Editors for ChatGPT Plugins: Auto-complete Prompt	Windows: Tab or <code>Ctrl + Space</code>	Mac: Tab or <code>Cmd + Space</code>

DATA

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51	Convert Text to a Table	Provide data in plain text and ask, "Turn this into a table format"
52	Summarize Data	Provide a dataset and ask, "Summarize this data in key points"
53	Generate CSV/Formula	Describe what you want to calculate, which data you have and ask for the formula
54	Generate a CSV File Template	Request, "Create a CSV format for tracking sales data"
55	Extract Data Patterns	Ask, "Extract specific patterns from this data"
56	Create an Excel Table	List the headers and the type of data you want inside. Then say "Generate file"
57	How to create a Pivot Table	Ask, "How would you structure a Pivot Table to analyze [dataset by region]?"
58	Generate Conditional Formatting Rules	Example: "Give me a rule to highlight all cells with a value greater than 5000"
59	Automate Tasks with VBA	Example: "Write a VBA script to combine all data in one tab"
60	Support Graphs in Charts	Ask, "What type of chart should I use to visualize this data?"
61	Turn Data into Insights	Provide raw data and ask, "Summarize this into a key insights report"
62	Generate Slide Content	Ask for bullet points, "Summarize this content into 5 slides for a presentation"
63	Create a Financial Dashboard Outline	Request, "Guide me in building a sales dashboarding report"
64	Create a Smart Chart Template	ChatGPT can outline tasks, formulas, and dependencies in a structured format
65	Create Monthly Reports	Example: "Draft a monthly performance report with the following data"
66	Export Data to Excel	ChatGPT can generate text structured as Excel formulas like <code>=SUM(A1:A10)</code>
67	Identify Data Anomalies	Provide a dataset and ask, "Identify any outliers or inconsistencies in this data"
68	Reverse Data Cleaning Steps	Ask, "What steps should I take to clean this dataset before analysis?"
69	Create Interactive Data Visualizations	Request, "Suggest interactive visualization tools for this dataset"
70	Compare Data Trends Over Time	Provide time series data and ask, "Identify key trends and changes over time"
71	Recommend the Best Chart for Data	Ask, "What type of chart best represents this dataset?"
72	Generate Forecasting Models	Ask, "What forecasting method can I use for this data and how do I apply them?"
73	Normalize Data for Better Analysis	Request, "Convert this unstructured data into an analysis-friendly format"
74	Create Automated Data Reports	Ask, "Generate a summary report from this dataset with key insights and visualizations"
75	Translate Data Descriptions	Example: "Turn this description into SQL queries or database schema"

ADVANCED

76	Utilize Image ID for similar images	Enable image processing for identifying or replication of formats. Be specific, about the id.
77	How to prompt it	Check the chat course in Advanced Chat
78	Create a GPT	Explore custom GPTs or tailor responses for your specific needs
79	Chain Prompts for Complex Tasks	Break down tasks into smaller chunks and connect them with sequential queries
80	Use Role-Playing	Ask ChatGPT to act as a specific expert (e.g., CFO, developer, data scientist)
81	Ask for Counterarguments	Challenge outputs by requesting opposing views or alternative solutions
82	Refine with Iteration	Continuously refine outputs by asking for clarifications or adjustments
83	Automate Tasks with APIs	Integrate ChatGPT's outputs into workflows using tools like Zapier or APIs
84	Request Visual Suggestions	Ask for reports, table designs, or graphical tables to enhance presentations
85	Generate Frameworks	Example: "Provide a step-by-step framework for budgeting processes"
86	Analyze Sentiment	Provide content and ask ChatGPT to determine its tone or sentiment
87	Generate Markdown	Example: "Format this text in Markdown for a README file"
88	Create Presentations via ChatGPT	Ask ChatGPT to create a PowerPoint (you can even say "60s of 4:3 for report")
89	Explore GPTs	GPT marketplace - research here before creating your own
90	Generate Conversations	Practice interviews, sales pitches, or client interactions
91	Generate JSON or XML Outputs	Example: "Convert this data into JSON for a database"
92	Generate Functionality in ChatGPT	Custom apps in a separate window, allowing you and ChatGPT to collaborate on a project
93	Custom Instructions	Personalize responses by setting preferences for tone, or what to should know about you
94	Generate Functionality in ChatGPT	Organize files and chats for personal use and manage work across multiple conversations
95	Memory setting in ChatGPT	Save key details for ongoing conversations for more context across responses
96	Tasks Functionality in ChatGPT	Schedule tasks. Ex: Prepare monthly financial statements (Scheduled, 5th of each month)
97	Searchly Prompting	Using open-ended, guiding questions to push the AI toward deeper thinking
98	Agent Prompting	Assigning roles or tasks, defining rules clearly for operational outputs
99	Meta-Cognition	Encouraging the AI to evaluate its responses for accuracy or coherence
100	Team Prompting	Collaborating with multiple AI models or personas to solve problems

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DP Hallahan



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Table of Contents Chatgpt Chatgpt Tips

1. Understanding the eBook Chatgpt Chatgpt Tips
 - The Rise of Digital Reading Chatgpt Chatgpt Tips
 - Advantages of eBooks Over Traditional Books
2. Identifying Chatgpt Chatgpt Tips
 - 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 Chatgpt Chatgpt Tips
 - User-Friendly Interface
4. Exploring eBook Recommendations from Chatgpt Chatgpt Tips
 - Personalized Recommendations
 - Chatgpt Chatgpt Tips User Reviews and Ratings
 - Chatgpt Chatgpt Tips and Bestseller Lists
5. Accessing Chatgpt Chatgpt Tips Free and Paid eBooks
 - Chatgpt Chatgpt Tips Public Domain eBooks
 - Chatgpt Chatgpt Tips eBook Subscription Services
 - Chatgpt Chatgpt Tips Budget-Friendly Options
6. Navigating Chatgpt Chatgpt Tips eBook Formats

- ePub, PDF, MOBI, and More
- Chatgpt Chatgpt Tips Compatibility with Devices
- Chatgpt Chatgpt Tips Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Chatgpt Chatgpt Tips
 - Highlighting and Note-Taking Chatgpt Chatgpt Tips
 - Interactive Elements Chatgpt Chatgpt Tips
- 8. Staying Engaged with Chatgpt Chatgpt Tips
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Chatgpt Chatgpt Tips
- 9. Balancing eBooks and Physical Books Chatgpt Chatgpt Tips
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Chatgpt Chatgpt Tips
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Chatgpt Chatgpt Tips
 - Setting Reading Goals Chatgpt Chatgpt Tips
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Chatgpt Chatgpt Tips
 - Fact-Checking eBook Content of Chatgpt Chatgpt Tips
 - 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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