



# 100 CHATGPT TIPS

BY NICOLAS BOUCHER 

## FRAMEWORK

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

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## SHORTCUTS

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

## DATA

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51	<b>Convert Text to a Table</b>	Provide data in plain text and ask, "Turn this into a table format"
52	<b>Summarize Data</b>	Provide a dataset and ask, "Summarize this data in key points"
53	<b>Generate CSV/Excel Formulas</b>	Describe what you want to calculate, which data you have and ask for the formula
54	<b>Generate a CSV File Template</b>	Request, "Create a CSV format for tracking sales data"
55	<b>Extract Data Patterns</b>	Ask, "Extract specific patterns from this data"
56	<b>Create an Excel Table</b>	List the headers and the type of data you want inside. Then say "Generate file"
57	<b>How to create a Pivot Table</b>	Ask, "How would you structure a Pivot Table to analyze [insert key insight]"
58	<b>Generate Conditional Formatting Rules</b>	Example: "Give me a rule to highlight all cells with a value greater than 10,000"
59	<b>Automate Tasks with VBA</b>	Example: "Write a VBA script to combine all data in one tab"
60	<b>Support Graphs in Charts</b>	Ask, "What type of chart should I use to visualize this data?"
61	<b>Turn Data into Insights</b>	Provide raw data and ask, "Summarize this into a key insight report"
62	<b>Generate Slide Content</b>	Ask for bullet points, "Summarize this content into 5 slides for a presentation"
63	<b>Create a Financial Dashboard Outline</b>	Request, "Guide me in building a sales dashboard report"
64	<b>Create a Smart Chart Template</b>	ChatGPT can outline tasks, formulas, and dependencies in a structured format
65	<b>Create Monthly Reports</b>	Example: "Draft a monthly performance report with the following data"
66	<b>Export Data to Excel</b>	ChatGPT can generate text structured as Excel formulas in a CSV file
67	<b>Identify Data Anomalies</b>	Provide a dataset and ask, "Identify any outliers or inconsistencies in this data"
68	<b>Reverse Data Cleaning Steps</b>	Ask, "What steps should I take to clean this dataset before analysis?"
69	<b>Create Interactive Data Visualizations</b>	Request, "Suggest interactive visualization tools for this dataset"
70	<b>Compare Data Trends Over Time</b>	Provide time-series data and ask, "Identify key trends and changes over time"
71	<b>Recommend the Best Chart for Data</b>	Ask, "What type of chart best represents this dataset?"
72	<b>Generate Forecasting Models</b>	Ask, "What forecasting method can I use for this data and how do I apply them?"
73	<b>Normalize Data for Better Analysis</b>	Request, "Convert this unstructured data into an analysis-friendly format"
74	<b>Create Automated Data Reports</b>	Ask, "Generate a summary report from this dataset with key insights and trends"
75	<b>Translate Data Descriptions</b>	Example: "Turn this descriptive text into SQL queries or database schema"

## ADVANCED

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

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