



ChatGPT Cheat Sheet

Chat.openai.com

WHAT IS AI?

- ✓ AI (Artificial Intelligence) = Technology that helps machines think, learn, and solve problems.
- ✓ Think of it like: A digital assistant that can write, create, and automate tasks.

WHAT IS AN LLM?

If you here the word LLM this is just a fancy AI word for a chat bot.

- LLM = AI that understands and generates human-like text.
- What it can do: Answer questions, summarize, write content, generate ideas.

Examples: ChatGPT, Google Gemini, Claude, Mistral

ChatGPT subscriptions



Free Plan – \$0/month

ChatGPT Plus – \$20/month



ChatGPT Team – \$30 per user/month or \$25 per user/month billed annually

ChatGPT Enterprise – \$200/month



ChatGPT Versions

Which version should you use?
Here's a quick breakdown:

Free Version:

♥ **GPT-4o** – Great for most tasks—fast, accurate, and can work with both text and images.

♥ **o4-mini** – Lightweight and fast—perfect for quick brainstorming and simple Q&A.

Paid Versions:

♥ **o3** – Advanced logical reasoning and complex problem solving.

♥ **o4-mini-high** – Super speedy with code, data-crunching, and image-based questions.

Others : GPT-4.5 , GPT-4o mini

What is a Prompt?

A prompt is just a question or instruction you give to an AI chat tool (like ChatGPT) to get a useful response. It's how you tell the AI what you want

Beginner Prompt Framework

P.A.T.H

♥ **P – Play a Role**

Tell AI who to be — a coach, designer, marketer, or expert. (Act as....)

♥ **A – Ask with Purpose**

Clearly state the task or question you want help with.

♥ **T – Tweak the Details**

Add must-know info like your audience, word count, writing tone, or give examples to guide the AI Chat Tool.

♥ **H – Highlight the Format**

Specify how you want the answer: list, table, script, outline, etc.

Formatting ideas

Tell ChatGPT how you want your response structured for maximum clarity!

- Bullet Point Format

List Format

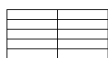


Table Format

Flowchart Format



Sectioned Block Format

Side-by-Side Comparison (Pros & Cons Layout)



Essential ChatGPT Tips

AI Isn't Perfect – It Can "Make Things Up"

AI can sometimes generate incorrect or misleading information ("hallucinations"), so always fact-check and verify sources!

Reminder: ChatGPT is a tool, not a replacement for human judgment!

Hidden Superpowers of ChatGPT



Create Graphs & Charts



Generate AI Images (DALL·E Integration – Pro Users)



Summarize & Analyze PDFs (Enterprise & Team Users)



Plan & Automate Workflows



Generate Code & Debug Errors (Great for developers!)

Protect your DATA

If you have a Free, Plus, or Pro account, go to:

Settings > Data Controls and turn "Improve the model for everyone"

OFF to prevent your data from being used for AI training.



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