100 CHATGPT TIPS

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FRAMEWORK

1	**CSI+FBI**	Context, Specific, Instruction, + Format, Blueprint, Identity
2	**AIDA**	Attention, Interest, Desire, Action
3	**CARE**	Context, Action, Result, Example
4	**TAG**	Task, Action, Goal
5	**RTF**	Role, Task, Format
6	**PAS**	Problem, Agitate, Solution
7	**RISEN**	Role, Instructions, Steps, End Goal, Narrowing
8	**SNAKE (to get the best Python code)**	Specify (file type), Notebook (Colab, Jupyter), Action, Key data, Structure
9	**STAR**	Situation, Task, Action, Result
10	**CRISPE**	Capacity, Role, Insight, Statement, Personality, Experiment
11	**APE**	Action, Purpose, Expectation
12	**BAB**	Before, After, Bridge
13	**SWOT**	Strengths, Weaknesses, Opportunities, Threats
14	**RICE**	Reach, Impact, Confidence, Effort
15	**OKR**	Objectives and Key Results
16	**PESTLE**	Political, Economic, Social, Technological, Legal, Environmental
17	**MOSCOW**	Must-have, Should-have, Could-have, Won't-have
18	**ABCDE**	Assess, Brainstorm, Create, Develop, Execute
19	**DMAIC**	Define, Measure, Analyze, Improve, Control
20	**CARR**	Challenge, Action, Results, Reflection
21	**PPP**	Progress, Plans, Problems
22	**SMART**	Specific, Measurable, Achievable, Relevant, Time-bound
23	**4P's**	Product, Price, Place, Promotion
24	**RODES**	Role, Objective, Details, Examples, Sense Check
25	**IRBA**	Instructions, Recursion, Benchmark, Additional Guidelines

SHORTCUTS

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

DATA

51	**Convert Text to a Table**	Provide data in plain text and ask, "Turn this into a table format"
52	**Summarize Data**	Paste a dataset and ask, "Summarize this data into key points"
53	**Generate Excel Formulas**	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 revenue by region?"
58	**Generate Conditional Formatting Rules**	Example: "Give me a rule to highlight all cells with a value greater than $1,000"
59	**Automate Tasks with VBA**	Example: "Write a VBA script to combine all tabs in one tab"
60	**Suggest Graphs or 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 3 slides for a presentation"
63	**Create a Financial Dashboard Outline**	Request, "Guide me in building a sales dashboard by region"
64	**Create a Gantt Chart Template**	ChatGPT can outline tasks, durations, 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-importable (e.g., CSV) data
67	**Detect Data Anomalies**	Provide a dataset and ask, 'Identify any outliers or inconsistencies in this data
68	**Generate 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 methods can I use for this data, and how do I apply them?
73	**Transform 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 visuals
75	**Translate Data Descriptions**	Example: "Turn this description into SQL queries or database schema"

ADVANCED

76	**Obtain image ID for similar images**	Utilize image processing for referencing or replication of formats, be specific about the id.
77	**Connect Gmail via Connectors**	Settings → Connectors → Gmail → Allow. Prompt: "Find unread emails I owe replies to"
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 layouts, table designs, or graphical ideas to enhance presentations
85	**Generate Frameworks**	Example: "Provide a step-by-step framework for budgeting processes
86	**Analyze Sentiment**	Paste 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 Powerpoint via ChatGPT**	Ask ChatGPT to create a Powerpoint (you can even say 16x9 or 4/3 for layout)
89	**Explore GPTs**	GPT Marketplace - search here before creating your own
90	**Simulate Conversations**	Practice interviews, sales pitches, or client interactions.
91	**Generate JSON or XML Outputs**	Example: "Convert this data into JSON for a database"
92	**Canvas functionality in ChatGPT**	Canvas opens 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 it should know about you
94	**Projects 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-aware responses
96	**Tasks functionality in ChatGPT**	Schedule tasks: Ex. Prepare monthly financial statements (Scheduled: 5th of each month)
97	**Socratic Prompting**	Using open-ended, probing questions to push the AI toward deeper thinking
98	**Agent Prompting**	Assigning roles or tasks , defining roles clearly for specialized outputs
99	**Meta-Cognition**	Instructing the AI to evaluate its responses for accuracy or coherence
100	**Team Prompting**	Collaborating with multiple AI models or personas to solve a problem.

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