

ChatGPT 101: A Guide to Your AI Superassistant

Resource guide + example prompts

ChatGPT 101 Resources

Use this guide to follow along with the **ChatGPT 101 Webinar: A Guide to Your AI Superassistant**. Please note that some prompts require a file upload - you can find all the sample files in the Docs tab of the webinar. *If you're viewing on-demand, you can use any file you have access to to practice the exercise.*

Other resources to bookmark

[OpenAI Help Center](#): Technical documentation for how ChatGPT works

[OpenAI Academy for Work](#): Resources to learn how to use ChatGPT most effectively for your role.

[Use Cases for Work GPT](#): GPT built by the OpenAI team to help you brainstorm use cases for your role.

Follow along with the webinar:

[Learn: What is AI? What is ChatGPT? \(1:56 - 5:48\)](#)

[Learn: Navigating the ChatGPT interface \(5:49 - 10:08\)](#)

[Demo: ChatGPT to summarize notes \(10:15 - 12:10\)](#)

[Learn: How do I talk to ChatGPT? \(12:12 - 14:22\)](#)

[Demo: Uploading and summarizing files \(14:23 - 17:20\)](#)

[Demo: Analyzing data \(17:20 - 19:34\)](#)

[Demo: Searching the web \(19:50—23:32\)](#)

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[Demo: Translating languages \(26:51—28:40\)](#)

[Demo: Using voice mode and dictation \(28:40-33:07\)](#)

[Learn: Finding new use cases \(33:18-36:40\)](#)

[Learn: Considerations when using ChatGPT \(36:41-40:00\)](#)

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Learn: What is AI? What is ChatGPT? (1:56 - 5:48)

Key ideas

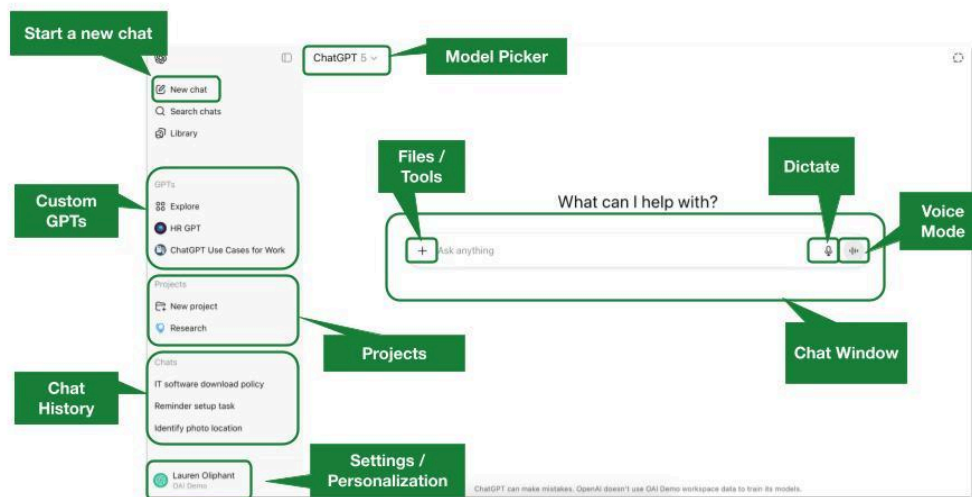
- OpenAI trains **large language models**, which are AI systems that consume massive amounts of text and data to learn human language over time
- ChatGPT is an application built on these large language models that allows non-technical people to access the technology in an easy-to-use, conversational interface.
- ChatGPT is a very powerful tool, but works differently than other applications you may have used before. You're taking the first step today by learning how to best use ChatGPT at work!

Go deeper → [ChatGPT Fundamentals](#)

Learn: Navigating the ChatGPT interface (5:49 - 10:08)

Key ideas

- Start to experiment with clicking around your workspace in ChatGPT to see what tools and customization options are available to you.
- Remember to start a new chat any time you are switching topics!



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Demo: ChatGPT to summarize notes (10:15 - 12:10)

Key ideas

- Using ChatGPT to summarize long or unstructured text is a great way to test out an easy use case!

Follow along: *Paste these notes into ChatGPT:*

- launch pushed Q3... need mktg plan update asap
- sarah budget draft EOW (check vendor lines)
- vendor contract follow up → scope change? \$\$? maybe just call them, email slow
- creative brief? if msg needs refresh for Q3
- paid ads shift – ask rob if we can move spend
- PR – update on press release date (was May)
- maybe extra budget w/ push?? finance to confirm
- vendor still owes mockups – due EOM per contract
- events – tradeshow still before launch? awkward if yes
- deck update... which version in drive?? find latest
- Q3 theme idea – tie to new features? confirm w/ product
- email drip needs rework, timeline wrong now
- weekly check ins til plan locked? prob good
- sales – hold on telling them til go ahead
- block time tmrw am → outline revised plan
- prep 2 scen: Q3 launch / slip again
- check canva folder for banner sizes paul asked
- IT – landing page redirect possible w/o SEO hit?

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Now add a **prompt** to get a better output. >> [Try it in ChatGPT](#)

Turn these meeting notes into a clear, concise email for my team. Include a friendly greeting, the key decisions we made, and 3 clear action items.

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Learn: How do I talk to ChatGPT? (12:12 - 14:22)

Key ideas

- “Prompting” = chatting
- Think of prompting ChatGPT like chatting with a human assistant. It will give you a better answer on the first try if you provide it with more details like an explicit **task** (what you want it to do), **context** (additional information you’d like it to know), and **expected output** (what you want it to respond with).

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- **There is no perfect way to prompt.** Experiment with what works for you!

Go deeper → [Prompting](#)

Follow along: Test out these three prompts in ChatGPT. What do you notice about the output between the three?

>> Try it in ChatGPT	>> Try it in ChatGPT	>> Try it in ChatGPT
<i>Project idea</i>	<i>Brainstorm strategies for engaging my team.</i>	<i>Brainstorm strategies for engaging my team at our Q1 offsite to plan our 202 roadmap. Create an agenda for a 30-minute icebreaker to get people talking about Q4 highs and lows.</i>

Demo: Uploading and summarizing files (14:23 - 17:20)

Key ideas

- Upload files to ChatGPT by clicking on the + icon next to your chat
- You can also use **apps** to connect to file storage applications like Google Drive or OneDrive – we'll cover apps in ChatGPT 102, but you can read more about them [here](#).

Go deeper → [Working with files](#)

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Follow along: Use “***File - Employee_Onboarding_Guide.pdf***” in webinar resources or download it [here](#) and upload it using your tool menu. Experiment with the following prompts in your chat window:

Summarize this document in 5 bullet points.

I’m creating a “Getting Started” guide for new employees. Summarize this document with a focus on what someone would need to know in their first week, and suggest 3 tips they could apply right away

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Demo: Analyzing data (17:20 - 19:34)

Key ideas

- You can upload spreadsheets into ChatGPT and have ChatGPT handle the analysis for you.
- Simply ask ChatGPT to analyze the data, or ask specific questions about the data. Treat ChatGPT like a personal analyst.
- You can ask ChatGPT to create visualizations like charts and graphs by just asking it in chat!

Go deeper → [Data Analysis](#)

Follow along: Upload “**File - Customer_Survey_Results.csv**” from webinar resources or download it [here](#) and copy + paste the following prompts:

Analyze this file and tell me the top 3 trends in customer feedback.

Using this data, create and show a bar chart (inline) of average satisfaction scores by product category. Add data labels and a short caption explaining the insight.

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Demo: Searching the web (19:50—23:32)

Key ideas

- You can search the web with ChatGPT to access the most up-to-date resources. This helps supplement ChatGPT's existing training data.
- ChatGPT may choose to search the web for you, depending on your prompt, but you can ensure it uses web search by using the + tools
- You can click into the sources that ChatGPT is using in its response.

Go deeper → [Search](#)

Follow along: *Use the Search the Web in the tool menu and copy + paste the prompts below.*

Find 5 conference venues in Chicago that can hold 200 people, have AV capabilities, provide catering, and are near public transportation. Include pricing information if available, and cite your sources.

Create a table of the options and pros/cons of each that you see.

Draft a short message to my manager, highlighting recommendations

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Demo: Analyzing and creating images (19:50—23:32)

Key ideas

- You can upload images to ChatGPT and ask ChatGPT questions about them
- You can ask ChatGPT to create images by saying “create an image” in your prompt, or by clicking “Create Image” in the + tools menu

Go deeper → [Creating images](#)

Follow along: Use “File - Webpage_Wireframe.png” in webinar resources or download it [here](#)

I’m attaching a webpage mockup. Can you analyze this image and describe the layout, key elements, and any usability improvements you’d suggest?

Create an image of what this website could look like, with purple and orange colors.

Demo: Translating languages (26:51—28:40)

Key ideas

- ChatGPT can translate languages, whether those are within an image or document, or pasted directly into the chat.

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Follow along: Use “File - Korean_Whiteboard” in webinar resources or download it [here](#)

Translate this image into English, and focus on what my team needs to do next

Demo: Using voice mode and dictation (28:40-33:07)

Follow along: Click on the Voice Mode icon and speak out loud:

“Hey, ChatGPT, I want to do a role play for a job interview for an accounting position at my company. I would like you to play the role of the hiring manager and role play with me for a few questions. And then when I end the role play, I would like you to give me some feedback on how I did. I just want you to be the role of the interviewer. You don’t need to add any more additional context. Let’s just dive right in.”

Learn: Finding new use cases (33:18-36:40)

Key ideas

- ChatGPT has many use cases for work, but it’s starting with writing, brainstorming, research, coding, and data analysis can help get you comfortable with the basic functionality
- Think about your day-to-day and think about things you do a lot, things you want to get better at, and things you are avoiding
- You can ask ChatGPT how to use it better by just asking it! It knows a lot about itself

Go deeper → [ChatGPT for Work Users](#) on the OpenAI Academy; [Example prompts](#) for your role/team

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Follow along: Navigate to the [ChatGPT Use Cases for Work GPT](#) and type in the following prompt (replace with your own role/company):

I'm a [role] on the [team] at [company]. My primary responsibilities are [responsibilities]. Can you brainstorm some ways that I can use ChatGPT at work?

Learn: Considerations when using ChatGPT (36:41-40:00)

Key ideas

- ChatGPT is a powerful tool that should be used responsibly
- Ensure you have a “human in the loop” and ensure that you are reviewing all of ChatGPT’s outputs
- Don’t use ChatGPT as a final resource for legal, medical, or financial advice.
- Your organization might have a formal AI policy that dictates what is/isn’t allowed.

Go deeper → [Responsible use of ChatGPT at work](#)

Thanks for joining! See other webinars in our [Webinar Hub](#) for ChatGPT at Work