#### Table of Contents

**\$** 

- 1. What is ChatGPT?
- 2. How to Access ChatGPT
  - 1. Web Interface (Easiest):
  - 2. API Access (For Developers):
  - 3. Mobile App (iOS/Android):
- 3. Basic Commands and Prompts
  - 1. Ask Questions:
  - 2. Write Content:
  - 3. Translate Text:
  - ∘ 4. Summarize Text:
  - 5. Generate Code:
- 4. Key Features
- <u>5. Crafting Effective Prompts</u>
  - Tips for Better Responses:
- <u>6. Code Examples</u>
  - Python (Fibonacci Generator):
  - HTML (Simple Web Page):
- 7. Troubleshooting and Debugging
- 8. Common Use Cases
- 9. Limitations
- 10. Keyboard Shortcuts (Web Interface)
- 11. ChatGPT Pro (GPT-4 Access)
- 12. API Usage (For Developers)
- 13. Best Practices
- 14. Advanced Techniques

### 1. What is ChatGPT?

- ChatGPT is a large language model developed by OpenAI that uses GPT (Generative Pre-trained Transformer) to generate human-like text.
- Use Cases:
  - Answering questions
  - Writing articles, code, emails, etc.
  - Brainstorming ideas

- Translation and summarization
- Debugging code and technical assistance

#### 2. How to Access ChatGPT

#### 1. Web Interface (Easiest):

- Visit <a href="https://chat.openai.com">https://chat.openai.com</a>
- Sign up/login to start using ChatGPT.

#### 2. API Access (For Developers):

- Requires an OpenAI account and API key.
- Use the OpenAI API for custom integrations.

#### 3. Mobile App (iOS/Android):

• Download from the App Store or Google Play.

## 3. Basic Commands and Prompts

### 1. Ask Questions:

What is the capital of France?

#### 2. Write Content:

Write a blog post about the benefits of meditation.

#### 3. Translate Text:

Translate "Hello, how are you?" to French.

#### 4. Summarize Text:

Summarize the following article: [paste text]

#### 5. Generate Code:

Write a Python script to reverse a string.

## 4. Key Features

- Memory (Pro Version): Remembers information across sessions (opt-in feature).
- Multimodal (GPT-4): Supports text and image inputs.
- Plugins: Extend functionality by connecting to external services.
- Web Browsing (GPT-4): Access up-to-date information beyond training data.

## 5. Crafting Effective Prompts

### **Tips for Better Responses:**

• Be Specific:

Explain quantum physics in simple terms for a 10-year-old.

• Provide Context:

Write a formal email requesting a meeting with a client.

• Break it Down:

Step 1: Explain the basics of machine learning.

Step 2: List common machine learning algorithms.

• Role Assignment:

Act as a history professor and explain World War II causes.

• Iterative Refinement:

Expand this text with more detail. Shorten the following paragraph.

## 6. Code Examples

#### Python (Fibonacci Generator):

```
def fibonacci(n):
    a, b = 0, 1
    for _ in range(n):
        print(a, end=' ')
        a, b = b, a + b
fibonacci(10)
```

### HTML (Simple Web Page):

## 7. Troubleshooting and Debugging

• Explain Errors:

```
I got this error in Python: IndexError: list index out of range. What does it mean?
```

• Code Debugging:

```
Debug the following JavaScript code: [paste code]
```

• Performance Optimization:

```
How can I optimize this SQL query for faster execution?
```

#### 8. Common Use Cases

- Content Creation: Blog posts, essays, emails, reports.
- Coding Help: Write, debug, and explain code in various languages.
- Learning Assistant: Get explanations on complex topics.
- Productivity: Generate ideas, to-do lists, schedules.
- Creative Writing: Poetry, stories, jokes, song lyrics.

### 9. Limitations

- Training Cut-off: May lack information on events or topics after the model's knowledge cut-off date.
- Accuracy: May generate incorrect or nonsensical answers. Always verify critical information.
- Bias: Responses may reflect biases in the training data.

## 10. Keyboard Shortcuts (Web Interface)

- Ctrl + Enter Submit prompt.
- Shift + Enter Add a new line without submitting.
- Up Arrow Edit last prompt.
- Tab Autocomplete in code blocks.

## 11. ChatGPT Pro (GPT-4 Access)

- GPT-4 Benefits:
  - More accurate and creative responses.
  - Handles complex prompts better.
  - Multimodal (image + text).

```
Pricing:
Free (GPT-3.5)
Pro (GPT-4) - Subscription model.
```

## 12. API Usage (For Developers)

```
npm install openai
Basic API Example (Node.js):
const { Configuration, OpenAIApi } = require("openai");
const configuration = new Configuration({
  apiKey: 'your-api-key',
}):
const openai = new OpenAIApi(configuration);
async function run() {
  const response = await openai.createCompletion({
    model: "gpt-4",
    prompt: "Write a poem about space.",
    max tokens: 100
  });
  console.log(response.data.choices[0].text);
}
run();
```

### 13. Best Practices

- Iterate and Refine: Keep refining prompts for better responses.
- Ask Follow-ups: Continue the conversation to extract more information.
- Clarify Ambiguity: Rephrase or add context if the answer isn't precise.

# 14. Advanced Techniques

• Chain of Thought (COT):

Solve this math problem step by step: 2x + 5 = 15

• Prompt Engineering:

Simulate a debate between AI and a scientist on climate change.

• Temperature Control:

Set temperature=0.2 for factual responses, 0.8 for creative writing.