



ChatGPT

Mini Course



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Course Goals

By the end of this mini-course, you will learn:

Understand what ChatGPT is.

Learn how to use it for everyday questions & tasks.

Know how to type better prompts to get better answers.

Feel more confident using it on your computer or phone.

ChatGPT

**Get answers. Find inspiration.
Be more productive.**



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What is ChatGPT?

ChatGPT is an **AI assistant** that you can chat with by typing questions or giving it tasks.

It's like **Google + a helpful coworker**, but instead of links, it gives direct answers, summaries, drafts, or explanations.

Created by **OpenAI**.

Used on the web, on your phone, or inside apps.

Examples of what you can ask:



“Write a short email to my landlord.”



“Give me a recipe with chicken and rice.”



“Translate this text to French.”



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Getting Started with ChatGPT

Sign up / Login: Go to chat.openai.com or use the ChatGPT app on your phone.

Choose a plan: Free (GPT-3.5) or Paid (GPT-4).

Type your question in the box and press Enter.

Tip: Start with “Can you...” or “Please...” or “Explain...”

Examples:

“Can you summarize this article?”

“Explain it to me like I’m 10.”

Join hundreds of millions of
users and try ChatGPT today.

[Try ChatGPT ↗](#)

[Try it on WhatsApp ↗](#)



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Good vs Bad Prompts

A prompt is simply what you type to tell ChatGPT what you want.

It's your **question, instruction, or request.**

Think of it like giving directions to a helpful assistant. The prompt is how you tell the AI what to do.

Bad Prompt

"Email"

"Recipe"

"Tell me about Canada"

Good Prompt

"Write an email to my boss asking for Friday off."

"Give me a quick recipe with tomato and garlic."

"Give me 5 interesting facts about Canada"

Common Uses

Drafting emails, letters, resumes

Learning & studying (explain concepts simply)

Business help (summaries, bullet points, pitches)

Translations

Everyday help (shopping lists, plans).

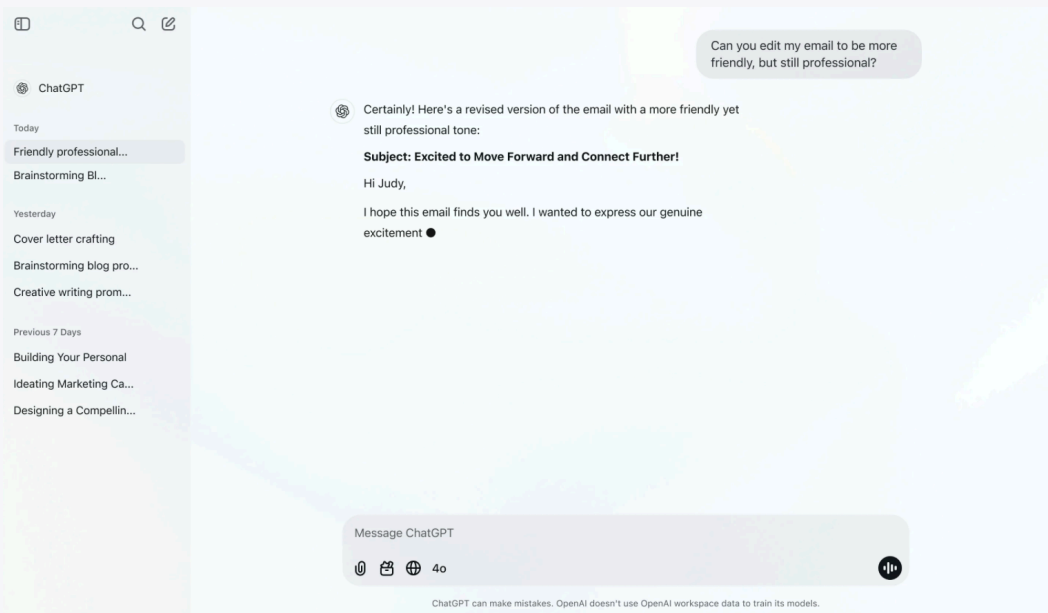


Privacy Tips

To learn more about ChatGPT privacy ([CLICK HERE](#)).

Don't share sensitive info (passwords, bank details).

It's private, but always treat it like talking to a helpful clerk. They remember your context in the chat, but not long-term.



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Resources & Quiz

Resources that can improve your ChatGPT experience:

[Youtube Video](#)

[ChatGPT website](#)

[Technical Guide \(Help Center\)](#)

Quiz

To access QUIZ ([CLICK HERE](#))

